

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
August 6, 2018

Mayor Roth called the meeting to order with the Pledge of Allegiance at 7:00 p.m. in Council Chambers at Northville City Hall, 215 W. Main Street, Northville, Michigan, 48167.

ROLL CALL

Present: Mayor Ken Roth, Mayor Pro Tem Nancy Darga, Councilmembers Sam Ekong and Marilyn Price.

Absent: Patrick Giesa - excused

Also Present: City Manager Patrick Sullivan, Parks & Recreation Director Mark Gasche, DDA Director Lori Ward, Deputy City Clerk Michelle Massel and nine citizens present.

Mayor Roth read a statement informing those present that the City Council meeting was being recorded for rebroadcast on the City's website. By remaining at the meeting, consent is inferred by those present to have their voice and image recorded and posted on the City's website.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion Darga, seconded by Ekong to approve the agenda and consent agenda as presented.

- City Council Minutes Regular Meeting of July 2, 2018; Closed Session of July 2, 2018; Regular Meeting of July 16, 2018
- Accounts Payable Week of July 16, 2018
- Board and Commission Minutes: None
- Departmental Reports: None
- Board and Commission Appointments: None

Motion carried unanimously.

CITIZENS COMMENT

Bill Flohr, Northville Varsity Baseball coach/Event Coordinator for the Armed Forces Day Concert – requested Council waive the one-year in advance policy to use Ford Field for the 10th anniversary of the Armed Forces concert on May 17, 2019. The Armed Forces Concert that was held on May 18, 2018 raised \$50,000 for Homes for Troops. The event coordinator could not make the one-year in advance application policy since the event was held less than one year before the next one. The applicant questioned the one-year in advance policy for Ford Field and the 21-day in advance policy for Special Events. The Mayor clarified that the 21 day policy for special event applications is for any event, other than ones held at Ford Field, which has a separate policy for rental. The Mayor directed staff to review the Ford Field rental policy to ensure the spirit of the intent is conveyed in the policy regarding the one-year in advance portion and to check for conflicts with the Northville Historical Society. Council suggested the group reserve the third Friday of each year in May ahead of time to avoid potential conflicts with events at Mill Race Village.

NEW BUSINESS

A. Special Event Request / Spectrum Fest

The City of Northville received a request from Rachele Vartanian of The Living & Learning Center in Northville to conduct Spectrum Fest in the downtown on September 8, 2018 from 12:00 p.m.-10:00 p.m. Event details include: The celebration will consist of live music, food provided by downtown businesses, craft beer offered by North Center Brewing Company, wine from Northville Winery, a booth promoting the new artisan market on Mary Alexander Court for people with special needs to work, Planet Fitness booth promoting health and fitness, and more. It is expected that 1,000-3,000 patrons will attend.

- Main Street, from Hutton to Center, would be closed from 8:00 a.m. until 11:00 p.m. Streets will reopen at 11pm with clean up complete by 12:00am.
- Fifty Amp Fuse will play live music in Town Square from 7:00 p.m.-9:00 p.m. with music levels staying below the noise ordinance level.
- The Living & Learning Center will be serving beer and wine in accordance with MLCC guidelines. Drink wristbands will be issued to patrons who present proper ID. The downtown will be fenced and security will be stationed at all entrances, exits, as well as roaming the event to ensure alcohol does not leave the fenced area, enter or leave any business and monitor underage drinking and overserving. Businesses will have signs posted on their outer doors stating that alcohol is not allowed inside. The DDA sent an email to downtown businesses about this requirement. In addition, two Police Officers will be on site to ensure MLCC compliance. The requestor will be invoiced for Police services in an estimated amount of \$1,385.
- The Living & Learning Center will work closely with the DDA and DPW to ensure proper use of electrical boxes by the band and vendors.
- The requestor will be required to provide additional two portable toilets for the event, and DPW will provide trash receptacles and barricades. Advanced Disposal will empty trash after the event. The event shall be set up with a vertical clearance of 14' minimum to allow for the passage of emergency vehicles. Tents and food vendors will be inspected prior to the event opening.
- The Living & Learning Center will provide a Certificate of Insurance for \$1M General Liability and \$1M Liquor Liability naming the City of Northville as an additional insured and provide a separate copy of their Policy Endorsement that shows the policy change and a hold harmless agreement.
- Food Vendors will provide a Certificate of Insurance for \$1M General Liability naming the City of Northville as an additional insured and provide a separate copy of their Policy Endorsement that shows the policy change and a hold harmless agreement. Bands will provide a Hold Harmless Agreement.

Council Comments and Discussion: In response to a question from Council, it was explained that this event is planning to use the alcohol serving area used during the Party in the Ville event held earlier this year. The security and barricade weaknesses identified at that event were addressed during the review for Spectrum Fest. The estimate for Police services is for two officers for the duration of the event and a required pre-event security check prior to serving alcohol. Council commended The Living & Learning Center for the work they are doing.

Motion Ekong, seconded by Price to approve the request from Rachelle Vartanian of The Living & Learning Center in Northville to conduct Spectrum Fest in the downtown on September 8, 2018 from 12:00pm-10:00pm as specified above given the insurance certificate, endorsement and hold harmless are received by the City Clerk. **Motion carried unanimously.**

B. Request to Move Council Meeting / September 4, 2018 to September 5, 2018

The regular City Council meeting of Tuesday, September 4, 2018 coincides with a Planning Commission meeting that requires the use of the technology in Council Chambers. In order to accommodate the request for technology for the Planning Commission and still videotape the City Council meeting, it was suggested that Council move their regular meeting to Wednesday, September 5, 2018. Staff has contacted Council to ensure a quorum.

Council Comments and Discussion: In response to a question from Council, the Board of Zoning Appeals (BZA) is aware that their meeting would be moved to the lower level meeting room. Councilmember Giesa will attend the City Council meeting, then the BZA meeting as the liaison, if needed.

Motion Price, seconded by Darga to move the Tuesday, September 4, 2018 City Council meeting to Wednesday, September 5, 2018 to accommodate the technology needs of the Planning Commission and City Council. **Motion carried unanimously.**

C. Wayne County Park Millage Fund Intergovernmental Agreement FY 2015-16

Each year, Wayne County allocates funding to local municipalities from their Parks Millage Fund for various park improvements. For fiscal year 2015-2016 the amount allocated to the City of Northville was \$75,000, and in 2016-17 the amount allocated was \$25,000. Parks and Recreation submitted a request to Wayne County for the City of Northville Park Millage Fund allocation, identifying the Fish Hatchery Park retaining wall and bank restoration as the project to fund a larger scope project was proposed with Wayne County funds to be used as matching funds for an MDNR grant. However, the grant application was not successful.

Staff reduced the scope of the project to replacing the retaining wall and went out to bid. The bids came in much higher than the total funding available from three fiscal years of Wayne County Park Millage Funds, including allocations to the City and the Township. Since then, Staff has been working with the design firm SME, and the low bidder on the project, TSP Environmental, to re-engineer the project at a level that will address the immediate need of replacing/repairing the retaining wall, at a cost that remains within the allocated funds available. Last week, Staff received the re-design for the project from SME and the revised quote from TSP, which is within the amount of funding available for this project.

With the revised scope and design in place, the acceptable quote for construction from the contractor, and the commitment for the Township allocation for the project, Staff needs City Council approval so that this project can be completed and not risk losing the Wayne County Park Millage Funds.

Council Comments and Discussion: In response to a question from Council, the representative from TSP Environmental responded that they process monthly invoices. It was also responded that this project has taken several years due to the fact that the original contract was not signed, then the grant was not approved. Staff had to reduce the scope of work and resubmit paperwork to the County for approval. It was cautioned that if work commences prior to the contract being signed by the County, the County may not reimburse for that work, but we cannot wait too long and lose grant funds. It was clarified that the

available and approved \$59,000 will cover approximately half of this project. It was noted that SME did soil testing of the site to satisfy section 13.04 of the agreement.

Motion Darga, seconded by Ekong to adopt a resolution in support of the agreement between Wayne County and the City of Northville for allocation of Park Millage funds of \$100,000 to be used in support of the Fish Hatchery Park retaining wall project, and further, to authorize the Mayor to sign said agreement. **Motion carried unanimously.**

D. Construction Administration Services for Fish Hatchery Park

Due to the failing condition of the retaining wall at Fish Hatchery Park between the pond and Johnson Creek, replacement of the wall was determined to be a priority. After two unsuccessful grant applications to address this concern and other areas of the Park, the decision was made to revise the scope of the project to focus only on replacement of the wall. The revised design was completed and sent out for bids in January 2018. All of the bids received were significantly higher than the funding available from the Wayne County Park Millage Fund allocations to the City and Northville Township for three consecutive fiscal years.

After meeting with the design firm, SME, and the low bidder on the construction project, TSP Environmental, the decision was made to further re-engineer the plans to replace and repair the damaged section of the retaining wall in an effort to reduce costs to fit within the available project funding amount. SME was hired to revise the design package so that Parks and Recreation could get a preliminary cost estimation from TSP.

The redesign is complete and the preliminary cost estimate from TSP is within the budgeted amount of available funds from the Wayne County Park Millage allocations.

Council Comments and Discussion: In response to a question, the Parks and Recreation Director confirmed that TSP worked with SME to ensure the estimates were as accurate as possible.

Motion Price, seconded by Ekong to approve hiring SME for professional construction administration services on the Fish Hatchery Park Project, for a lump sum of \$4,000 for contractor preconstruction review, and an additional not to exceed amount of \$10,000 for part-time construction administration services. **Motion carried unanimously.**

E. Construction for Fish Hatchery Park Retaining Wall

Due to the failing condition of the retaining wall at Fish Hatchery Park between the pond and Johnson Creek, replacement of the wall was determined to be a priority. After two unsuccessful grant applications to address this concern and other areas of the Park, the decision was made to revise the scope of the project to focus only on replacement of the wall. The revised design was completed and sent out for bids in January 2018. All of the bids received were significantly higher than the funding available from the Wayne County Park Millage Fund allocations to the City and Northville Township for three consecutive fiscal years.

After meeting with our design firm SME, and the low bidder on the construction project, TSP Environmental, the decision was made to further re-engineer the plans to replace and repair the damaged section of the retaining wall in an effort to reduce costs to fit within the available project funding amount. SME was hired to revise the design package so that Parks and Recreation could get a preliminary cost estimation from TSP.

After reviewing the redesign for the retaining wall repair work from SME, TSP submitted a revised cost proposal of \$124,072, which is within the budgeted amount of available funds from the Wayne County Park Millage allocations.

The contractor held a spot in their schedule so the Department could take advantage the late summer low water conditions in Johnson Creek. TSP is ready to begin dewatering immediately and mobilize for construction beginning the week of August 13th. Any significant delays could result in construction being held off until summer of 2019, which would place the Wayne County funding in serious jeopardy as well as void the contractor's proposal.

Council Comments and Discussion: In response to a question from Council, Staff explained that TSP handles the construction and SME handles the environmental portion of this project. It was noted that Parks and Recreation has the scope of work, but there is no contract with SME. The City Attorney is working on drafting a contract for the portion SME will handle and the City Manager will be authorized to sign it.

Motion Ekong, seconded by Price to approve hiring TSP Environmental for construction work on the Fish Hatchery Park retaining wall repair project, for an amount of \$124,072. Further, a contract with SME will be prepared by the City Attorney and the City Manager will be authorized to sign the contract with SME. **Motion carried unanimously.**

COMMUNICATIONS

A. Mayor and Council Communications

Councilmember Ekong confirmed that the Mayor had already followed up with the resident who asked to be contacted.

B. Staff Communications None

There being no further business to come before Council, the meeting was adjourned.

Adjournment: 7:49 p.m.

Respectfully submitted,

Michelle Massel
Deputy City Clerk

Ken Roth
Mayor

Approved as submitted 9/5/18