



**Special City Council Meeting
6:00 PM, MONDAY, MAY 4, 2015
Conference Room
Farmington City Hall
23600 Liberty St
Farmington, MI 48335**

FINAL

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on May 4, 2015, in Conference Room, 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. 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	

City Administration Present

Director Christiansen
Assistant to the City Manager Knowles
Recording Secretary Murphy
City Manager Pastue
Attorney Schultz
Treasurer Weber

2. APPROVAL OF AGENDA

Pastue requested moving Agenda Item No. 7, Review of Retiree Healthcare Actuarial Report, to follow Item No. 8, Review of Proposed Downtown Parking Advisory Committee Bylaws. McShane recommended removing Item No. 11, Instruction for May 9 Candidate Interviews, from the agenda.

Motion to move Agenda Item No. 7, Review of Retiree Healthcare Actuarial Report, to follow Item No. 8; and remove Item No. 11, Instruction for May 9 Candidate Interviews.

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Cowley, Councilmember
SECONDER: JoAnne McShane, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

3. PUBLIC COMMENT

No public comment was heard.

4. PROCLAMATION IN RECOGNITION OF FARMINGTON YMCA

City Administration requested Council approve a proclamation in recognition of Farmington Family YMCA 50 years of service to the community. The proclamation will be presented on May 12th as part of their Farmington Family YMCA Day.

Motion to approve a proclamation in recognition of Farmington Family YMCA 50 years of service to the community.

RESULT: APPROVED [UNANIMOUS]
MOVER: JoAnne McShane, Councilmember
SECONDER: Jeff Scott, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

5. CONSIDERATION TO APPOINT DAN IRVIN TO THE BROWNFIELD REDEVELOPMENT AUTHORITY

Consideration to Appoint Dan Irvin to the Brownfield Redevelopment Authority

Motion to appoint Dan Irvin to the Brownfield Redevelopment Authority to fill an unexpired term ending February 29, 2017.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jeff Scott, Councilmember
SECONDER: Greg Cowley, Councilmember
AYES: Cowley, Galvin, McShane, Schneemann, Scott

6. REVIEW OF FISCAL YEAR 2015-16 DDA PROPOSED BUDGET

Farmington Downtown Development Authority Proposed 2015-16 Budget

Annette Knowles presented a proposed FY2015-16 Farmington Downtown Development Authority budget. She provided a handout of the FY2015-16 Work Plan.

Knowles advised work plans have been restructured to involve project based committees in the hope that committee work will be more unified. The core

themes include Infrastructure Improvements that Enhance Sense of Place, Downtown Marketing, and Business Development. She discussed the bond debt retirement that is included in the budget. She noted the downtown maintenance program is handled through the Department of Public Works. She stated the Riley Park Ice Rink is being transitioned away from a DDA responsibility, however, funds will continue to be allocated for marketing and promotion of the rink.

Knowles discussed an Historic District amendment that has been on the back burner, but they will continue to work towards that endeavor. She stated as part of historic property education they continually receive feedback from Oakland County concerning the wonderful resources available in Farmington that should be publicized more. She indicated the Design Committee is working on a project to emphasize same.

Responding to a question from McShane, Knowles stated it is the intention of the committee to work with the Historical Commission on this project.

Responding to a question from Cowley, Knowles confirmed there is still a Riley Park Ice Rink Committee.

Schneemann asked for clarification on the Historic District Amendment and the Historic Property Education and further discussion was held.

Discussion was held regarding the United Methodist Church receiving recognition and being placed on the National Register.

Scott inquired whether the amendment would hinder re-development. Knowles responded that being placed on the National Register is strictly an honorary designation with no restrictions.

Knowles continued to discuss DDA core themes, noting holiday decorations would continue, including white lights in the trees.

Knowles advised the Farmington Road Streetscape is listed but on hold until they work through some financial issues, opting out and deferring grant applications for 2016.

Scott inquired about the curb cut changes and their status.

Knowles indicated she is continuing to work with CVS through their property management and legal department. She advised there have been management changes, but a number of issues remain.

Cowley inquired whether money would be allocated for the Farmington Road Streetscape or whether it was dependent on securing curb cuts.

Pastue stated that funding is the critical issue. He indicated the DDA must generate additional tax increment revenue in order to deal with not only Farmington Road, but parking issues.

Scott expressed concern regarding placing the project too far on the back burner. He would like to see all of the City's ducks in a row so that the City will be ready to move forward when funds become available.

Knowles advised the agency that would be providing the Farmington Road Streetscape grant funds is excited for the project, but will give the application greater weight if all of the City's ducks are in a row before a new application is submitted.

Cowley asked if someone else on the DDA would be able to handle this issue and move it forward. Pastue responded that he believed Knowles is the best one to deal with it.

Pastue pointed out redevelopment of the Maxfield Training Center (MTC), as well as Fresh Thyme, will provide the DDA with more revenue.

Further discussion was held concerning the DDA's contribution to the Master Plan Update as well as way finding signage.

Galvin stated that a big part of the DDA Master Plan update and part of way finding signage was increased enforcement of parking and a request that employees park elsewhere. He noted they have yet to identify how this will be handled.

Pastue responded the parking issue will be addressed through enforcement and elimination employee parking in the north lot. He stated employees will be probably be re-routed to MTC and/or the Kimco lot, but that the dynamic will change as each project is undertaken.

Galvin stated his concern regarding reactive employee parking versus planned employee parking and further discussion was held.

Knowles discussed plans for Downtown marketing and the Business Development Plan.

McShane inquired about promoting more advertising for available properties in the community and further discussion was held.

Galvin suggested as part of a long term plan, providing free Wi-Fi access in the downtown.

Knowles noted a Mainstreet Visioning and Strategic Planning meeting is scheduled for Tuesday, June 2nd. She encouraged Council to submit ideas on what DDA should or could be doing.

Knowles then detailed the 2015-2016 Proposed Budget's highlights, revenue history, expenditures and cost centers.

Cowley inquired regarding cost information on the Riley Park ice rink. Galvin responded the data is available and to contact Knowles to get it.

Discussion was held regarding the investment in the ice rink and whether it is a good one.

Pastue expounded on the reasons it was moved out of the DDA budget and into the General Fund and further discussion was held.

Galvin stated they are working on opening up the rink for mini mite hockey games.

Knowles detailed revenue history from 2008-2016 as well as revenue streams, expenditures and cost centers.

Responding to a question from McShane, Knowles stated that as part of the cost centers no contribution was included for the Founders Festival.

Galvin requested a short update on Kimco.

Christiansen stated he met with the KIMCO construction supervisor and they are scheduled to submit their engineering construction drawings by May 22nd. The drawings will be reviewed by OHM to include demolition, staging and construction. He indicated discussion was held regarding the impact on parking in the downtown. KIMCO advised construction will not begin until after Founder Festival with an opening date of Spring 2016.

Mayor Galvin thanked Knowles for her hard work in preparing and presenting the DDA budget.

7. REVIEW OF PROPOSED DOWNTOWN PARKING ADVISORY COMMITTEE BYLAWS

Review of Proposed Downtown Parking Advisory Committee Bylaws

Pastue advised City Council approved forming a Downtown Parking Advisory Committee at their last meeting. The Committee will study, evaluate and make recommendations on an ongoing basis to City Council regarding parking in the downtown. They will not have any direct operational responsibilities but will serve in an advisory capacity. Pastue indicated Attorney Schultz has prepared Committee bylaws. He noted membership is structured for seven and the composition will be addressed at this study session. He pointed out no salary is associated with serving on this committee.

Pastue stated the bylaws address conflict of interest, officers, resignations, Open Meetings Act and procedures involving how the committee will operate, their structure, and meetings. The bylaws will need to be approved by Council. He stated the minutes will have to be presented and submitted to the City Clerk.

Schneemann addressed the make-up of the Committee and potential conflicts of interest existing with business owners in the downtown.

McShane stated she would like to see a representative from each quadrant of the DDA represented on the Committee so it is geographically balanced.

Galvin discussed a potential problem if no candidates come forward from each area.

McShane stated she did not want to be exclusionary in the selection.

Cowley suggested if the DDA is doing their job right and collecting information from businesses on the north and south side of Grand River that the voice of everyone will be heard on this issue.

Discussion was held and it was agreed upon that a seven member committee would be appropriate.

Galvin suggested if ex-officio members serve on the committee, they would provide their expertise and guidance but would have no voting rights and discussion followed.

Knowles expressed concern over finding a business owner to volunteer to serve on the committee.

Council agreed the Committee would be composed of seven volunteers to include: two residents at large, two Central Business District business owners and/or property owners, one DDA Board member, one Planning Commission member, one City Council member, plus two ex officio non-voting members to include the City Manager and/or designee, and a member of Public Safety and/or designee, with the DDA, Planning Commission and City Council

appointing such member to serve with Council approval.

8. REVIEW OF PROPOSED DOWNTOWN PARKING ENFORCEMENT PLAN

Review of Proposed Downtown Parking Enforcement Plan

Pastue introduced the proposed parking enforcement plan that would be conducted Wednesday through Friday from 11:00 a.m. to 5:00 p.m. and Saturdays from 9:00 a.m. to 3:00 p.m. He stated proposed costs of almost \$19,000 with the DDA providing a \$10,000 advance for this fiscal year and other funding coming from assessed fines.

McShane commented that someone had suggested extending the hours to 6:00 p.m. on Wednesdays through Fridays and further discussion was held.

Responding to a question from Schneemann, Pastue stated signage will be installed indicating hours of parking enforcement.

McShane asked if those calculations were based on a year or for the remaining seven months of this year. Pastue responded calculations were based on a year, however, for the remaining months of this year the cost will be \$11,000.

Further discussion was held regarding the language and location of the signage.

Pastue advised there would have to be enforcement on Grove Street and Galvin suggested a transitional period be put in place.

Discussion followed regarding how employees will be informed and alternative parking lots for their use.

Galvin indicated City Administration, Council and the new Parking Advisory Committee will need to connect the dots between signage, employee parking and parking enforcement.

McShane suggested putting this information in the next City newsletter to inform residents.

Council took a ten-minute recess at 7:56PM and returned at 8:06PM.

9. REVIEW OF RETIREE HEALTHCARE ACTUARIAL REPORT

Review Retiree Healthcare Actuarial Report

Treasurer Weber provided a handout to Council reflecting the seven year history of the Retiree Health Care Plan. He advised the Actuarial Accrued Liability is the amount of money set aside to date to pay for benefits earned. He stated plan assets are funds put aside in a trust that can only be used for Retiree Health Care. He stated the unfunded Actuarial Accrued Liability is the plan assets minus the Actuarial Accrued Liability. He reviewed the historical data provided from 2008 to 2014 and described the key changes utilized to lower the liability through the years. He emphasized that under the Actuarial Accrued Assets there

is actually more money set aside than needed to fund people's liability which is rare in the State of Michigan.

Cowley questioned whether monies could be borrowed against the trust. Weber responded monies could not be taken out of the trust, but some of the funds can be used to pay bonds off early and not considered a source of income.

Galvin asked regarding documentation of the Plan to ensure it is clear in the future how the funds are to be administered.

Pastue suggested formalizing the Plan.

Galvin advised the Retiree Health Care Board consists of the City Manager, the Mayor, City Treasurer and Brian Green from Morgan Stanley. He stated Morgan Stanley is the Financial Adviser who is managing the \$10 million bond asset. It is predicted the Plan will realize an 8% return over and above the increase in expenses from the premiums from year to year.

Responding to a question from Cowley, Galvin stated the Board meets on a quarterly basis.

Responding to a question from Scott, Galvin stated the Retiree Healthcare numbers can be found in the Financial Audit.

Discussion followed regarding the responsibility of the Retiree Health Care Board and the checks and balances in place in managing Plan funds.

Galvin advised minutes from the quarterly meetings are available.

Responding to a question from Cowley, Pastue advised retiree healthcare claims are processed as part of Farmington's participation in Farmington Hills group plan.

Weber reviewed details of the Actuarial Report with Council.

Responding to a question from Galvin, Weber stated the plan is closed to all new hires, so there will be no new members coming on. In terms of nonunion groups, there is only one person eligible to receive retiree health care, and everyone else is in the Defined Contribution plan. He stated all of the DPW employees are in the Defined Contribution Plan and James Wren was the last officer hired that is eligible for the Retiree Health Care Plan.

Pastue indicated that some of the younger members may opt to go into the Defined Contribution Plan in which case the City would buy them out.

Pastue thanked Weber for his presentation and Galvin indicated the next meeting of the Retiree Health Care Board is Friday, May 22nd, 2015 at 9:00 a.m.

10. CONSIDERATION TO APPROVE VENDOR LICENSE AGREEMENT FOR SHIAWASSEE PARK

Consideration to Approve Vendor License Agreement for Shiawassee Park

Pastue stated as a result of Bellacino's desire to continue the tradition of selling hot dogs in Shiawassee Park City Attorney Schultz has prepared a license agreement including a requirement for proof of insurance.

Cowley indicated it should be for Farmington businesses only and McShane stated it should be a one-year agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	JoAnne McShane, Councilmember
SECONDER:	Jeff Scott, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

11. COUNCIL COMMENT

Galvin congratulated Pastue on his last study session with Farmington.

12. CLOSED SESSION - REVIEW OF CITY ATTORNEY CONFIDENTIAL CORRESPONDENCE

a. Motion to enter closed session to review City Attorney confidential correspondence.

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

Council entered closed session at 8:35 p.m.

b. Motion to exit closed session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeff Scott, Councilmember
SECONDER:	JoAnne McShane, Councilmember
AYES:	Cowley, Galvin, McShane, Schneemann, Scott

Council exited closed session at 8:47 p.m.

13. ADJOURNMENT

1. Motion to adjourn the meeting.

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

The meeting adjourned at 8:52 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____