

City of Northville
CITY COUNCIL REGULAR MEETING MINUTES
December 1, 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, Director of Public Works James Gallogly, reporter from Northville Record, and three citizens.

PRESENTATIONS

A. Citizens Comments None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion Allen, seconded by McKindles to adopt the agenda and consent agenda as presented:

Approve City Council Minutes: None

Receive Bills List: Checks #91129 to #91250, EFT #500190

Receive Board and Commission Minutes: None

Receive Departmental Reports: None

Board and Commission Appointments:

- Planning Commission: Appoint Christopher Miller to fill a vacancy with a term expiration of June 30, 2017

Request to Dispose of Assets / Fire Hose, Turnout Gear

Motion carried unanimously.

NEW BUSINESS

A. Contract Award/Parking Lot Snow Plowing

Traditionally the City's Public Works Department has handled the snow plowing of public parking lots in the City. As it is always easier to plow these parking lots when there are no vehicles in them, the City called in DPW employees to plow the public parking lots during the early morning hours (3:00a.m. to 7:00 a.m.) on weekdays and on weekends following a snow event. This practice involved paying employees overtime wages.

In an effort to reduce overtime snow plowing cost and still provide a comparable service to the public, in 2009 the City of Northville developed snow plowing specifications specific to Northville’s parking lots, sought bids, and awarded a contract for this after-hours work.

On November 20, 2014 the City of Northville received two bids for parking lot snow plowing as follows:

| | |
|---------------------|-----------|
| Imagine Landscaping | \$ 11,250 |
| Pavex Corporation | \$114,700 |

Imagine Landscaping of Northville, Michigan, submitted the lowest bid for this program. In the past, Imagine has worked for the Downtown Development Authority and was also a subcontractor for the City’s previous snow plowing contractor. They have performed well for the City, and City Staff believes that they can do this work in a timely and professional manner.

The City Attorney has reviewed and approved the contract prepared for this program, and Michigan Municipal Risk Management Authority (MMRMA) has set the insurance requirements. Though this bid is higher than what was awarded last year for this work, the FY2015 budget has sufficient funds to cover the cost of this work under standard snow conditions. If the winter brings excessive snow as last year, a budget amendment may be necessary.

City Council Comments and Discussion: Further explanation was provided pertaining to the number of “pushes” included in the contract. City Council requested Staff to communicate with businesses that utilize private contractors to plow their parking lot, and the subsequent practice of these contractors to push snow onto the sidewalk. Blocked sidewalks make it difficult for pedestrians. City ordinance requires property owners to clear snow from the sidewalk. In response to a question from City Council, Staff did not know why there was such disproportion between the two bid prices.

Motion McKindles, seconded by Allen to approve and award a contract for Snow Removal Services in the amount of \$11,250 plus \$2,250 for each additional call out after five snow events to Imagine Landscaping of Northville, Michigan, and further move to authorize the Public Works Director to sign said contract on behalf of the City. **Motion carried unanimously.**

B. Building Demolition Contract Award / 222 S. Wing Street

The City owns the property and single-family home located at 222 S. Wing Street. This property is not located in the Historic District. The house is in poor condition, is no longer livable, with the roof and kitchen ceiling collapsing in the back of the building. It has stood vacant for the last eight years.

November 20, 2014, the City received bids for the demolition of this single family house along with its detached garage as follows:

| | |
|------------------------------|-------------|
| Milford Salvage Iron & Metal | \$12,240.00 |
| AVC Services, Inc. | \$18,873.11 |
| Berkshire Demolition Co. | \$23,100.00 |
| Homrich | \$48,600.00 |

City staff discussed the project with Ron Miller, the owner of the low bidder Milford Salvage Iron & Metal. Based on this discussion and review of a list of demolition projects this contractor has successfully completed in the Northville area, Staff is confident that the contractor can carry out the demolition of 222 S. Wing Street. Depending on the weather, the contractor may select to carry out this

project during the winter months. However, if conditions are such that it would be difficult to perform this work and then secure the site, the contractor may choose to begin the project in the spring of 2015.

The City Attorney and Michigan Municipal Risk Management Authority have reviewed the bid documents and Agreement for this project, and have recommended the use of this document for this project. Funding for this project is to come from the City's Public Improvement Fund. The proposed contract amount of \$12,240 is below the budgeted amount of \$27,600.

City Council Comments and Discussion: It was explained that this property had been acquired and saved for a possible future Post Office expansion project. It does not seem likely that the Post Office will expand as it continues to reduce its operations. The Planning Commission has looked at this site and if redeveloped, it is designated as residential/condominiums in the Master Plan. In response to a question, Staff noted that the house on this site was inexpensively built and does not have any historical items or architecture worth salvaging.

Motion Darga, seconded by McKindles to award a building demolition contract for 222 S. Wing Street in the amount of \$12,240 to Milford Salvage Iron & Metal of Milford, Michigan, and further move that the Public Works Director be authorized to sign this contract on behalf of the City of Northville. **Motion carried unanimously.**

C. Amendment to the Historic District Demolition Guidelines

At its November 2014 meeting, the Historic District Commission (HDC) approved changes to its "Guidelines for Consideration of Applications for the Demolition or Moving of Structures Within the Northville Historic District."

The proposed changes are found in Section D (1)(a). This section pertains to the "Grounds upon Which an Application May be Based" and outlines the information the applicant is required to provide. The modifications pertain to the requirement that the applicant provide a certified written report by a structural engineer as follows:

- The structural engineer must be approved by the HDC for this project and must be one that is included on the City's list of authorized structural engineers.
- The structural engineer's report will include their assessment of the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified.
- The HDC, at its sole discretion, may waive the requirement for a structural engineer's report.
- Such waivers shall be considered only for structures of buildings that are small, or of simple construction, or are historically insignificant, or that possess other defining characteristics that assist the Commissioners in evaluating its adaptability for rehabilitation without an engineer's report.
- The applicant shall place in escrow with the City an amount determined by the City Council to cover the expenses of the structural engineer's report.
- The escrow will be used by the City to pay the structural engineer for their services to develop the report. Any funds not used for this purpose will be returned to the applicant.

Any budget impact should be minimal as the applicant is required to place the expense amount in escrow with the City.

City Council Comments and Discussion: Further explanation was given pertaining to the demolition application process and the rationale for requiring a certified structural engineer's report. It was noted

that this report is one of several criteria required for demolition approval. When the applicant or architect state that the building is structurally unsound, the certified report will be used to determine if the building is structurally unsafe or not structurally sound due to current construction standards and if the building could be rehabilitated using current construction standards.

Motion Allen, seconded by McKindles to approve the amendments to the “Guidelines for Consideration of Applications for the Demolition or Moving of Structures Within the Northville Historic District” as presented. **Motion carried unanimously.**

MAYOR AND COUNCIL COMMUNICATIONS

A. Mayor and Council Communications

Darga noted that the Conrad Foundation, which provides private funding to Northville Youth Assistance (NYA) for camp scholarships, is closing and will no longer be providing funds for NYA programs. As such, each year NYA will be reducing grant awards until the funds remaining are depleted.

B. Staff Communications None

Being no further business, the meeting was adjourned.

Adjournment: 7:52 p.m.

Respectfully submitted,

Dianne Massa, CMC
City Clerk

Christopher J. Johnson
Mayor

Approved as submitted: 12/15/14