

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
June 2, 2014

Mayor Pro Tem Allen called the meeting to order with the Pledge of Allegiance at 7:32 p.m. in the City of Northville Municipal Building, City Council Chambers, 215 W. Main Street, Northville, Michigan, 48167.

ROLL CALL

Present: Mayor Pro Tem James Allen, Councilmembers Nancy Darga, Sam Ekong, and Ryan McKindles

Absent: Mayor Christopher Johnson (excused)

Also Present: City Manager Patrick Sullivan, City Clerk Dianne Massa, Director of Public Works James Gallogly, Finance Director/Treasurer Sandi Wiktorowski, Parks and Recreation Director Jason Spiller, reporter from Northville Record, and three citizens.

PRESENTATIONS

A. Citizens Comments

David Marold, 443 Grace Street, voiced support for the City Manager's efforts in securing a separate agreement with the property owner at 410 N. Center Street. This agreement would require the property owner to notify the City in advance of any change in tenants or hours of operation.

Kevin DeGrood, owner of North Center Brewing Company, spoke of the state process to obtain his liquor license. It is a three month process that will not begin until the Michigan Liquor Control Commission receives signed documentation from the City. DeGrood had hoped for a Fall 2014 business opening. While the City continues to resolve the shared parking matter, DeGrood appealed to the City Council to separate the brewing company ownership from the shared parking situation with the property owner. He requested that the City move forward in having the Liquor License Review Committee meet to act on his December 2013 application. The two sides appear to be close to resolving the parking issues and acting on his LLRC application would expedite the process for obtaining the brewery's liquor license.

In response to a question from City Council, the City Manager explained that, at this time, it does not appear that the parking matter is close to being resolved. Mr. White is not agreeable to a separate agreement with the City that would require advance notification with any change in tenants or business hours of operation. The City Attorney requested changes to the draft agreement and Mr. White's attorney drafted language to address the concerns. Those changes were not part of the draft agreement presented to City Council at its May 19th meeting. Since that meeting, Mr. White has indicated that he now has new legal counsel and the previous language drafted by his former attorney is no longer valid.

Discussion ensued pertaining to the merits of noticing and holding the LLRC meeting as the LLRC may not wish to act until the parking matter is resolved.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion Darga, seconded by McKindles to adopt the agenda and consent agenda as presented.

Approve City Council Minutes of:

- Regular Meeting of May 5, 2014

Receive Bills List: Checks #88105 to #88224, Checks #88225 to #88310, EFT #500169

Receive Board and Commission Minutes:

- Housing Commission: 4/9/14, 4/30/14

Receive Departmental Reports: None

Board and Commission Appointments:

- Beautification Commission: Appoint Liliana Miyahara to fill a vacancy with a term expiring 6/30/15

Special Event Request / Civil War Encampment / July 4, 2014

Request to Waive Restriction / Beer and Wine Service / Northville Historical Society

Amendments to the Fees, Fines and Penalties Schedule / Lot Splits

Disposal of Assets / Couch and Chairs / Allen Terrace

CDBG Program Urban County Requalification / FY 2015-2017

Professional services Agreement / Security Camera and DVR Installation

Motion carried unanimously.

NEW BUSINESS

A. Election Commissioner Appointment

The Election Commission consists of the City Clerk, City Attorney, and a member of the Council who shall not be a candidate for elective office at the election for which he is appointed. The Clerk serves as the chairperson and two members of the Election Commission shall be a quorum. An Election Commissioner is needed for the August 5th and November 4th Elections.

The Election Commission will meet at 8:00 a.m. at City Hall on the following dates: June 26, 2014, July 30, 2014, October 1, 2014, and October 30, 2014. Additional meetings may be scheduled if needed.

Motion McKindles, seconded by Ekong to appoint Mayor Pro Tem Allen to serve as the Election Commissioner for the August 5, 2014 and November 4, 2014 Elections. **Motion carried unanimously.**

B. Purchase of BS&A Software Applications

The City has utilized BS&A software for its tax and assessing needs since 1990 and its financial software for 12 years. Staff is requesting City Council to consider the approval to purchase the following applications.

- Cemetery Management : Provides users with detailed record tracking of all cemeteries and associated plots within a municipality. Integrates with the Cash Receipting and General Ledger. GIS mapping integration allows for detailed mapping of all cemetery properties and gives a powerful view of unlimited map layers, expediting the search for a specific plot or group of plots. Currently all records are in original hard copy without any backup.

- Fixed Assets: This software easily tracks and reports on assets for full compatibility with GASB 34 reporting standards. Integrates with General Ledger and Accounts Payable applications eliminating duplicate data entry. The current software was downloaded from the internet in 2002. There are no updates available nor any support if there are issues.
- Payroll: Currently payroll is outsourced. The desire is to bring the entire process in-house. This software would integrate with General Ledger.
- Human Resources : This application tracks employee information. Currently this is handled using various spreadsheets. This application would combine all information into one place and integrates with the Payroll application.
- Timesheets: This application decentralizes the entry of hours worked, while maintaining oversight and final approval. Hours entered are easily imported into the Payroll application, eliminating unnecessary data entry.
- AccessMyGov/Employee Self Service: This is a collection of online services that allows employees to view prior checks, request changes to personal employment information, check leave balances, enter and view time sheets, and perform many other important employee housekeeping chores. This service helps minimize the time spent fulfilling information requests in-house, thus leveraging valuable human resource capabilities.

BS&A provided a proposal with a total cost not to exceed \$38,185 as detailed below:

- Software - \$17,535
- Data Conversion (Fixed Assets and Payroll) - \$5,990
- Implementation and Training (\$850 per day, charged as needed) - \$11,050
- Project Management and Planning - \$3,610

The purchase would be funded utilizing the Public Improvement Fund Technology Reserve. The elimination of outsourcing the payroll processing would provide a savings of approximately \$10,000 annually.

City Council Comments and Discussion: In response to a question from City Council, it was explained that all software is installed on the City's network and is password-protected.

Motion Darga, seconded by McKindles to authorize the purchase and implementation of the Cemetery, Fixed Assets, Payroll, Human Resources, Timesheets, and AccessMyGov applications for a not-to-exceed amount of \$38,185 from BS&A Software. **Motion carried unanimously.**

C. Acceptance of Credit Cards for Payments

City staff receives frequent requests from residents and business owners about the possibility of paying for property taxes, utility bills, and other fees by credit card. Currently, Northville Parks and Recreation and the Arts Commission accept credit card payments for their user fees.

Acceptance of credit and debit cards as a payment method has become virtually universal within the private sector, and more common within the public sector. Many governments now accept cards for

taxes, fines, user charges and fees. For a fee, a credit card processing service provider will work with a government to accept and process credit card payments.

There are many benefits to accepting payment cards, including:

- Enhanced customer service and convenience
- Increased certainty of collection
- Accelerated payments and the availability of funds
- Reduced return check processing costs
- Reduced collection costs

The City would be able to provide another option to its customers to make tax, utility, and other payments. A convenience fee would be charged to those customers choosing this payment option. Payments would be accepted either online or at the counter in City Hall. The City uses BS&A's Cash Receipting application. This application has the ability to integrate with the following payment processing companies: Official Payments and Point & Pay. References for both companies were checked.

Point & Pay is the recommended credit card processor due to the ease of bank reconciliation process. They are a PCI Level 1 certified service provider which means they fulfill all of the requirements outlined by the credit card industry to deliver the highest level of data security to its customers. The City Attorney reviewed their agreement and finds it acceptable. There is no cost to the City. The 3% convenience fee is charged directly to the customers by Point & Pay.

City Council Comments and Discussion: Questions pertained to the 3% convenience fee. It was also noted that credit card "mail" payments would not be accepted. Doing so would compromise the credit card data integrity.

Motion McKindles, seconded by Darga to authorize the acceptance of credit cards using Point & Pay based in Troy, Michigan. This authorization includes executing the necessary documents. **Motion carried unanimously.**

D. Roof Replacement and Restoration at Northville Community Center

Since 1979, Northville Parks and Recreation Department has operated the Northville Community Center located at 303 W. Main Street. During the 2001 building renovation project, several sections of the roof remained in their current condition as renovations did not alter these areas. These areas of the roof were installed in 1997 and are now in need of replacement and/or restoration. Currently, the Center experiences leaks within these areas causing a hazardous situation for our guests.

On December of 2013, Tremco Incorporated of Northville, roofing and building maintenance division of RPM International, performed thermal and nuclear testing on the Community Center roof and found several areas in need of replacement and restoration. With the assistance of Tremco, on April 22, 2014, the Parks and Recreation Department solicited RPF's for the project. The Department received five sealed bids with Royal Roofing Company, Inc. of Orion, Michigan being the lowest bid in the amount of \$151,560. The Professional Service Contract was reviewed by the City Attorney and the City's insurance provider.

The Northville Parks and Recreation Commission has been setting money aside in the Senior Adult Services Capital Outlay Fund (266-902-977.000) for years in anticipation of this project. Due to time restraints with roofing companies, it is recommended this project begin in late July/early August 2014.

Therefore, the Parks and Recreation Department will be amending the 2014/15 budget in the first quarter to reflect this project.

City Council Comments and Discussion: Brief discussion ensued pertaining to the lease, possible five-year lease extensions, and amortization of roof repair costs and future purchase price. The project will not begin until a new lease is signed.

Motion Darga, seconded by Ekong to approve the Parks and Recreation Director to enter into a Professional Service Contract with Royal Roofing Company, Inc. for the Roof Replacement and Restoration of the Northville Community Center, 303 W. Main Street, Northville, Michigan, 48167, pending a memorandum of understanding with the school district regarding amortization of the cost of the roof and any future purchase price. **Motion carried unanimously.**

E. Yerkes Pond Dam Rehabilitation

On April 25, 2014 the City received bids for the rehabilitation of the Yerkes Pond Dam, more commonly referred to as the Mill Pond Dam, as follows:

Anglin Civil, LLC	\$376,879.40
V.I.L. Construction	\$349,515.00
Wozniak Underground	\$265,035.00
Birkenstock Construction	\$126,662.50
Z Contractors	\$207,520.00
Anlaan Corporation	\$396,165.00

The engineering firm retained to design and oversee construction on this project is Rowe Professional Services Company of Flint, Michigan. Rowe's design consists primarily of filling the voids under the spillway with flowable fill, lining the river channel directly below the dam with rock, and capping the headwalls with a new concrete facing.

Rowe's engineers have gone over this project with the low bidder, Birkenstock Construction, LLC. They addressed each key element of the project and believe this contractor clearly understands the scope of the project as designed. They have checked Birkenstock's references and are recommending them for this project. Birkenstock is prepared to begin this project in June, and should have the work completed in September, 2014.

Contract specifications require the contractor to shut down each week at the end of the work day Thursday. There will be no work over weekends (Friday, Saturday, and Sunday). This stipulation was requested to help Mill Race Village operate on weekends through the summer months. The Historical Society understands the need for this project. It has been involved with the project design from its beginning, and it hopes to cooperate with the Contractor in effort to minimize the impact of this project on the operations of the Mill Race Village.

The City Attorney and Michigan Municipal Risk Management have reviewed and approved the contract for this project. With these approvals, and a recommendation from the project engineer, City Staff recommends proceeding with this project. City Council recently approved the City's Public Improvement Fund which includes funding for this project. The budget amount provided for this project is \$170,000. The bid submitted by Birkenstock Construction, LLC of \$126,662.50 as well as the cost of engineering of \$33,104 is within this budget.

City Council Comments and Discussion: In response to a City Council question pertaining to dam disturbance, it was explained that access to the dam would be primarily on the City side and disturbance to private property and landscaping should be minimal. An access road will be created to assist the contractor. As requested by the Historical Society, this access road will become part of a walkway near the dam.

It was reiterated that Rowe Engineering met with Birkenstock Construction and based upon that meeting and reference checks, Rowe is confident Birkenstock clearly understands the scope of this project. All bidders received the same bid specifications and Staff is not sure why other company's bids are much higher. The engineer set an expected project budget and the low bidder is within that budget.

Motion Darga, seconded by Ekong that subject to receiving a permit from the Michigan Department of Environmental Quality, the City Council approve and award a contract for the Northville Yerkes Pond Dam Improvement Project to Birkenstock Construction, LLC of Southfield, Michigan in the amount of \$126,662.50. Further, the Public Works Director is authorized to sign the agreement on behalf of the City of Northville. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications None

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 8:05 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

James C. Allen
Mayor Pro Tem

Approved as submitted: 6/16/2014