



Special City Council Meeting  
6:00 PM, MONDAY, DECEMBER 19, 2016  
Conference Room  
Farmington City Hall  
23600 Liberty St  
Farmington, MI 48335

FINAL

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## SPECIAL MEETING MINUTES

A special meeting of the Farmington City Council was held on December 19, 2016, in Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 PM by Mayor William Galvin.

### 1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Sara Bowman	Councilmember	Present	
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
Steve Schneemann	Mayor Pro Tem	Absent	
Jeff Scott	Councilmember	Present	

#### City Administration Present

Director Christiansen  
Superintendent Eudy  
City Clerk Halberstadt  
Assistant to the City Manager Knowles (left at 6:45 PM)  
City Manager Murphy  
Attorney Saarela

### 2. APPROVAL OF AGENDA

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Greg Cowley, Councilmember
<b>SECONDER:</b>	Jeff Scott, Councilmember
<b>AYES:</b>	Bowman, Cowley, Galvin, Scott
<b>ABSENT:</b>	Schneemann

### 3. PUBLIC COMMENT

No public comment was heard.

#### 4. AGENDA ITEMS

##### **A. Principal Shopping District - Special Assessment Renewal Recommendation**

Annette Knowles reviewed the process used to determine the renewal of Principal Shopping District recommendation.

Knowles provided the following renewal recommendation:

- Renewal Period: 5 years- July 1, 2017- June 30, 2022
- Basis: Valuation- percentage value of individual property as compared to the value of the whole
- Annual Increase: One percent
- Annual Budget: \$180,000 base year to \$188,000 in year five
- Reinstate a two-mill levy, which will raise approximately \$37,800 in year One

Knowles detailed the next steps to be taken by the city; this includes five resolutions and two public hearings. A Briefer was distributed to Downtown businesses, as well.

Responding to a question by Cowley, Knowles stated that Birmingham, Rochester, and East Lansing were looked at as comparison cities. There is not a wide variety of communities using PSD, however. Most communities base PSD on square footage.

Cowley inquired about how the PSD budget is spent.

Knowles stated that maintenance is roughly \$120,000, with \$36,000 contracted out to the city. Seasonal decorations cost \$10,000, while the marketing budget is \$40,000-\$50,000. The public relations budget, primarily the Main Street Messenger, costs \$15,000 per year, but they are looking for a more cost-effective way to communicate with the public. Volunteer recruitment and retention is roughly \$2500 a year, and public utilities budget is \$20,000.

Cowley wanted to know where parking fit into the budget and Knowles answered that it would fall under the maintenance budget. Parking improvements currently come out of TIF funds. Cowley asked if they could come out of PSD funds and Knowles said yes.

Discussion followed regarding options for financing a parking structure.

Discussion continued regarding amount of PSD assessments levied by other cities.

Scott is interested in finding out what individual businesses pay in the cities cited earlier.

Bowman wanted to know the top three items on which the business owners would spend the PSD funds.

Knowles responded that the top answers were parking lot maintenance and landscaping, public utilities, and seasonal decorations.

Responding to a question by Bowman, Knowles stated that an assessment increase is possible to support additional projects.

Galvin wants to be cautious about language that addresses a 2 mill levy. He would like to clarify that it is not a tax increase for businesses.

Knowles discussed how it would be structured so there is no increase to businesses. Commercial properties will actually see a slight decrease in year one.

Galvin would like to see the Briefer sent out to residential properties.

Knowles detailed the next steps again.

## **B. Review of Water and Sewer Connection Fees**

Christiansen reviewed water and sewer connection fees comparisons with other cities. The City's fees have not changed in many years and possibly need to be adjusted.

## **C. Review and Consideration of Farmington Downtown Area Plan 2015 Amendment - Development Area E, East Grand River Area Plan**

Christiansen reviewed the amendment to Downtown Area Plan- Area E.

### **Move to accept the amendment to the Downtown Area Plan 2015 – incorporating Development Area E, East Grand River Area Plan.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Scott, Councilmember
<b>SECONDER:</b>	Greg Cowley, Councilmember
<b>AYES:</b>	Sara Bowman, Greg Cowley, William Galvin, Jeff Scott
<b>ABSENT:</b>	Steve Schneemann

## **5. OTHER BUSINESS**

No other business was heard.

**6. COUNCIL COMMENT**

No Council comment was heard.

**7. ADJOURNMENT**

**Move to adjourn the meeting.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Greg Cowley, Councilmember
<b>SECONDER:</b>	Jeff Scott, Councilmember
<b>AYES:</b>	Sara Bowman, Greg Cowley, William Galvin, Jeff Scott
<b>ABSENT:</b>	Steve Schneemann

The meeting adjourned at 7:00 PM

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William E. Galvin, Mayor

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Susan K. Halberstadt, City Clerk

Approval Date: January 17, 2017