

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
August 4, 2014

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

ROLL CALL

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

Absent: None

Also Present: City Manager Patrick Sullivan, Public Works Director Jim Gallogly, Parks & Recreation Director Jason Spiller, Deputy City Clerk Michelle Nabozny, Planning Consultant Don Wortman, reporter from the Northville Record, and 5 citizens

PRESENTATIONS

A. Citizen Comments

Resident Jerry Mittman distributed an article from the Detroit Free Press regarding the correlation of the decline in Monarch Butterfly population and the ban on Milkweed. Mr. Mittman pointed out that the City lists Milkweed as a noxious weed, but that it is the habitat and food for the Monarch. He requested that City Council remove Milkweed from the noxious weed list in the City's Ordinance. The Mayor directed City Administration to review the Ordinance.

Residents of the Rayson/Grace Street area requested clarification on the occupancy for the Micro Brewery, specifically whether the occupancy number was for seating or standing within the establishment. It was responded that the numbers are slightly different depending on whether it is the parking capacity set by the Planning Commission or the Fire Code capacity.

B. Community Master Plan - Carlisle Wortman

The Planning Enabling Act (P.A. 33 of 2006), requires communities to review their Master Plans every five years. In an effort to address areas near the downtown that were felt to have high potential for redevelopment, City Council appointed a Joint Committee to review these areas and make recommendations for future land use to the Planning Commission and City Council. The Joint Committee was comprised of members of the Planning Commission, Downtown Development Authority (DDA), Historic District Commission (HDC), downtown merchants, and City residents. The Joint Committee recommendations were reported to Council in February 2014.

The Joint Committee recommendations have been considered by the Planning Commission in the course of several public meetings over the past several months. The Planning Commission has developed a draft Master Plan and land use plan for the City that includes the sub-areas studied by the Joint Committee.

Council Comments and Discussion: Questions and discussion surrounding the Racetrack area focused on the height of the buildings and density. City Council voiced concern over the lack of diversification and felt the City would have a better tax base by allowing more than residential in that area. Discussion ensued regarding parking and building height concerns. Planning Consultant Don Wortman addressed concern over the lack of parking by stating that in the draft plan, building heights were lowered in the North Center sub-area. It was also noted that the Planning Commission kept the South Center and Racetrack areas were kept separate in the draft master plan.

It was proposed that City Council allow the plan to be published to the surrounding communities for the 63 day review, but that Planning Consultant Don Wortman clearly convey to the Planning Commission that more flexibility should be built into the Racetrack area for the final master plan document.

Motion McKindles, seconded by Allen, to approve distribution of this master plan to the neighboring communities in Wayne and Oakland Counties.

Motion carried unanimously.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion McKindles, seconded by Allen to approve the agenda and consent agenda as presented.

Approve City Council Minutes:

- Regular Meeting of July 21, 2014

Receive Bills List: Checks #89277 to #89363, Checks #89364 to #89448, Checks #89449 to #89529, EFT #500177

Receive Board and Commission Minutes:

- Beautification: 6/2/14

Special Event Request / NCBA Sidewalk Sale and Food Truck Rally

Special Event Request / 3rd Grade Victorian Student Activities

Special Event Request / Susan G. Komen 3-Day Walk

Resolution / Wayne County CDBG Amended Urban County Cooperative Agreement

Motion carried unanimously.

NEW BUSINESS

A. Proposed Contract Award / City Hall Custodial Services

On July 8, 2014, the City of Northville solicited bids for City Hall custodial services. Northville's current custodial company was last awarded a contract in 2007. Originally a four-year contract, the company, H & K Janitorial Service, Inc., agreed to annual contract extensions utilizing the 2007 prices. After a total of seven years with H & K, a new contract with updated specifications was created and advertised for bids.

Eleven bids were received. Based on the criteria presented in the bid package, which included qualifications, experience, capacity, and methodology, City staff short-listed three companies for further consideration. The references provided for these three companies were contacted and then compared and rated. The three firms considered the best fit for the city of Northville include:

Giant Janitorial Service, Inc.	Detroit, Michigan	\$10,800.00
--------------------------------	-------------------	-------------

Populist Cleaning Company	Ypsilanti, Michigan	\$11,940.00
GDI Omni	Southfield, Michigan	\$12,993.24

Based on the references contacted by Staff and the prices submitted for this work, City Staff recommended Giant Janitorial Services, Inc. for Northville's work. This company has been in business since 1967, and has 35 full time and 27 part time employees. In addition to scoring well in Staff's analysis of all the companies, their bid was the lowest of the top three choices, and well under what the City is paying its current janitorial service provider. This contract has been reviewed by Northville's City Attorney, and the changes requested were agreeable to the recommended contractor and were incorporated into the contract.

The cost for this company for the first year will be \$10,800 and the contract may be extended two additional times under the same terms, conditions, and price of the original contract. This amount is below the annual amount of Northville's current janitorial services company, and it is within the City's budget for this work.

Motion Allen, seconded by McKindles to approve a contract for Janitorial Services in the annual amount of \$10,800 for three years with Giant Janitorial Service, Inc. of Detroit, Michigan, and further that the Public Works Director be authorized to sign this contract on behalf of the City. **Motion carried unanimously.**

B. Proposed Website Development, Design & Implementation Services / P&R

In 2001, the Northville Parks and Recreation Department website was designed and implemented. The current site is not user-friendly and visitors have a very difficult time navigating the site. In addition, the Department does not have the ability to change, alter, or modify the site in-house. All changes must be made through the site host, which carries an hourly fee. New technology allows for Content Management Systems, which allows Parks & Recreation full access to change, alter, and modify their site in-house.

On June 30, 2014, sealed proposals for Website Development, Design and Implementation Services, were received by the Northville Parks and Recreation Department. 23 companies submitted proposals, which were reviewed and scored using a pre-determined scoring method. On July 7, 2014, the top five firms were provided an in-person interview which was conducted by a panel consisting of the Parks and Recreation Director, the Parks and Recreation Marketing & Program Specialist, the City Manager's Administrative Assistant, and the City's contracted IT Consultant from Northville Township. At the conclusion of the interviews, the panel unanimously decided to recommend a contract award to Revize from Troy, Michigan, for the fee of \$ 17,800. The Professional Service Contract and Sales Agreement have been reviewed and approved by the City Attorney and the City's insurance provider.

This Capital Improvement was scheduled in the current fiscal year's budget and was approved by the Northville Parks and Recreation Commission on February 26, 2014 for \$20,000. The contract is within the budgeted amount.

Council Comments and Discussion: The Parks and Recreation Director clarified that Parks and Recreation will own the rights to the website and software if Revize went out of business or bankrupt. The Department is eligible for a complete redesign of the site after five years, at no additional charge. The design will take place at the Revize office and be sent to the Parks and Recreation Department us in test web pages over the next several months. Parks and Recreation staff will be meeting frequently with Revize to assist in the redesign.

Motion Darga, seconded by Ekong to accept the proposal from Revize of Troy, Michigan, and permit the Director of Parks and Recreation to enter into a Professional Service Contract. **Motion carried unanimously.**

COMMUNICATIONS

A. Mayor and Council Communications

Mayor Johnson encouraged everyone to vote tomorrow.

B. Staff Communications None

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

Adjournment: 8:54 p.m.

Respectfully submitted,

Michelle Nabozny
Deputy City Clerk

Christopher J. Johnson
Mayor

Approved as submitted: 9/15/2014