

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
December 15, 2014

Mayor Johnson called the meeting to order with the Pledge of Allegiance at 7:30 p.m. in the City of Northville Municipal Building, City Council Chambers, 215 W. Main Street, Northville, Michigan, 48167.

ROLL CALL

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

Absent: None

Also Present: City Manager Patrick Sullivan, City Clerk Dianne Massa, Police Chief Michael Carlson, DDA Director Lori Ward, Finance Director/Treasurer Sandi Wiktorowski, Parks and Recreation Director Jason Spiller, Senior and Adult Enrichment Coordinator Suzie Johnson, members of Boy Scout Troop 755, Planning Consultant Don Wortman, reporter from Northville Record, and 17 citizens.

PRESENTATIONS

Motion Darga, seconded by McKindles to move agenda item “Presentation of Proclamation to Charles Toussaint” before Citizens Comments. **Motion carried unanimously.**

A. Presentation of Proclamation to Charles Toussaint

In honor of his lifelong support of Northville, Mayor Johnson presented Charles Toussaint with a proclamation. December 21, 2014 in the City of Northville was proclaimed “Charles Toussaint Day.”

Mr. Toussaint voiced appreciation for the honor and privilege to live in the City of Northville.

B. Citizens Comments

Allen Terrace residents Susan Davis and Dave Davis spoke about the allowing of a cat as a service animal at Allen Terrace. Concerns included that the lease is specific that no pets are allowed, residents did not receive a two week notice regarding this change as mandated by their lease agreement, the cat affecting other residents with asthma and allergies, other health and safety concerns, allowing the cat to be outside of the apartment and in common areas (i.e. laundry room), no proof of vaccinations provided to residents or the Housing Director, and their research indicates that a cat cannot be a service/therapy animal as they cannot be trained. They questioned why 99 residents are being trumped by one resident. The residents have contacted the Housing Director and the City Manager and have not received answers to their concerns.

City Council directed the City Manager to seek a written opinion from the City Attorney regarding the Fair Housing Act and service/therapy animals. It is incumbent upon the City to follow the advice of its City Attorney. Additional comments from City Council stated that the City Manager and Housing Director have been responsive to Allen Terrace residents and there have been no attempts to not answer questions and concerns. It was also pointed out that HIPPA (health privacy law) does not allow the City or the Housing Director to discuss the specific medical condition of a resident. The City Attorney opinion regarding service/therapy animals at Allen Terrace will be shared with the residents.

Marc Corriveau introduced Boy Scout Troop 755.

APPROVAL OF AGENDA AND CONSENT AGENDA

The City Manager requested to table New Business “Request to Hold Public Hearing on the Amended and Restated Development and TIF Plan.” The item would be brought to City Council on January 5, 2015.

Motion Allen, seconded by Ekong to adopt the agenda and consent agenda as amended:

Approve City Council Minutes of:

- Special City Council/Planning Commission Joint Meeting of November 17, 2014
- Regular Meeting of November 17, 2014
- Regular Meeting of December 1, 2014

Receive Bills List: Checks #91251 to #91375, EFT #500191, Checks #91376 to #91471, EFT's #500192, #500193

Receive Board and Commission Minutes: None

Receive Departmental Reports:

- Police Department: 5/14
- Youth Assistance: 12/14

Board and Commission Appointments:

- Beautification Commission: Appoint Nadia Golinski to fill a vacancy with a term expiration of June 30, 2017
- Youth Assistance: Reappoint Marilyn Price, to a three-year term with a term expiration of December 31, 2017

Proposed Holiday Closure – December 26, 2014

Resolution / Annual Wayne County Right-of-Way Permit

Amendment to Fees, Fines and Penalties Schedule / HDC Certified Engineer Report Escrow Fee

Request to Schedule Public Hearing / Wayne and Oakland County CDBG

Motion carried unanimously.

UNFINISHED BUSINESS

A. Acceptance of Community Master Plan

For the past year, a special joint committee and the Planning Commission have been working on the five-year update to the Community Master Plan. Early on, the group focused on areas near the downtown that hold the potential for redevelopment in future years. The initial draft of the Master Plan was presented to Council this fall. A joint meeting between the Planning Commission and Council in November provided further direction as to specific revisions of the plan in the Cady Street and Northville Downs areas.

At their December 2nd meeting, the Planning Commission made revisions to both the Master Plan and Cady Street Overlay Ordinance that would add other land uses, address height limitations in the flood zone, and address setbacks for first floor residential properties. While the specific ordinance changes need to go back to the Planning Commission for another public hearing and adoption, the Master Plan has been approved by the Commission and is proposed for acceptance by City Council.

Planning Consultant Don Wortman was in attendance and explained the changes to the Master Plan and Cady Street Overlay Ordinance.

City Council Comments and Discussion: A comment from City Council reiterated previous concerns that the Master Plan is not developer-friendly and does not do enough to allow for adequate building height and density to allow a developer to financially address the floodplain concerns. Topography in this area would allow for building elevation to be in line with the downtown, which could allow up to five stories. In addition, the Master Plan does not address senior housing, which is a direct community need.

The Planning Consultant pointed out that a developer could request a Planned Unit Development (PUD) to achieve increased building height and density. It was the Planning Commission's perspective that higher density should be kept closer to the downtown. Density should be reduced closer to the city limit.

An additional comment from City Council also voiced concern with the Master Plan developer limitations in the floodplain. The Master Plan is more flexible and there is uncertainty in what will happen in the Race Track area. Four stories are not overwhelming in scale and size. The hill going up will "swallow" any vast height concerns. While the Master Plan would be accepted, it was stated that City Council would be reluctant to adopt any subsequent zoning ordinance amendment that was inflexible and too "defined" for the Race Track area and related uses.

Motion Allen, seconded by McKindles to accept the 2014 Community Master Plan. Voice vote. Yes: Allen, Ekong, Johnson, McKindles. No: Darga. Motion carried.

NEW BUSINESS

A. Investment Management and Custodial Services

In accordance with the City's Investment Policy, the Finance Director is designated as the investment officer of the City. That responsibility may be delegated to a qualified investment advisor with approval of the City Manager and City Council. The City has been utilizing the services of an investment manager since 2005. That firm went out of business on November 1, 2014.

City staff issued a Request for Proposals in October 2014. Ten responses were received and Staff selected four of those firms to interview for further evaluation. The criteria used in determining the top candidates were:

- SEC registered
- Passive or active management philosophy
- Cost
- Local presence in Michigan
- Do they provide similar services for other Michigan municipal clients
- How long they have been providing this type of service and experience of portfolio manager

Based upon the interviews and analysis of above criteria, Staff recommended that the investment management services be awarded to PFM Asset Management LLC (PFM). PFM is an expert in the public funds management area in Michigan and nationwide. This includes 400 Michigan government entities. They have been managing public funds since 1980, are SEC registered, and they have a local presence (Ann Arbor). Their fee is 15 basis points (0.15%) on the first \$25 million in the portfolio. For comparison, the rate with our previous firm was 20 basis points.

Currently, Comerica Bank is the custodian of our investments. PFM's recommendation is that the City move the custodial services to Fifth Third Bank. The Investment Advisory Agreement and Resolution was reviewed by the City Attorney and the references checked have been positive.

Representatives from PFM were in attendance and provided a brief presentation.

City Council Comments and Discussion: In response to a question from City Council, it was explained that the custodial service fees are part of the basis points and PFM's structure is built around Fifth Third Bank. The City would incur additional fees if it did not move the custodial services from Comerica Bank to Fifth Third Bank. An additional question pertained to liquidating assets.

Motion McKindles, seconded by Darga to authorize the Finance Director to sign the agreement establishing Public Asset Management LLC (PFM) as the City's investment manager, and further that Fifth Third Bank be authorized as the City's custodian of invested capital. **Motion carried unanimously.**

B. Old Village School/Main Street/City Hall Architectural and Engineering Study

In May 2013, the City agreed to participate with Northville Public Schools (NPS) in a feasibility study to examine a possible co-location of offices in the Old Village School (OVS). The study looked at the space needs for both organizations, suggested floor plan arrangements in OVS that accommodated those space needs, and estimated a range of costs for the renovation of OVS. In addition, the study looked at possible redevelopment scenarios and potential sale proceeds for the Main Street School and City Hall sites. The information gathered from this preliminary phase provided sufficient data to justify further research and cost estimation for the project.

In October 2013, NPS invited ten Architectural firms to respond to a Request for Proposals for architectural and engineering services. The study will more definitively estimate costs for the OVS renovation and will also look at the future maintenance and renovation costs required if both organizations were to stay in their current locations. Phase One of the study will develop drawings to the 30% completion level. Phase Two would be based on a percentage of construction cost if the City and District were to proceed with construction.

Seven firms attended a mandatory walk through of the buildings on November 7, 2014. Four qualified proposals were received on November 18, 2014. Three of the four bidders were interviewed by a team of School and City representatives on November 21, 2014. Based on review of the proposals and the interviews, the selection team applied a scoring system based on 13 criteria and a weighted score for each criterion, including cost. The team selected Mielock and Associates of Northville for recommendation to the School Board and City Council. Mielock was selected for their strong team, historical architecture support, strong interior design background, working knowledge of both City and School District approval processes, and previous experience on municipal and school buildings. They also had the lowest overall fee for Phases One and Two of the project. Mielock bid \$92,160 for the first phase of the study and 4.8% of construction cost for Phase Two. At the December 9, 2014 meeting of the Northville School Board,

the Board approved awarding a contract to Mielock and Associates to perform Phase One of the study, pending approval of the City Council and agreement to participate in the cost of the study.

The City and School District equally split the cost of the initial feasibility study. The space needs analysis concluded that square footage would be about equal between the two organizations based on conceptual floor plans. A 50/50 split on the OVS portion of Phase One of the study (City share \$19,350) and to pay the actual costs allocated for the study on City Hall (\$20,280) for a total cost to the City of \$39,630. Funding is available from the Building Improvements reserve line item of the Public Improvement Fund.

City Council Comments and Discussion: Comments voiced support in an exciting opportunity to use a historical building in the community and to share and save on redundant space (i.e. conference rooms, board rooms, etc.). Comments also voiced support in using a local architect for this project.

Motion McKindles, seconded by Darga to approve participation in Phase One of the architectural and engineering study to be performed by Mielock and Associates and authorize Administration to spend up to \$39,630 for the City's share of the project. **Motion carried unanimously.**

C. 2015 Award of Friday Night Concert Series Budget

Since 2007, the Friday Night Summer Concerts have become a popular event for the Town Square Area. In 2014, it was estimated that attendance at each of the 12 concerts was between 500 and 2,000 people. Much of the success of the concert series is the quality of the entertainment. Since 2007, the City of Northville has contracted services with professional production companies for entertainment selection, on-site concert production, and contractual agreements with the entertainment. In 2015 the Department decided to contract individually with the entertainers with each providing their own sound.

The Northville Parks and Recreation Department produced an Artist/Entertainers Performance Agreement that was reviewed and approved by the City Attorney. The Department will contact the entertainers individually and make the arrangements. The contract will be used multiple times for each performer to fill the 13 dates of the 2015 Summer Concert Series

The concert series is funded primarily through sponsorships. Confirmed sponsorships for the 2015 Friday Night Summer Concert Series include the Northville Downtown Development Authority, Tom Holzer Ford, individual concert sponsorships sold, along with vendors during the event. By booking the performers internally rather than utilizing the professional production company, the entire cost of the concert series was reduced by over \$6,000.

City Council Comments and Discussion: A question was asked about the genre of entertainment and if jazz would be included (yes).

Motion Darga, seconded by Allen to approve the 2015 Summer Concert Series budget for \$18,000 and permit the Director of Parks and Recreation to execute the Performance Agreement to individual performers. **Motion carried unanimously.**

D. Aware of Transportation Services for Ski and Snowboard Club

The Ski and Snowboard Club is a popular winter program for the Northville Parks and Recreation Department. Annually, over 200 middle and high school age kids join this program which transports the

participants from the Recreation Center at Hillside to the Mount Brighton Ski Area weekly. The Parks and Recreation Department solicited bids for the program's transportation services. On November 24, 2014, one bid was received and the bid amount exceeded the program budget for transportation services. The program was re-bid and on December 8, 2014, five bids were received for transportation services for the 2015 Ski and Snowboard Club.

Trinity Transportation was the lowest bidder for Motor Coach Transportation Services at a rate of \$575 per motor coach and a rate of \$395 per school bus. Trinity has been providing the Northville Parks and Recreation Ski and Snowboard Club transportation for the past six years. Service provided has been professional throughout this tenure. The direct costs for Parks and Recreation programs are paid by the participants, and the program registration fees include all transportation expenses.

City Council Comments and Discussion: Questions pertained to bus capacity and bus routes to Hillside during inclement weather. It was suggested that Parks and Recreation consider using Community Center as a drop off/pick up location to avoid steep and icy conditions near the Recreation Center.

Motion Ekong, seconded by McKindles to accept the bid from Trinity Transportation of Wyandotte, Michigan to provide transportation services for the 2015 Ski and Snowboard Club program at a price of \$575 per motor coach and \$395 per school bus. **Motion carried unanimously.**

E. Request to Hold Public Hearing on the Amended and Restated Development and TIF Plan

This item was tabled.

F. Non-Union Health Insurance and Wage Adjustments

In 2013, Council implemented certain health insurance plan changes and wage adjustments with our non-union personnel. The package established a pattern for wage and benefit adjustments which has subsequently been implemented over the last year with all four of the collective bargaining units. The plan called for modest increases of 2%, 1%, 1% over three calendar years and substantial changes to the health insurance plan which would offset the impact of the wage increases.

The new standard health insurance plan is a high deductible, HMO plan with a Health Savings Account (HSA). Employees will be paying 20% of the premium and HAS contribution by the third year of the program. The non-union personnel started the new health insurance program in 2013, and the union personnel started with the new plan January 1, 2014. Non-union personnel follow the MAPE (clerical union) contract for most fringe benefits. As the non-union personnel are going into the third year of this program, they are due for an increase in health insurance contribution from 17% to 20%, and a wage increase of 1%. The 1% wage increase has been included in the FY 2014-15 budget.

In addition to the one percent overall wage increase for all non-union personnel, the City Manager sought authorization to spend up to \$24,000 for additional salary increases for non-union Department Heads (not including the City Manager) that have taken on substantial additional responsibilities over the past few years. These increased responsibilities occurred during years when wages were either frozen or limited to the same overall increases provided to union personnel. The City Manager's proposed salary adjustments have been reviewed by the Personnel Committee.

Motion McKindles, seconded by Allen to adjust non-union health insurance benefits and contribution levels, consistent with the third year of the MAPE contract; to grant a 1% wage increase for the 2015 calendar year for all non-union employees; and to authorize the City Manager to expend a total of \$24,000 for salary adjustments for non-union employees (not including the City Manager). **Motion carried unanimously.**

G. Request to Purchase Police Vehicles

The Police Department has six marked patrol vehicles that it operates and maintains for general patrol duties, special events, and emergency response. These vehicles include one 2009, one 2010, and two 2011 Ford Crown Victoria Police Interceptor models, as well as a 2013 Chevrolet Tahoe and 2013 Ford Police Interceptor sedan. Additionally, the department has two converted 2008 Crown Victoria's that it uses as administrative vehicles.

Proposed is the replacement of the two vehicles. The Department has researched the available models from Chevrolet, Dodge and Ford. Ford has replaced the Crown Victoria Police Interceptors with a Police Interceptor Sedan and a Police Utility Interceptor. These vehicles are equipped with a V-6 engine, all wheel drive, and offer an Eco-Boost package. The Ford sedan is currently in use, but it is smaller than any other police vehicles the Department has. This has caused an issue for our large stature officers, passengers, and storage of the patrol equipment. In addition, this vehicle has several vision obstructions built into its design.

The Department is requesting the purchase of two 2015 Ford Utility Police Interceptor Eco Boost vehicles. The Ford Utility Police Interceptor Eco Boost Package has proven itself to be an effective alternative offering considerably more room for both the officer and equipment and having fewer vision obstructions. In addition, the all-wheel drive has been found to be very beneficial in the snow.

The 2009 and 2010 models currently in use as fully marked patrol units will be stripped out and will be used as administrative vehicles. As much of the special police equipment as possible from the 2009 and 2010 models will be used to equip the new 2015 marked patrol units, such as computers, radar, cameras, overhead lights, etc. The replacement of these vehicles is consistent with the schedule recommended by the Rehmann Robson Organizational Review. Although the review authorized one vehicle purchase in FY 2014 and FY 2015, the Department did not make a purchase in FY2014, but did carry over the funds to this fiscal year. Therefore, the Department is budgeted for two patrol vehicle purchases this year. The Ford Utility Police Interceptor Eco Boost is offered on the Macomb County competitive bid at \$28,964 per vehicle.

Cruisers of Brighton have quoted the Department \$8,812 to set up each 2015 Ford Utility Police Interceptor. They have also offered to purchase the two 2008 Crown Victorias for \$3,000 each which would offset the setup costs. The net cost of the setup for both vehicles total \$11,624. Cruisers is the preferred vendor of the Department as they have set up all the vehicles the same way using the same equipment, which becomes a safety issue during emergency responses. Also, Cruisers customer service has been exceptional. Understanding the Department's manpower issues, Cruisers has, on many occasions, come out to the Department to work on our vehicles, transported vehicles to and from their shop freeing up manpower, saving us time, and their turnaround time has always been reasonable.

The cost for two vehicles, including setup, is \$69,552 which is under the approved budget of \$76,000. Trading in the two 2008 administrative vehicles rather than auctioning them will save administrative time for City employees and free up storage space at the City's DPW yard where they are kept until auctioned.

Motion McKindles, seconded by Allen to approve the purchase of two 2015 Ford Utility Police Interceptors Eco Boost vehicles using the Macomb County competitive bid in the amount of \$57,928 and to waive the bidding process and award the vehicle set up to Cruisers of Brighton in the amount of \$11,624 and approve the trade in of two 2008 Ford Crown Victorias to Cruisers of Brighton. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Ekong will be out of town and absent for the January 5, 2015 City Council meeting.

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 8:33 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Christopher J. Johnson
Mayor

Approved as submitted: 01/20/2015