



FINAL

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on January 25, 2014, in City Council Chambers, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 9:00 AM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

2. APPROVAL OF AGENDA

Council concurred to approve the agenda.

RESULT:	APPROVED [UNANIMOUS]
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

3. CITY OF FARMINGTON 2014-15 WORK PLAN

Council met to discuss proposed 2014-2015 Work Plan. Council reviewed a vision statement and then addressed the following proposed goals.

CITIZEN ENGAGEMENT AND COMMUNICATION

Engagement - meaningful boards and commission directed toward making Farmington a desirable place to live and own a business. ***City Administration and City Council must recognize social media has changed the rules of citizen engagement - participants drive the process.*** Also, means creating a sense of place: community activities such as festivals, farmers markets, Warner Mansion, ice rink, walkable infrastructure leading to commercial and public space nodes.

- Item 1 Continue support for existing activities and events that promote place making**

- 1A Farmers Market, Summer Concert Series, Festival, Art on the Grand, Swing Dancers, Memorial Day Parade, August Run through the Hills, Governor Warner Mansion.
- 1B Create a mindset in which volunteers are encouraged to initiate activities that create a sense of place within our city. For example: Thursday night swing dancers, food caravan, and special concerts.
- 1C Conduct a comprehensive review of special event requests to improve application and streamline approval process.
- Responsibility: City Manager, Public Safety Director, Executive Assistant
- 1D Continue to encourage and support neighborhood block parties. Place information and application on website, in spring utility bill newsletter, and on Cable 15 bulletin board.
- Responsibility: City Manager, Executive Assistant

Responding to a question from McShane, Pastue concurred that there is an opportunity for identifiable action plans to support the goals.

Discussion followed regarding the need to reach out to the senior community and provide opportunities for the twenty something age group.

Cowley stressed the importance for the city to develop a strategy for communication to the city residents and businesses to garner support for future endeavors. He challenged the DDA to develop events that reach out to the younger.

Discussion followed regarding the negative impact on businesses as a result of special events. The city needs to establish a threshold for the type of events held in the downtown.

McShane would like to see a fee structure for special events.

Item 2 Meet annually with all City Boards and Commissions.

- 2A Schedule as part of special meetings in January thru April prior to the budget being finalized
- Responsibility: City Manager, Executive Assistant
Completion: April 2014
- 2B Assign staff (and possibly City Council member) as a staff liaison to boards and commissions
- Responsibility: City Manager, City Council
Completion: Discussion for March 2014 Study Session
- 2C Meet with the 47th District Court in September to review annual report.
- Responsibility: City Manager and Executive Assistant

Completion: September 2014

- 2D Schedule presentation of RRRASOC annual report in April or May each year.

Responsibility: City Manager and Executive Assistant
Completion: June 2014

- 2E City Council to develop on-going strategy to recruit and retain board and committee members.

Responsibility: City Council
Completion: December 2014

Discussion followed regarding assigning staff as liaisons to Boards and Commissions in place of council members; seeking diversity among boards and commissions; developing a communication plan to engage apartment and condo residents; and establishing an annual joint meeting with the Planning Commission and Board of Zoning Appeals.

Item 3 Public Speaking opportunities

- 3A Actively solicit service club to have City staff or Council provide annual reports or project updates

Responsibility: City Manager, Department Heads, City Council
Completion: On-going

- 3B State of City presentation in February each year

Responsibility: Mayor, City Manager
Completion: February 2014

- 3C Meet with neighborhood groups as projects develop

Responsibility: City Manager, Department Heads, City Council
Completion: On-going

- 3D Attend annual homeowner association meetings when possible.

Responsibility: City Manager
Completion: On-going

Item 4 Improve Electronic Communications

- 4A Improve City website by posting meeting materials for Planning Commission and Downtown Development Authority

Responsibility: Executive Assistant, Assistant to City Manager
Economic and Community Development Director

Completion: April 2014, on-going thereafter

- 4B. Complete City Hall Chamber renovations to allow for Planning

Commission, DDA Board, and Board of Zoning Appeals meetings to be televised and placed on Cable 15 for replay.

Responsibility: City Manager
Completion: June 2014

- 4C Expand use of City Facebook and Twitter to inform residents of special events, changes in services, election information, and utility bill and tax deadlines.

Responsibility: Clerk (website), Department Heads, City Manager, Assistant to City Manager
Completion: April 2014, on-going thereafter

Discussion followed regarding setting up a booth at the Farmers Market providing Council an opportunity to interact with the public. Discussion continued regarding the need to expand city communication using facebook, twitter, etc.

Council discussed other communication ideas including a paid communication specialist and establishing a Council Corner in the local newspaper.

ECONOMICALLY AND SOCIALLY VIABLE NEIGHBORHOODS AND COMMERCIAL DISTRICTS THAT ARE ATTRACTIVE AND WELL MAINTAINED.

Item 1 Repurpose Existing Public Government Properties

- 1A Collaborate with Farmington Public Schools to insure that Flanders school site is sold and redevelopment approved by May 2014

Responsibility: City Manager, Economic and Community Development Director
Completion: May 2014

- 1B Continue coordination with Farmington Public Schools to insure that Maxfield Training Center is available for sale by June 2014.

Responsibility: City Manager, Economic and Community Development Director
Completion: June 2014

- 1C Open dialogue with Farmington Public Schools to redevelop east portion of Cloverdale School site for ballfields and a neighborhood park.

Responsibility: City Manager, Economic and Community Development Director
Completion: Initiate Discussion by April 2014

- 1D Courthouse Property - Coordinate PUD process with Balfour for redevelopment of property.

Responsibility: Economic and Community Development Dir.
Completion: PUD Plan - Delivered by March 31, 2014
PUD Review/Approval -Complete by July 2014

Sale Closing - August 2014

1E Orchards Development Project

Responsibility: Assistant to the City Manager, Economic and Community Development Director, City Manager, DDA Board

Completion: RFP received by February 28, 2014
 Review/Recommendation - Completed by April 2014
 PUD Plan - Delivered by August 2014
 PUD Review/Approval - Complete by November 2014
 Sale Closing - December 2014

Discussion followed regarding the need for increased involvement with Farmington schools relative to the sale of school properties in Farmington. Discussion continued regarding attending upcoming school board meetings and a review of proposals for the Flanders property.

Discussion followed regarding the city's influence and role in determining how the properties will be developed.

Item 2 Grand River Corridor Improvement Authority

2A Work with Corridor Improvement Authority to have development and tax increment financing plan completed by May 2014

Responsibility: Economic and Community Development Director and LSL Planning

Completion: Draft Plans to CIA - April 2014
 CIA Board Approval - May 2014
 City Council Approval - June 2014
 Oakland County Approval - October 2015

2B Meet with owners of Winery to discuss redevelopment opportunities

Responsibility: Economic and Community Development Director
 Completion: Initiate process by March 2014, on-going thereafter

2C Work closely with Farmington Plaza receiver regarding development of the outdated commercial property consistent with Corridor Improvement Authority's vision.

Responsibility: Economic and Community Development Director, City Manager

Completion: December 2013, on-going thereafter

Discussion was held on the potential of the winery property; allowing property owners in the CIA district to review plans for their property; and the challenges of implementing plans for the district.

Item 3 Improve general commercial property maintenance of the City by strengthening enforcement and encouraging redevelopment.

(Comment: the most efficient and effective code enforcement is for property owners to feel their property is valuable)

Responsibility: Code Enforcement Officer, Economic and Community Development Director, City Manager
 Completion: On-going

3A Revise outdoor display ordinance by March 2014

Responsibility: Economic and Community Development Director, LSL Planning, City Manager

Completion: Discuss with Planning Comm. - January 2014
 LSL/Staff - Present Recommendation and Schedule Ordinance Public Hearing - February 2014
 Planning Commission hold public hearing and submit recommendation to City Council - March 2014
 City Council introduces ordinance - April 2014
 City Council adopts ordinance - May 2014

3B Work with Main Street Design Committee to restructure Downtown A-frame sign regulations. Discuss with DDA Board offering incentive to comply.

Responsibility: Assistant to City Manager, Design Committee, DDA Board, City Manager

Completion: June 2014

3C Target commercial centers for improved maintenance.

3D Strengthen rental housing property maintenance. Code Enforcement to provide additional attention to rental houses in single family neighborhoods.

Council held discussion on the progress being made at the major shopping centers. Discussion continued regarding the responsibility of the Planning Commission to adhere to design standards.

Discussion followed regarding the need to tighten enforcement of code violations.

Item 4 Staff to work with consultants and citizen participants to create pedestrian and bicycle network that is connected to networks outside the City of Farmington and directed toward commercial and public spaces nodes within the city.

4A Adopt resolution to formally dissolve Traffic and Safety Board

4B Create ad hoc committee to work on pedestrian and bicycle network.

Item 5 Address Downtown Parking Challenges

- 5A Establish Downtown parking committee by April 2014

Item 6 Land Use Planning

- 6A Initiate process to update of master plan - early 2015 (five years as required by statute)
- 6B Develop new parks and recreation master plan. This will be an element of the City Master Plan to begin in the summer of 2014.
- 6C Develop new downtown master plan. This will be an element of the city master plan to begin in the fall of 2014. (It has been ten years)
- 6D Develop area plan connecting Riley Park to Old Courthouse site. This will be presented to the Planning Commission by May 2014.
- 6E Capital Improvements Program to be adopted by June 2014

Item 7 Recruitment and Retention

Following Items 8 & 9 were submitted by Council:

- Item 8 Consider decreasing the front yard setback requirements (15' less?) and the floor area coverage requirements for some of our neighborhoods consisting of primarily outdated housing stock. I would foresee neighborhoods such as Floral Park and Bellaire would be included.**

- a. Encouraging redevelopment reverses the current trend of couples leaving Farmington for other communities once they begin to raise families.
- b. The reduction in requirements would promote redevelopment of our neighborhood by not only the existing residents or contractors who are willing to invest and improve and then sell to future residents.
- c. Due to the current size of many of the homes, just expanding vertically does not resolve the spatial limitations such as kitchen size, living room or main floor master bedroom with bath.
- d. By allowing the expansion to occur to the front, valuable private space in the backyard is preserved while development toward the street encourages greater neighborhood interaction.

- Item 9 Update City Signs - This would involve all City entry way signs, park signs, city buildings, way finding signs, historic district signs, and downtown signs.**

Responsible Party: City Manager, 2 volunteers from Historic Commission, 2 from Beautification Commission, and 2 from Design Committee.

Completion:

1. Design Concept to City Council: May 2014
2. Bid Phase Completed: early summer 2014

3. Installation: late summer 2014**INFRASTRUCTURE RELIABILITY**

Reliable - city infrastructure: water and sewer services in particular, good streets and roads, public works and public safety vehicles, urban forestry, electronic interfaces with residents and businesses.

Item 1 Grand River Avenue

- 1A. Engage MDOT in early 2014 to discuss another mill and overlay.
- 1B. Discuss a long-term transfer to the City that would involve the City of Farmington Hills and the Road Commission for Oakland County.

Following Item 1C was submitted by Council:

- 1C. Grand River Ave. road diet between Orchard Lake Road and Downtown. I believe this is a pivotal implementation item to make the redevelopment of not only the Grand River Corridor but other areas of the city a success. It's implementation addresses a number of the goals identified in the City's Vision Plan.
 - a. Creating greater non-motorized linkage from downtown through to the east side. (Item 4)
 - b. Greater pedestrian and bicycle usage would result ultimately in linking the river corridor with Shiawassee Park
 - c. Greater linkage from downtown to the east side
 - d. Slowing traffic down will create a more business friendly environment
 - e. Knowing this may be a longer term goal, it is best to start working on it now.
 - f. Coordination will be required not only the CIA but the yet to be formed walkability committee.

Discussion followed regarding the City taking over the responsibility for Grand River from MDOT. The goal is to have MDOT provide funding to rebuild Grand River. Discussion continued regarding a "road diet" for Grand River and establishing bike lanes.

Item 2 Develop comprehensive urban forestry program and policy.

- 2A. Establish on-going funding source to remove and replace dangerous trees and limbs from the public right-of-way.
- 2B. Discuss with City Attorney the feasibility of a voluntary special assessment by which property owners can coordinate with the City removal of dangerous trees from private property (nuisance abatement) and have the cost special assessed over a period of years.
- 2C. Evaluate the financial and operational feasibility of having Public Works employees chip brush on a regular basis delivered to the curb by property owners. The purpose would be to improve general property maintenance and remove dangerous limbs from

the public right-of-way and on private property.

Item 3 Maintain and Improve City Streets

- 3A. Develop updated five-year road improvement program based on Pacer system.
- 3B. Place on the August or November 2014 ballot a 20-year renewal of the City road millage.

Pastue spoke about development of a road improvement program based on a rating system. He stated this would help to gain public support for renewal of the city road millage this year.

Item 4 Maintain and Improve City Water and Sewer System

- 4A. Develop five-year capital improvements plan that includes lining sanitary sewer collection system in the Bel Aire subdivision.
- 4B. Develop a fire hydrant maintenance and replacement program.
- 4C. Incorporate into five-year capital improvements plan the installation of water meters that allow for remote electronic reads.
- 4D. Evaluate for each road reconstruction project whether the sanitary main needs to be lined and/or water main to be replaced.
- 4E. Work with Oakland County Water Resources Commission and City consult OHM to comply with administrative consent order for the Evergreen Farmington Sanitary Sewer District.
- 4F. Continue to reduce unaccounted water percentage by installing meters at City facilities and by periodically monitoring flow of large commercial and multi-family customers.

Discussion followed regarding the need to increase water pressure in the downtown.

Pastue advised a study needs to take place to determine future water requirements as a result of redevelopment in the downtown.

Item 5 Sidewalks

Pastue spoke about a special assessment to properties along Grand River from Halsted Road to the downtown for clearing sidewalks by a private contractor.

Item 6 Focus on technology over the next five years

- 6A Develop a financial plan to install meter reads that will allow all residents and commercial meters to be read electronically. The purpose would be to reduce amount of the DPW personnel time reading meters and focusing on higher-end functions. This allows City to consider monthly billings.

- 6B Expand convenience and reduce cost for residents and businesses to pay utility bills and taxes electronically
- 6C Utilize communication applications in which residents can communicate with public works and other departments regarding service issues: potholes, downed power line, etc.

Council took a break at 12:19 p.m. for lunch and returned at 12:45 p.m.

MAINTAIN HIGH QUALITY AND CONVENIENT MUNICIPAL SERVICES

- Item 1 Maintain excellent public safety response times.**
- Item 2 Maintain public works fall leaf collection program.**
- Item 3 Continue practice of plowing all streets within one day of a major snow storm.**
- Item 4 Develop and maintain a good parks system.**
- Item 5 Connect pedestrian (sidewalks) and bike trails.**
- Item 6 Maintain good customer service regarding building department and planning review.**
- Item 7 Expand use of electronic invoicing and payment receipt for water/sewer bills, taxes.**

Pastue spoke about making improvements and a possible redesign of city parks. He spoke about the need to seek grant funding to support this effort.

Schneemann expressed concern regarding the maintenance of Riley Park. He stated a process needs to be in place to address issues on an ongoing basis.

Cowley pointed out that after Friday night concerts and the Farmers Market the garbage builds up and containers are overflowing. He stated there needs to be a clean-up crew on Saturday morning or maybe providing additional dumpsters.

Pastue suggested putting together a core group of people who on a regular basis would walk through the downtown developing a list of clean-up needs that would be forwarded to the Department of Public Works.

Discussion followed regarding putting someone in place who would be responsible for maintenance.

FINANCIAL SUSTAINABILITY

- Item 1 Do not engage in long-term deficit spending for operating purposes.**
- Item 2 Continue to examine alternatives to reduce operating costs while maintaining or improving services.**

- Item 3** **Develop five-year capital improvements program in which projects will be financed on a pay as you go basis (presumes on-going funding source) or short-term financing.**
- Item 4** **Develop a two-year budget within the construct of Council 2014-2015 Work Plan.**
- Item 5** **Maintain overall millage rate at 15 mills exploring strategy to modestly reduce over time.**
- Item 6** **Align cost of services with fee structure to equitably finance various services.**
- Item 7** **Maintain AA bond rating.**
- Item 8** **Continue to provide five-year budget forecast when developing proposed budget.**

Discussion was held regarding Public Safety's need for a ladder truck as provided in the next fiscal year budget. Discussion continued regarding the possibility of developing a joint agreement with Farmington Hills for use of their ladder truck.

Discussion followed regarding the ISO rating and the fire equipment necessary to maintain an acceptable standard. Pastue spoke about the need for proper equipment in order to attract redevelopment.

Council concurred to research an agreement with Farmington Hills and determine if those costs would be worth foregoing investing in a ladder truck.

Discussion followed regarding possible pushback from the public.

Council discussed the need to monitor Other Post-Employment Benefits (OPEB) costs and financing.

MARKET COMPETITIVENESS

- Item 1** **Continue to benchmark per capita costs for public safety (typically half General Fund expenditures for most communities).**
- Item 2** **Monitor Overall Homestead and Non-Homestead millage rates of surrounding communities and comparable sized communities in Metro Detroit.**
- Item 3** **Monitor wage and benefits of surrounding communities and communities of comparable size with the intent of providing a competitive compensation package to attract and retain good employees and to insure financial resources are utilized effectively.**
- Item 4** **Monitor water and sewer rates of surrounding communities**

Council discussed the need to monitor residential housing as part of maintaining market competitiveness.

Discussion continued regarding the importance of maintaining a safe community and enforcement of traffic violations.

1. City of Farmington 2014-15 Work Plan

4. PUBLIC COMMENT

No public comment was heard.

5. ADJOURNMENT

1. Motion to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Greg Cowley, Councilmember
SECONDER:	Steve Schneemann, Mayor Pro Tem
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

The meeting adjourned at 2:15 P.M.

Mayor William Galvin

Susan K. Halberstadt, City Clerk

Approval Date: March 17, 2014