

FARMINGTON CITY COUNCIL  
SPECIAL MEETING  
April 6, 2009

A special meeting of the Farmington City Council was held on Monday, April 6, 2009, in Council Chambers, 23600 Liberty Street, Farmington, Michigan. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:03 p.m. by Mayor Knol.

**COUNCIL MEMBERS PRESENT:** Buck, Knol, McShane, Wiggins, Wright.

**COUNCIL MEMBERS ABSENT:** None.

**CITY ADMINISTRATION:** City Clerk Halberstadt, City Manager Pastue.

**APPROVAL OF AGENDA**

**04-09-057** MOTION by Wiggins, seconded by Wright, to approve the agenda as amended; adding Item No. 7, *Consideration to Authorize the Public Safety Department to Submit a COPS Hiring Recovery Program Grant Application*. MOTION CARRIED UNANIMOUSLY.

**PRESENTATIONS**

**FARMING SPECIAL OLYMPICS – KITTY OSTACH**

Kitty Ostach spoke about an upcoming Bowl-A-Thon sponsored by Team Farmington Special Olympics, scheduled for April 25, 2009, beginning at 10:00 a.m. at Drakeshire Lanes. She stated this is the only fundraiser coordinated by the Special Olympics. She encouraged City Council and others to form teams and sign up to bowl.

**PETITION – SOUTH FARMINGTON BASEBALL LEAGUE PARADE**

Responding to a question from Mayor Knol, Pastue stated the South Farmington Baseball Organization determined the route used last year did not provide enough exposure.

**04-09-058** MOTION by Buck, seconded by Wright, to authorize the use of city streets for the South Farmington Baseball, Inc. annual opening day parade on Saturday, May 2, 2009, beginning at 9:30 a.m. at City Hall and culminating in a celebration at Shiawassee Park; and for Public Safety Department to provide assistance to ensure safety along the parade route. MOTION CARRIED UNANIMOUSLY.

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## **FOUNDERS FESTIVAL OVERVIEW**

Present: Krista Wolter, DDA Marketing and Promotions Coordinator; Annette Knowles, DDA Executive Director; and Greg Cowley, DDA Board President.

Wolter provided an update on activities planned for the 2009 Founders Festival. She discussed Partner Activities which include: the Walkers Tavern, Art on the Grand, 4-Mile Run, Battle of the Bands and Alley Regalley. She noted the Miss Farmington Pageant will no longer be categorized as a festival activity. She stated the coordinators of that event decided that Miss Farmington serves as a representative of the Farmington Community and not just the festival. She noted *Kids Day in the Park* has been canceled, however, the festival will pick up many of those activities and incorporate them into the Kid Zone.

Wolter stated the festival will be confined to Friday, July 17<sup>th</sup> through Sunday, July 19<sup>th</sup>. She stated there will be no pre-festival activities on Thursday as in the past. She advised the pre-festival activities caused a great deal of confusion for people who thought the festival, including the crafters, started on Thursday.

Wolter reviewed festival activities which will include: Botsford Parade, Crafters Marketplace, History Tour/Booth, Brighthouse Main Stage, Ringling Brothers Kid Zone, Farmers Market and Gleaners Food Drive. She noted *Movie Under the Stars* is under consideration, but a location and movie are to be determined.

Wolter discussed parking and efforts to improve shuttle service. She is actively working on adding more sponsorships for the event. She noted several festivals have been canceled this year due to the economy. She pointed out that Farmington has a real opportunity to show its strong commitment to the festival. She noted the financial goal of the festival is to break even.

McShane suggested removing the outdoor movie event from the festival and holding it on a couple of Saturdays throughout the summer since there are already so many activities planned for the festival.

McShane asked if the Village Commons is involved in the festival. Wolter responded it serves as a shuttle stop and they will make an effort to provide a number of activities while people wait.

Discussion followed regarding the importance of highlighting all of the downtown businesses during the event. Wolter spoke about businesses outside of the immediate festival area providing incentives to festival goers to visit their stores.

McShane expressed concern regarding the proximity of the Walkers Tavern to the businesses of Music Go Round and Starbucks where teenagers typically congregate. She requested assurance that the alcohol will be closely monitored inside the Walker Tavern tent.

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Mary Engelman, overseer of Walkers Tavern, indicated she is working with Public Safety on a comprehensive program to prevent underage drinking and ensure security remains tight.

Wolter spoke about proposed activities for teenagers to ensure their involvement in the festival and that a space is created just for them.

McShane asked regarding the revenue from festival events. She questioned whether the money goes back to the community, a specific organization, or helps to offset the costs of police and public services.

Wolter responded disbursement of profits depends on the event. She stated Walkers Tavern is positioned as an opportunity for the Chamber of Commerce to have an additional revenue source.

Engelman advised some of the profits from Walkers Tavern goes to firefighters, the Optimist Club, and Harrison High School. She indicated they raised approximately \$2,000 last year for the Neighborhood House.

Cowley indicated the festival budget is approximately \$150,000 and the DDA would be happy to break even. He noted last year's budget included \$60,000 from sponsorships and they have not yet achieved that goal this year. He stated they intend to significantly increase advertising for the festival.

Wolter pointed out the partner activities are not included in the festival budget. She mentioned proceeds from Art on the Grand are donated to a charity of choice and there is no revenue from Battle of the Bands.

Wiggins noted that in the past a liquor license for an event could not be within 500' of a church. Wolter responded Dr. Maxwell of the Methodist Church has signed a waiver.

Responding to an additional question, Engelman stated last year the attendance at Walkers Tavern was approximately 500-800 per night.

Buck asked about the use of the Civic Theatre during the festival. Wolter responded Bill Richards is working on a line-up of shows.

Buck suggested it might be a good venue for holding a gaming competition for teens. Wolter noted that if Meijers sponsors a gaming event they would set up a trailer with 12-15 gaming set-ups.

Wright asked how the DDA accounts for the revenue generated from each of the festival events. He asked about an accounting after the fact in terms of revenue, expenses, and follow-through on commitments made to charities.

Knowles stated she is working with City Treasurer Weber to create separate line items for revenue and expenses for the festival this year. She stated in the future they will create the festival as a separate cost center within the DDA budget. She noted they do

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not anticipate making a profit this year. She pointed out fees received from events such as the crafters go towards covering the cost of the festival.

Cowley stated the DDA is looking to standardize a process in operating a major event so the board can review information and make risk assessments. He stated they are looking for a formula or blue print that can be flipped over to other events such as a Spring Art Festival. He noted the board will get a full accounting of the festival probably for the first time.

Wright pointed out after fees are collected from vendors, crafters, etc. the board has limited influence or knowledge of what a third party generates in terms of revenues and expenses. He wanted to make sure there is a process in place to ensure events make good on commitments to charitable organizations. He stated the board should take this year as an opportunity to develop better accounting practices. He recommended, where possible, finding a way to replace cash with an alternative means of exchange.

Discussion continued regarding strategies for tracking revenue and expenses including use of credit cards and issuing tickets for events.

Knol noted the cutback of festivals in other cities may provide Farmington with the opportunity to gain more sponsorships. She asked for a list of those who have already been approached regarding sponsorships.

#### **DISCUSSION – DDA BOARD APPOINTMENTS**

Present: Annette Knowles, Greg Cowley.

Pastue advised Council had requested feedback from the DDA regarding two current vacancies on the DDA Board. He stated given the current makeup of the board there are no restrictions regarding residency.

Knowles advised board members are asked to serve on one of the four Main Street committees which requires a significant commitment of time and effort. She further advised board members make the decision regarding the committee on which they would like to serve.

Knowles stated the two committees that need increased participation from the DDA Board are Design and Marketing and Promotions.

Knowles advised the previous DDA Board applicants who are currently serving on Main Street Committees are: Robert Clappison – Economic Restructuring (ER), Heidi Cook – Design, and Charles Frost – ER. Cowley noted Matthew Evangelista had been serving on the ER Committee, but has taken a break due to family commitments.

Cowley stated it is critical for board members to serve on a committee. He advised it is the goal of the board for two members to serve on each committee ensuring succession planning is in place. He stated effective management at the committee level is vital to ensure effective use of DDA funds. He discussed the significant commitment and learning curve required to serve on a committee.

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Responding to a question from Mayor Knol, Knowles expressed her belief that none of the previous applicants would embrace the Marketing and Promotions Committee. She stated if they are already engaged in a committee that is probably their area of interest.

She advised the right candidate for the Marketing and Promotions Committee should love event planning. She stated Heidi Cook meets the qualifications to serve on the Design Committee.

Wright asked if the DDA Board is aware of other candidates that might be appropriate for the Marketing and Promotions Committee. Knowles responded the DDA maintains a list of volunteers and a review of that list may produce possible candidates. She stated it is important for candidates to have a knowledge and history of DDA events.

Cowley expected to see more growth in marketing and promotions as a result of adding more seasonal events. He suggested the DDA put the word out for marketing and promotions and conduct specific recruitment for that committee.

Discussion followed regarding various recruitment resources and the scarcity of candidates due to the significant demand placed on committee members.

Buck asked if the DDA Board would like to wait a little longer to appointment new boardmembers. Cowley responded there would be limited time to educate new members in the next few months due to all of the upcoming activities. Knowles discussed the amount of time necessary to orient new board members.

Knol noted both DDA appointments do not have to be made at the same time. She stated the first priority is to contact previous candidates and determine if they are still interested in serving. She stated Heidi Cook appears to be a good fit for the Design Committee.

McShane asked about a conflict of interest between Boardmembers and services contracted by the DDA. Knowles responded the DDA largely follows the purchasing policy of the City unless there is an extreme emergency. She stated they usually get multiple quotes for items under \$10k. She advised they make an effort to support Farmington businesses.

Knol asked for Council feedback on potential candidates for the DDA Board. She stated there would be no need to call all the previous candidates if Council did not support any one of them.

Buck stated the strongest candidates are those who are currently serving on Main Street Committees.

Discussion continued regarding previous candidates and the recruitment and appointment process going forward.

Buck reiterated the DDA's request to fill one of the open positions with someone who has an interest in serving on the Marketing and Promotions Committee. Cowley

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suggested contacting all four candidates to determine their interest in serving on the board and their interest in the Marketing and Promotions Committee.

McShane asked about recruiting summer interns for marketing and promotions. Knowles responded they are seeking an intern to help with the festival, but is open to other internship opportunities.

Cowley discussed the opportunity to focus on fundraising and finding the right talent to support that effort.

Discussion continued regarding pursuing previous candidates who would be willing to serve on the Marketing and Promotions Committee versus waiting for a candidate that would be a good fit.

Cowley noted a sizeable amount of the budget goes to marketing and promotions and the DDA Board does not have sufficient representation on that committee. He offered that he does not mind waiting for the right candidate.

In response to direction from Council, Pastue stated his office would contact four previous DDA candidates who are currently serving on Main Street Committees.

Buck congratulated Greg Cowley on his re-election as DDA Board President. He asked City Administration to send a note of thanks to Scott Freeman and Mike Mazzoni for their service on the DDA Board.

### **DISCUSSION – COMMUNITY GARDEN REQUEST**

Present: Vera Lucksted

Pastue advised in early March he received a request from Vera Lucksted asking the City to consider participating in a community garden project. He pointed out the social, economic and aesthetic benefits associated with this type of project. He noted it was identified as a brand implementation strategy.

Pastue identified a potential location on Chesley Street, east of Farmington Road. He discussed other logistics of the project including: plot dimension, number of plots, security, site development considerations, watering, disposal of vegetation, volunteer assistance and other costs.

Lucksted stated this project would be an exciting opportunity for the City of Farmington. She offered her services in terms of marketing, education and recruiting volunteers.

McShane asked about the process for determining who would get the garden plots. Pastue responded it would be on a first come, first serve basis. He noted the City has the ability to increase the number of plots.

Wright asked how the City would ensure the plots are maintained. Lucksted responded participants would agree to a set of by-laws when they pay their fee to rent a plot. She will act as garden manager to ensure the garden plots are maintained.

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Knol asked how water would be provided to the plots. Pastue responded the City may need to provide a water tank on site.

Knol suggested establishing a fee for water use. Lucksted suggested setting up rain barrels at the site.

Discussion followed regarding marketing the garden to Farmington residents.

Responding to a question, Pastue stated participation would be limited to Farmington residents.

Council expressed support for a community garden in Farmington.

**CONSIDERATION TO ADOPT ORDINANCE C-740-2009 WHICH AMENDS CHAPTER 19, NUISANCES, TO ADD A NEW ARTICLE, ARTICLE IX, ABANDONED RESIDENTIAL PROPERTY REGISTRATION AND MAINTENANCE**

Pastue noted some minor changes were made to the ordinance since it was introduced as a result of recommendations made by the Planning Commission. He further noted the sequential order of the ordinance sections would need to be corrected. He advised the resolution to establish fees related to the ordinance will be presented at the next meeting.

Responding to a question from Councilmember Wright, Pastue stated the fees would be in the \$350-\$400 range.

Wright asked about the reasonableness of requiring a local property management company to inspect a property on a weekly basis to determine if ordinance requirements are being met.

Pastue stated a weekly inspection may be necessary during the rainy part of the year when grass, weeds, shrubs, etc. grow rapidly.

Wright noted the difficulty of enforcing this provision. He further noted this would likely be used as a standard when the City is dealing with a non-compliant participant.

**04-09-059** MOTION by McShane, seconded by Wiggins, to adopt Ordinance C-740-2009, to amend the Farmington City Code, Chapter 19, Nuisances, to add Article IX, Abandoned Residential Property Registration and Maintenance. **[SEE ATTACHED ORDINANCE].**

**ROLL CALL**

Ayes: Knol, McShane, Wiggins, Wright, Buck.  
Nays: None.  
Absent: None.

MOTION CARRIED UNANIMOUSLY.

In terms of the City's maintenance of foreclosed properties, McShane recommended using local businesses where possible, and assuming pricing is competitive.

**DISCUSSION – VALLEY VIEW CONDOMINIUM STREET VACATION**

Pastue advised last year the City vacated the entranceway to the Valley View Condominiums that had been part of the municipal street system. As part of the consideration, the City appropriated \$14,130 toward improvements at the entrance of the complex with the work handled by the condominium association. In the process of making those improvements MDOT required additional work to be done costing the association an additional \$9,000.

Pastue advised the association has asked if the City would consider covering the additional costs. He stated City Administration is presenting the request to Council without a recommendation.

Responding to a question from McShane, Pastue stated the additional improvements are in the right-of-way area. He further responded that condominiums would typically pay for this type of work.

Pastue stated the original estimate of \$14,130 was made in good faith based on what the City determined was needed. However, MDOT required more work than the City originally determined was necessary.

Knol stated she could not support paying the full \$9,000 additional cost.

Buck asked if the repairs would have been made by the condominium association if the City had not provided the funding. Pastue responded the repairs would eventually have been necessary.

Wright asked if there was a flaw in the City's original estimate of the repairs needed. If a permit was required, he asked why the City didn't meet with MDOT to determine the full cost of repairs.

Pastue stated this was a situation where MDOT took the opportunity to require repairs that were above and beyond what was reasonable.

Wright observed the association did not have a choice but to make the additional repairs required by MDOT. He stated it was a City road and should have been turned over to the association in good condition.

Knol expressed support for splitting the cost with the association.

Wiggins noted Council would have approved the full amount of \$23,300 if it had been presented originally as part of the street vacation.

Wright stated prior to the street vacation, the City chose to accept the responsibility of maintaining that street for many years. He stated it seems reasonable to give the association back a street that is in good condition.



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Buck agreed that it was Council's intention to return the street back to the association in satisfactory condition.

Wiggins pointed out the permit required by MDOT left the association with no option but to make the repairs.

Pastue noted that with past street vacations, no condominium association spent their own money to bring their street up to standard.

Majority of Council concurred to pay the additional \$9,000 to the Valley View Condominiums for the additional repairs.

**DISCUSSION – COMMUNITY CONTINGENCY PLANNING**

Pastue advised Project Innovations, Inc. in association with OHM, have developed a service to help Michigan communities deal with the enormous challenge of dealing with economic decline both in the short and long term. He stated they would like to meet with Council to give a presentation entitled, *Community Contingency Planning*.

Buck asked if the intention of the presentation is to show the City how it needs some of their services in planning for the future. Pastue responded beyond the sales aspect of the presentation he believes they may provide a service that would assist Council in focusing on priorities in a challenging economic environment.

Knol stated she is open to hearing the presentation.

Buck stated he would be open to hearing a presentation as long as it contains an educational component.

Pastue confirmed the presentation would last approximately two hours.

Buck recommended scheduling a special meeting to hear the presentation.

**CONSIDERATION TO AUTHORIZE THE PUBLIC SAFETY DEPARTMENT TO SUBMIT A COPS HIRING RECOVERY PROGRAM GRANT APPLICATION**

Pastue advised Chief Nebus has been working on a grant application to participate in the COPS Hiring Recovery Program through the Department of Justice. He stated Public Safety has not filled an open position that resulted from Commander Putt's retirement. He advised this grant would provide 100% funding to fill that position for a 3-year period. He further advised beginning with the fourth year the City would assume the fiscal responsibility for that position.

Pastue stated the grant does not define the position or staffing levels. He stated filling this position would result in reduced overtime and increased traffic enforcement.

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**04-09-060** MOTION by Buck, seconded by McShane, to authorize the Public Safety Department to submit a COPS Hiring Recovery Program grant application. MOTION CARRIED UNANIMOUSLY.

**OTHER BUSINESS**

No other business was heard.

**PUBLIC COMMENT**

No public comment was heard.

**COUNCIL COMMENT**

Referring to an issue regarding members of a Farmington golf league paying a non-resident fee at the Farmington Hills Golf Course, Buck asked if the City had investigated other golf courses that would apply residential rates to Farmington residents. Pastue responded the City has not contacted other golf courses.

Wright clarified the original request was for the City to find a golf course that would offer a special rate for the Farmington Golf League. He stated it is the league's responsibility to pursue a special rate.

Knol advised the issue was resolved with the league member at an earlier Council meeting.

McShane noted the passing of former Councilmember and Mayor, Ralph Yoder.

Responding to a question from McShane, Pastue stated yard waste stickers could be obtained from the Department of Public Services or in the front lobby of City Hall.

Wright suggested Council form a team to play in the Special Olympics Bowl-A-Thon.

Knol suggested City Administration send out an e-mail to Council and City Staff encouraging participation in the Bowl-A-Thon.

**ADJOURNMENT**

**04-09-061** MOTION by McShane, seconded by Wiggins, to adjourn the meeting. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 8:25 p.m.

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Valerie S. Knol, Mayor

APPROVED: April 20, 2009

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Susan K. Halberstadt, City Clerk