



**GRAND RIVER CORRIDOR IMPROVEMENT  
AUTHORITY MEETING**

**Thursday, January 10, 2019 – 8:00 a.m.**

**Conference Room A – City Hall**

**23600 Liberty Street**

**Farmington, MI 48335**

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**AGENDA**

- 1. CALL TO ORDER**
  
- 2. APPROVAL OF AGENDA**
  
- 3. APPROVAL OF MINUTES**
  - A. December 13, 2018 Minutes**
  
- 4. ELECTION OF OFFICERS**
  - A. Accept Nominations for Chairperson**
  - B. Accept Nominations for Vice Chairperson**
  - C. Accept Nominations for Secretary**
  
- 5. DISCUSSION OF ITEMS FOR SUBMISSION INTO 2020-2025 CAPITAL IMPROVEMENT PROGRAM**
  
- 6. PUBLIC COMMENT**
  
- 7. BOARD COMMENT**
  
- 8. ADJOURNMENT**

**CITY OF FARMINGTON  
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY  
MINUTES  
December 13, 2018**

**CALL TO ORDER**

The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:35 a.m. by Economic and Community Development Director Christiansen.

Members Present: Accettura, Carron, Graham, King, Thomas  
Members Absent: Bowman, O'Dell  
Staff: Christiansen, Murphy  
Other: James Barnas, Contracting Resources, Inc.

**APPROVAL OF AGENDA**

Motion by Carron, supported by Graham to approve the agenda. Motion approved unanimously.

**APPROVAL OF MINUTES**

- A. Motion by Carron, supported by Thomas to approve the October 11, 2018 minutes. Motion approved unanimously.

**SITE PLAN FOR SECOND BUILDING ADDITION – PROFESSIONAL PAVILION, 23133 ORCHARD LAKE ROAD**

Christiansen reviewed the proposed site plan for a second building addition for Professional Pavilion (re-named Orchard Trail Medical) with the Board. James Barnas, representing Contracting Resources, Inc., presented the site plan and answered questions. Motion by Thomas, supported by Graham to approve the site plan for the second building addition for Professional Pavilion (Orchard Trail Medical) dated November 20, 2018 and recommend/forward to the Planning Commission.

**DISCUSSION OF 2020-2025 CAPITAL IMPROVEMENT PROGRAM**

Christiansen discussed the 2020-2025 Capital Improvement Program (CIP) with the Board. The Board discussed the CIP and who to appoint as the CIA representative on the CIP Steering Committee. Motion by Accettura, supported by Carron to appoint Sara Bowman as the representative from the Grand River Corridor Improvement Authority to the 2020-2015 Capital Improvement Program Steering Committee. Approved unanimously.

**2019 SCHEDULE OF CIA REGULAR BOARD MEETINGS**

The Board discussed the proposed 2019 meetings schedule. Motion by Thomas, supported by Carron to approve the 2019 Schedule of CIA Regular Board Meetings as presented. Motion approved unanimously.

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

None.

**ADJOURNED AT 9:05 a.m.**

## Calendar for Fiscal Year 2020-25 Capital Improvement Program Process

October	Planning Meeting to discuss calendar Kevin, Lisa, David, Chris
November	Planning Meeting to discuss possible revisions to CIP Kevin, Lisa, David, Chris
November 12	Department Heads meet to discuss CIP Program at Department Head Meeting.
November 28	Department Head meeting to discuss new CIP Program. Items must be submitted by January 18
December 3	City Council meets to discuss CIP Program and to appoint representative to CIP Steering Committee. Items must be submitted by January 7.
December 5	DDA Meeting to discuss CIP and appoint Kate or a Board member to Steering Committee. Items must be submitted by January 18.
December 10	Planning Commission meets to discuss CIP Program and appoint a member to serve on the committee. Items must be submitted by January 18.
December 13	CIA Meeting to discuss CIP Program and appoint representative to CIP Steering Committee. Items must be submitted by January 18.
December 15	City Manager's Office to schedule 3 meetings in January/February for CIP Steering Committee.
January 7	Council submits CIP requests.
January 9	DDA to formalize items for submission to CIP Steering Committee.
January 10	CIA to formalize items for submission to CIP Steering Committee.
January 14	Planning Commission to formalize items for submission to CIP Steering Committee

January 18	Department Heads submit CIP requests. CIA submits CIP requests. DDA submits CIP requests. Planning Commission submits CIP requests.
January 30	Draft Schedule of Capital Improvements circulated to CIP Steering Committee.
Jan 31 – Feb 8	CIP Steering Committee meets to create CIP.
Feb 11 – Feb 16	Draft CIP created.
Feb 20	E&CD advertises Public Hearing for FY 2020-25 CIP on February 24 and posts plan on website on February 22.
March 11	Planning Commission meets to hold public hearing regarding CIP and possibly approve plan.
April 8	Planning Commission meets to approve CIP if not already approved on March 11.
April 15	City Manager submits CIP along with proposed budget to City Council.
April 22	City Council Budget Review Session & Review of DDA Budget.
April 23 - May 24	City Council reviews and adjusts proposed budgets.
May 20	City Council schedules budget and millage public hearing for June 18.
May 27	2 <sup>nd</sup> Council Review Session, if necessary.
June 6	City Clerk advertises Public Hearing for FY 2018-19 Budget.
June 17	City Council holds Public Hearing regarding FY 2017-18 Budget and Millage Rate, and considers adoption.
June 18	City Clerk publishes summary of adopted budget.

Planning Commission  
 Department Heads  
 DDA  
 City Council  
 CIA