

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
April 18, 2016

Mayor Roth 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 Ken Roth, Mayor Pro Tem James Allen, Councilmembers Nancy Darga, Sam Ekong, and Marilyn Price

Absent: None

Also Present: City Manager Patrick Sullivan, City Clerk Dianne Massa, Police Chief Michael Carlson, Downtown Development Authority Director Lori Ward, Parks and Recreation Director Jason Spiller, and one citizen.

PRESENTATIONS

A. Citizens Comments

Carol Ann Fausone, retired Brigadier General, and Veterans Advocate/Field Representative for Congressman Dave Trott (11th District), reported on recent activities, including handing out over 600 pins to Vietnam veterans.

City Council voiced appreciation for honoring veterans and spoke of the strong veterans groups in the Northville community that would appreciate any assistance available in their outreach to veterans. City Council extended the offer to Congressman Trott to take part in Northville's Memorial Parade.

DDA Director Lori Ward reported on the E. Main Street road closure. The road was closed on April 18th to investigate the street pavement dropping (area between the Bank and the Walkway) and sagging of the planter near the clock. While no leaks were detected, it was found that the drain holes beneath the road were covered with concrete and duct tape. It is believed this contributed to the problem as this did not allow for proper drainage. The concrete base was reset, compacted, and tested to confirm the correct compaction. Concrete will be re-poured and the bricks will be reset. The planter walls will be reset. The road should be open by April 20th.

Discussion ensued pertaining to the year the street was constructed (2008) with the suggestion the City Staff reach out to the construction manager and seek some compensation from the project manager, McCarthy Smith, as they were responsible for construction management and field inspections. City Council's disappointment should be conveyed. It was also suggested the City consider creating an advisory list of firms of which their City project had issues. This could be used as a tool during the bidding process as points would be deducted for firms on the list. Further discussion pertained to use of

rebar off the curb and into the concrete walk to prevent sinking, and the need for a “best practices” manual for construction projects.

The DDA Director will provide City Council with an update at the next City Council meeting.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion Darga, seconded by Allen to approve the agenda and consent agenda as presented:

Approve City Council Minutes of:

- Regular Meeting of March 21, 2016
- Regular Meeting of April 4, 2016

Receive Bills List:

- Checks #98178 to #98310, EFT #500232
- Checks #98311 to #98408

Receive Board and Commission Minutes: None

Receive Departmental Reports:

- Youth Assistance: 4/16

Board and Commission Appointments:

- Board of Review (Alternate Member): appoint Elizabeth Zaenger to fill a vacancy with a term expiration of 1/1/17

Amendments to the 2015-16 Budget through March 31, 2016 and Investment Report

Motion carried unanimously.

NEW BUSINESS

A. Traffic Control Orders / 16-02, 16-03, 16-04, and 16-05

At its regular meeting on April 4, 2016, City Council adopted an ordinance amendment to Section 82-130 of the City Code of Ordinances, which prohibits overnight parking on city streets, alleys, courts, and municipal lots from 3:00 a.m. to 5:00 a.m. Because of this ordinance change, language in Traffic Control Orders (TCO) for city lots where parking is permitted with an overnight parking permit (Lot 1 lower, Lot 2, Lot 3, and Lot 4) needed to change to reflect the new time restriction. In reviewing the existing TCOs, it was discovered that of the four lots where overnight parking is permitted with a permit, the signage and markings in three lots (Lot 1, Lot 2, and Lot 4) did not completely match restrictions listed.

On April 5, 2016, the Downtown Development Authority Parking Committee met to discuss these inconsistencies in existing markings, signage, and restrictions. The Parking Committee decided to expand some existing parking restrictions and change some the time restrictions on others. The following is a list of the additions and changes the committee made to the three lots:

- Lot 1 (Upper Cady Deck) - Replace “3 hour parking, Monday – Friday, 8:00 a.m.-6:00 p.m.” signage.
- Lot 2 – Add the “1 Hour Parking” along the north side of the Long building (114-126 W. Main Street) into the TCO and change the two western most one-hour parking spots at this location to “15 Minute Parking” spots.
- Lot 2 – Change “No Parking - Loading Zone - 6:00 a.m.-6:00 p.m.” to “No Parking - Loading Zone - 15 minute Limit - 6:00 a.m. – 6:00 p.m.”

- Lot #4 – Expand the “3 hour parking, Monday – Friday, 8:00 a.m.-6:00 p.m.” spaces from the five marked spaces in the second, third, fourth, and fifth rows to twelve spaces.
- All Lots – Make 8:00 a.m.-6:00 p.m., Monday through Friday. The enforcement times for daytime restricted parking, excluding the loading zone in Lot 2, shall remain 6:00 a.m.-6:00 p.m.

TCOs 16-02 (Lot 3), 16-03 (Lot 1), 16-04 (Lot 2), and 16-05 (Lot 4) have been changed to reflect the Parking Committee’s recommended changes and additions in these lots. The cost of sign placement and paint striping of parking spaces will have an impact on the Parking Fund budget.

City Council Comments and Discussion: In response to a question from City Council, Staff explained that for Lot #1, this is a signage replacement as the signs were unknowingly removed. For Lot #2, the “1 hour parking” is being added into the TCO to reflect the current practice and installed signage. As such, there was not a need to notify the merchants as it is not a change in the current parking restrictions.

Motion Allen, seconded by Ekong to establish Traffic Control Orders 16-02, 16-03, 16-04, and 16-05 as written and as permanent orders. **Motion carried unanimously.**

B. Traffic Control Order 16-06

On March 11, 2016, the City Manager was informed of a vision obstruction due to on-street parking on W. Main Street at the municipal lot between the Fire Department and Northville Community Center located at 303 W. Main Street. Also mentioned was an area of W. Main Street that is occasionally coned off in front of the west entrance of the Community Center to prevent vehicle parking.

The Police Department investigated the reported vision obstruction and determined that vehicles parked along W. Main Street, west of the entrance to the parking lot, did cause a sight distance issue. The Department contacted the Traffic Improvement Association of Michigan (TIA) to look at this issue. TIA determined that there was a vision obstruction, which could be addressed by re-striping the parking spaces and placing the first parking space back 45 feet from the edge of the parking lot entrance. This would eliminate one space and shorten a second space, and open up the field of view to eastbound traffic.

The Department also investigated the coned-off parking space in front of the Community Center. It was found that Community Center employees place cones out into W. Main Street to prevent vehicle parking in front of the access sidewalk. By doing this, it made for unobstructed access to vehicles in the winter when snow had been plowed over the curb.

While reviewing TCO 14-02, which addresses parking from Linden Street to High Street on W. Main Street, it was discovered that the TCO did not accurately reflect the signage currently in place along the south side of W. Main Street. Some of the two-hour parking spaces on the south side of W. Main Street were removed to accommodate a marked crosswalk that had been put in place across W. Main Street at West Street. In addition, two-hour parking west of West Street had been removed.

Traffic Control Order 16-06 was written to accommodate the parking restrictions currently in place. It also includes the pedestrian crossing at West Street, the 45-foot adjustment of parking spaces on W. Main at the entrance to the municipal lot, and the need to prevent parking directly in front of the western most sidewalk approaching the Community Center.

The cost of sign placement and paint striping of parking spaces will have an impact on the Parking Fund budget.

City Council Comments and Discussion: Staff further explained that the changes on W. Main Street will not require restriping of the entire road. The restriping for W. Main Street should occur within four to six weeks.

Discussion ensued on how to avoid improper layout of parking spaces that end up causing a vision obstruction.

Discussion ensued pertaining to consideration of making the parking lot between the Community Center and the Fire Station a “one-way” lot with a southwest, straight-through egress option for vacating the lot (by the library). Concern was voiced with the current lot not having any space to accommodate a vehicle needing to exit the lot after pulling into the lot and finding no available parking. The lot does not have a turn-around area, which forces a vehicle to have to back out on to W. Main Street. Staff noted that in the last three years, there have not been any accidents due to the lot being full and vehicles having to back out of the lot. Staff was directed to analyze the option of creating a one-way lot and report back to City Council.

Motion Allen, seconded by Ekong to establish Traffic Control Order 16-06 as written and as a permanent order. **Motion carried unanimously.**

C. Proposal to Furnish and Update the Northville Parks and Recreation Master Plan

The Northville Parks and Recreation Master Plan expires on December 31, 2016. The State of Michigan Department of Natural Resources requires local Parks and Recreation Departments to submit formal master plans every five years. These plans include community descriptions, inventory, planning process, analysis, five-year action plans, administrative structure, and ADA-compliance issues. These plans help assist municipalities with grant funding for future projects.

On March 14, 2016, the Parks and Recreation Department received seven bids for the Master Plan update project. On April 7, 2016, the Department held in-person interviews for the following three firms:

Rowe Professional Services, Farmington Hills, Michigan	\$12,000
The Mannik Smith Group, Monroe, Michigan	\$12,742
Fleis & Vandenbrink, Farmington Hills, Michigan	\$12,900

Based on the interviews, the interview group recommends the bid be awarded to Rowe Professional Services. Rowe seemed to understand the challenge of maximizing recreation value in parks. This Capital Item expense was planned for the 2016-17 fiscal year.

City Council Comments and Discussion: In response to questions from City Council, Staff further explained that the proposal includes two public meetings, with additional public meetings as a cost of \$400 per meeting, if needed. Suggested venues to gather general public input include Farmers Market. City Council suggested Rowe also visit a park to obtain general public input. Staff also explained that the Department has never used Rowe Professional Services for a Parks and Recreation project. However, Rowe is very experienced and has written many recreation plans, most recently for Southern Lakes Regional Metropolitan Parks and Recreation Commission, Genesee County Parks and Recreation, Cities of Dearborn Heights, Livonia, and Fenton, and Fenton and Mundy Townships.

Motion Darga, seconded by Allen to accept the proposal from Rowe Professional Services of Farmington Hills, Michigan, and authorize the Director of Parks and Recreation to enter into a Professional Service Contract. **Motion carried unanimously.**

D. Proposal for Completion of Grant Application / Johnson Creek at Fish Hatchery Park

The earthen dam (retaining wall) separating the pond at Fish Hatchery Park from Johnson Creek is failing. Overtime, sediment from the parking area has washed into the pond. The pond is now only 18 inches deep and the increase in load on the wall has caused it to buckle. If it were to fail, sediment could enter the Johnson Creek. The Fish Hatchery Task Force has been meeting regularly to discuss plans and action steps to rectify the situation.

With the assistance of the 2015 Wayne County Millage Fund, Northville Township was awarded \$194,125.00 for park improvements. Two projects were identified and proposed to Wayne County for Approval: Maybury 200-foot connection for \$103,940.30 and Earthen Wall/Dam Repairs to Fish Hatchery Park.

In order to move forward with the Fish Hatchery Park project, geotechnical surveys, soil borings, and professional engineer services were obtained. A permit from the Michigan DEQ was obtained for the work along the creek and pond at the park. The Task Force wishes to retain the services of Streamside Ecological Services, Inc. (SES), which will prepare and submit three grant applications that are appropriate for the habitat restoration at Fish Hatchery Park. These grants include:

<u>Grant</u>	<u>Pre-Proposal</u>	<u>Match</u>	<u>Funds Available</u>
USFWS Partners for Fish & Wildlife	Any Time	50%	\$10,000+
USFWS Great Lakes Fish & Wildlife Restoration Act DNR Aquatics	November/December	25%	Up to \$2,000,000
Habitat Grant	July/August	10%	Up to \$300,000

The remaining Wayne County Millage funds were placed into a fund to be used for Fish Hatchery Park improvements as submitted to Wayne County.

City Council Comments and Discussion: As only \$65,000 of funding is set aside and available and an additional \$100,000 is expected from Wayne County (funds for the City and Township combined) but has not yet been received, it was questioned if the timing is right to apply for grants when the required matching funds are not yet available for use. It was also questioned if the Wayne County funds could be used as a grant match and then hold any grant funds received for one to three years in order to secure other matching funds. Staff would need to inquire with the Department of Natural Resources (DNR) to determine how long any grant funds may be held. The Wayne County funds may only be held until September 2017.

It was pointed out that the Fish Hatchery Task Force understands this project will demand a lot of privatized funding. The plan is to put together a strategy to gather funds and use the funds as leverage to obtain additional funds. If the \$65,000 must be used by September 2017, whatever funds come to the task force after that will be used as leverage toward gaining other grant funds. The DNR grant funds are not federal funds. The DNR grant funds, combined with Wayne County funds, could be the match used to obtain federal funds. Multiple grants may be combined to use as leverage to obtain other funds.

A final comment from Staff noted that there is a need to get secure grant funds to repair the parking lot to stop further sediment from seeping into the pond.

Motion Darga, seconded by Ekong to accept the proposal from Streamside Ecological Services for Fish Hatchery Park Improvements in a not-to-exceed amount of \$4,000. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Roth spoke about the letter received from Wayne County Director Evans regarding the need for local representation on the Community Development Block Grant Council. They are having difficulty securing a quorum for their meetings. It was noted that Councilmember Ekong is already serving and representing the City. Ekong noted that the Township is not represented on this board and it was explained that in the past, the City member has represented both the City and Township. Roth will contact the Township Supervisor to see if they wish to change this practice.

Roth also spoke about a recent communication from the Conference of Western Wayne pertaining to the mishandling of payments for 911 reimbursements and how this might impact the City. Staff explained that the City does not receive 911 reimbursements. The funds go to the Township as the City contracts with the Township for dispatch services.

Darga gave an update on the Friends of the Rouge and Alliance of Rouge Communities vote to join forces to develop a cooperative organization. Loss of federal grant funding that supported both organizations would not exist after 2016. Appreciation was voiced to the Herb Foundation and the Southeast Community Michigan Foundation for funding the study that provided the facilitation of bringing these two organizations together and making them more financially secure. Currently, both organizations have an active presence in the community as Northville is the headwaters of the Rouge River. More updates will be provided.

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 8:22 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Ken Roth
Mayor

Approved as submitted: 5/2/2016