



Special City Council Meeting
9:00 AM, SATURDAY, JANUARY 9, 2016
City Council Chambers
23600 Liberty Street
Farmington, MI 48335

FINAL

SPECIAL MEETING MINUTES

A special meeting of the Farmington City Council was held on January 9, 2016, at 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. CALL TO ORDER

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

City Administration Present

City Clerk Halberstadt
City Manager Murphy

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

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

4. PUBLIC COMMENT

Elizabeth Turton, Parking Advisory Committee Chair, stated her Committee is seeking further instruction and direction from Council.

5. STRATEGIC PLANNING AND GOAL SETTING

Murphy introduced Charlie Fleetham, President of Project Innovations, Inc. and facilitator for the meeting.

Fleetham invited Councilmembers to share what they would consider to be a good outcome for the meeting.

Bowman stated she would like to achieve a high level review of the work plan; good understanding of the issues the city is facing.

Schneemann suggested reformatting the work plan so that it reads in a more organized manner. He is pleased that Council has the work plan as a guide and should be continued in perpetuity. He would like a methodical review of the Plan.

Fleetham concurred with Schneemann regarding the need to reformat the Plan. He stated using Word for this type of document is not efficient.

Cowley stated Council needs to make decisions that lead to revenue growth. He stated this begins with a financial overview and how to get from Point A to Point B. He is looking for Council to get on the same page regarding decision-making. He doesn't believe there is a sense of urgency around revenue growth.

Scott concurred with Cowley that financial growth will drive decision making. He would like to see growth in both neighborhoods and in the downtown. He would like to see a methodical review of the Plan.

Fleetham stated that based on Council feedback they will proceed with a step-by-step review of the work plan.

Galvin wanted Fleetham to stimulate a fluid, open dialogue.

Council discussed and agreed to the following 2016-2017 Work Plan:

Citizen Engagement and Communication

Engagement - meaningful boards and commissions directed toward making Farmington a desirable place to live and own a business. *City Administration and City Council 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, Harvest Moon Celebration, Memorial Day Parade, August Run through the Hills, Governor Warner Mansion
- 1B Create Special Event Plan
- Creates a mindset in which volunteers are encouraged to initiate activities that create a sense of place within our city.
 - Conduct a comprehensive review of special event requests to improve application and streamline approval process.
- 1C 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.
- 1D Develop a strategy for the future of the ice rink.

Item 2 Meet annually with all City Boards and Commissions.

- 2A Schedule as part of regular meetings at city commissions to provide a ten to fifteen minute overview of accomplishments and goals: Children Youth and Families, Farmington Community Library, Commission on Aging, Arts Commission, and Emergency Preparedness Commission.
- 2B Schedule annual joint meetings with the following boards, including all members, and commissions during regular city council study sessions: Corridor Improvement Authority, Beautification Committee, Historical Commission, and Downtown Development Authority.
- 2C Schedule joint meeting with Planning and Board of Zoning Appeals.
- 2D Assign staff as a liaison to boards and commissions and attend on a regular basis:
- Planning Commission: Kevin Christiansen
Board of Zoning Appeals: Kevin Christiansen or Assistant
Corridor Improvement Authority: Kevin Christiansen
Historical Commission: TBD
Beautification Committee: TBD

- 2E Meet with the 47th District Court in September to review annual report.
- 2F Schedule presentation of RRRASOC annual report in April or May each year.
- 2G City Council to develop on-going strategy to recruit, retain board and committee members, and develop schedule to give and receive feedback to board and committee members regarding educational needs, resource needs, and goal setting/accomplishment.
- 2H Initiate Historic Preservation Engagement Project (including residents of Historic District) to create house inventory and set of standards for governing properties in the Historic District.

Item 3 Public Speaking Opportunities

- 3A Actively solicit service club to have City staff or Council provide annual reports or project updates
- 3B State of City presentation in February each year
- 3C Meet with neighborhood groups as projects develop
- 3D Identify all active homeowner associations/apartment/condo groups.
- 3E Develop communication plan that engages apartment and condominium residents.
 - Initiate by sending separate mailing of City Manager's Update that is submitted along with utility bills.
 - Attend annual homeowner association/apartment/condo group meetings when possible.

Item 4 Improve Electronic Communications

- 4A. Improve City website by posting meeting materials for Planning Commission and Downtown Development Authority.
- 4B. Complete City Hall Chamber renovations to allow for Planning Commission, DDA Board, and Board of Zoning Appeals meetings be televised and placed on Cable 15 for replay.
- 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.

- 4D Evaluate Cost and feasibility to provide free Wi-Fi service in the Downtown
- 4E Develop plan to optimize SWOCC, including finding new location.
- 4F Investigate software capability that will allow citizens to input questions and comments on-line during city meetings.
- 4G Investigate on-line calendar system for Council and Admin.

Council recessed at 10:35 a.m. and returned at 11:50 a.m.

Item 5 City Council engagement at Farmers Market by requesting periodically a booth at the market to be staffed by council members.

Item 6 Develop Marketing Plan for Farmington - events, investment and destination community, to prospective residents and businesses, including:

- Promotion of use of City facilities.
- The decrease in front yard setback requirements to contractors/developers

Economically and socially viable neighborhoods and commercial districts that are attractive and well maintained.

Item 1 Repurpose Existing Public Government Properties

- 1A Continue coordination with Farmington Public Schools to insure that Maxfield Training Center will be sold.
- 1B Continue dialogue with Farmington Public Schools to redevelop east portion of Cloverdale School site for ballfields and a neighborhood park.
- 1C Continue marketing Courthouse Property.
- 1D Continue Orchards Development Project.
- 1E Prepare cost/benefit analysis for relocating City Hall and SWOCC.

Item 2 Grand River Corridor Improvement Authority - continue as needed.

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

- 3A Revisit Downtown A-frame sign regulations.
- 3B Target commercial centers for improved maintenance.
- 3C Strengthen rental housing property maintenance. Code Enforcement to provide additional attention to rental houses in single family neighborhoods.
- 3D Implement an Architectural Design Award to recognize those who make improvements in their buildings - residential/commercial or renovation ... or all three.

Item 4 Create pedestrian and bicycle network that is connected to networks inside/outside the City of Farmington and directed toward commercial and public spaces nodes within the city. Approach City of Farmington Hills to work jointly.

- 4A Pursue creation of a joint city ad hoc committee to work with staff and consultants to create pedestrian and bicycle network.

Item 5 Address Downtown Parking Challenges

- 5A Parking Committee to present short/medium/long term findings to Council by end of 1Q16. Include ideas for parking deck plan/municipal parking on the North lot.

Item 6 Land Use Planning

- 6A Initiate process to update of master plan - early 2017 (five years as required by statute)
- 6B Complete new parks and recreation master plan by July 2016.
- 6C Develop new downtown master plan by winter 2017.
- 6D Commit to more proactive approach regarding land acquisition to include addressing land banking opportunities.
- 6E Clarify funding for Capital Improvements Program.
- 6F Find a way to fund Farmington Road Streetscape and other key infrastructure improvements, including parks improvements by seeking grant opportunities.

- 6F Continue working with Winery owners regarding re-evelopment ideas.

Council recessed at 12:10 p.m. and returned at 12:35 p.m.

Item 7 Complete update of City Signs - park signs, city buildings, and downtown signs.

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 ASAP to discuss another mill and overlay as a medium-range solution.
- 1B. Continue discussing a long-term transfer to the City that would involve the City of Farmington Hills and the Road Commission for Oakland County.
- 1C. Continue evaluating Grand River road diet between Orchard Lake Road and Downtown. Its 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; and f) coordination will be required not only with the CIA but the yet to be formed walkability committee.
- 1D Restripe Grand River West of Farmington Road

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. Develop a city-wide tree management plan.

Item 3 Maintain and Improve City Streets

- 3A. Continue development of updated five-year road improvement program based on Pacer system.

Item 4 Maintain and Improve City Water and Sewer System

- 4A. Continue implementation of five-year capital improvements plan that includes lining sanitary sewer collection system in the Bel Aire subdivision.
- 4B. Continue the fire hydrant maintenance and replacement program.
- 4C. Evaluate for each road reconstruction project whether the sanitary main needs to be lined and/or water main to be replaced.
- 4D. Continue work with Oakland County Water Resources Commission and City Consultant OHM to comply with administrative consent order for the Evergreen Farmington Sanitary Sewer District.
- 4E. Continue to reduce unaccounted water percentage by installing meters at City facilities and by periodically monitoring flow of large commercial and multi-family customers.
- 4F. OHM to develop plan to show how water/wastewater/other utilities will accommodate upcoming development plans.

Item 5 Sidewalks

- 5A. Establish special assessment service district to remove snow along Grand River Avenue beginning at Halsted Road and continuing east through the Downtown. This will be a contracted service.
- 5B. Develop strategy to replace dangerous portions of sidewalk throughout the city.

Item 6 Focus on technology over the next five years

- 6A. Continue to expand convenience and reduce cost for residents and businesses to pay utility bills and taxes electronically.

- 6B Evaluate utilizing communication applications in which residents can communicate with public works and other departments regarding service issues: potholes, downed power line, etc.
- 6C Develop IT document management and storage strategy.

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 snowstorm.**
- Item 4 Develop and maintain a good parks system.**
- Item 5 Connect pedestrian (sidewalks) and bike trails.**
- Item 6 Improved streetscape maintenance.**
 - 6A Increase focus on meeting maintenance needs in the Downtown area.
 - 6B Improve Park Maintenance
- Item 7 Develop public safety and fire trucks replacement program.**
- Item 8 Building Security Upgrades - identify a vendor who will provide us with security upgrade recommendations throughout City Hall and public safety**

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 2016-2017 Work Plan.**
- Item 5 **Maintain AA bond rating.**
- Item 6 **Continue to provide five-year budget forecast when developing proposed budget.**
- Item 7 **Continue to monitor Other Post Employment Benefits (OPEB) costs and financing. Submit annual report to City Council highlighting investment performance from the Retiree Health Care Trust Fund, premiums paid in the Retiree Health Care Trust Fund, changes in plan members, and actuarial reports.**
- Item 8 **Conduct annual review of Pension forecasted liabilities**
- Item 9 **Ensure that TIFF revenue growth is critical ingredient in development decisions.**

Market Competitiveness

- Item 1 **Monitor Overall Homestead and Non-Homestead millage rates of surrounding communities and comparable sized communities in Metro Detroit.**
- Item 2 **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 3 **Monitor water and sewer rates of surrounding communities**
- Item 4 **Monitor Residential Housing values**
- Item 5 **Monitor Commercial lease values**
- Item 6 **Monitor apartment lease values**
- Item 7 **Monitor and Evaluate consulting services, including fee escalations.**
- Item 8 **Review DDA structure and goals regarding PSD renewal/TIFF growth and additional downtown activities.**

6. COUNCIL COMMENT

No Council comment was heard.

7. ADJOURNMENT**1. Motion to Adjourn**

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

The meeting adjourned at 2:00 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: April 18, 2016