REGULAR MEETING AGENDA

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. APPROVAL OF ITEMS ON CONSENT AGENDA
   A. Accept City of Farmington Board and Commission Minutes
   B. City of Farmington Minutes
   C. Farmington Monthly Payments Report
   D. Farmington Public Safety Monthly Report
   E. Department of Public Works Second Quarter Report
   F. Building Department Second Quarter Report
   G. Board and Commission re-appointments: Grand River Corridor Improvement Authority

5. APPROVAL OF REGULAR AGENDA

6. PRESENTATION/PUBLIC HEARINGS
   A. Recognize Lucille Chappell for her 20 years of employment with the Farmington Civic Theater
   B. Special Event: Farmington Community Library: Pavilion Story Time & Family Fun in Riley Park

7. NEW BUSINESS
   A. Consideration to approve the second reading of an Ordinance to Amend the City of Farmington Code of Ordinances, Chapter 14, “Fire Prevention and Protection,” Article II, “Fire Prevention Code,” in order to adopt and incorporate the 2015 International Fire Code
   B. Request to approve replacement of carpeting in the Public Safety Building and install new carpeting at the Public Safety Training Facility
   C. Consideration to approve purchase of fire turnout gear
   D. Consideration to accept Construction Estimate No. 8 for the 2018 Farmington Roads Maintenance & Rehabilitation
   E. Consideration to approve revised vehicle maintenance hoist expense
   F. Consideration to approve Construction Estimate No. 5 for the Oakland Street Reconstruction
   G. Consideration to approve payment for Meter Replacement Program
   H. Consideration to approve funding for the Municipal Broadband Feasibility Study RFP-fh-19-20-2149 in conjunction with the City of Farmington Hills
8. PUBLIC COMMENT
9. DEPARTMENT COMMENT
10. CITY COUNCIL COMMENTS
11. CLOSED SESSION:
   To consider confidential written communication from City Attorney
12. ADJOURNMENT
# Farmington City Council Staff Report

<table>
<thead>
<tr>
<th>Item Number</th>
<th>4A</th>
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<tbody>
<tr>
<td><strong>Council Meeting</strong></td>
<td>January 21, 2020</td>
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<tr>
<td><strong>Submitted by:</strong></td>
<td>Melissa Andrade</td>
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<tr>
<td><strong>Agenda Topic:</strong></td>
<td>Accept Minutes from City’s Boards and Commissions</td>
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- CIA: December 2019
- DDA: December 2019
- Historical: December meeting canceled
- Parking: November 2019
- Planning: December 2019
- ZBA: December minutes not yet approved
- Library: November, November Special Meeting & December 2019
- Farmington/Farmington Hills Arts Commission: November 2019
- Commission on Children, Youth and Families: November meeting not yet posted
- Emergency Preparedness Committee: November 2019
CALL TO ORDER
The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:07 a.m. by Economic and Community Development Director Christiansen.

Members Present: Carron, Graham, King, O’Dell, Schneeman, Thomas
Members Absent: Accettura
Staff: Christiansen

APPROVAL OF AGENDA
Motion by Carron, supported by O’Dell to approve the agenda. Motion approved unanimously.

APPROVAL OF MINUTES
A. Motion by O’Dell, supported by Graham to approve the September 12, 2019 minutes. Motion approved unanimously.

2019 GRAND RIVER IMPROVEMENT AUTHORITY TAX INCIMENT FINANCING (TIF) REPORT
Director Christiansen reviewed the current City of Farmington Grand River Corridor Improvement Authority Development and TIF Plan with the Board and revised/discussed the required rezoning requirements under PA 57 of 2018 and the responsibility of the CIA.

DISCUSSION OF 2020-2025 CAPITAL IMPROVEMENT PROGRAM
Director Christiansen reviewed the 2020-2025 City of Farmington Capital Improvement Program with the Board and the process for the 2021-2026 Capital Improvement Program. The Board nominated and approved Patrick Thomas as the CIA representative to the CIP Steering Committee. Motion by Schneeman, supported by O’Dell. Motion approved unanimously.

2019 SCHEDULE OF CIA REGULAR BOARD MEETINGS
The Board reviewed and approved the 2019 Grand River Corridor Improvement Authority regular meeting schedule. Motion by O’Dell, supported by Graham. Motion approved unanimously.

PUBLIC COMMENT
None.

BOARD COMMENT
None.

ADJOURNED AT 9:03 a.m.
MINUTES

The December 4th meeting was called to order by Todd Craft at 6:01 p.m.

1. **Roll Call**
   Present: Rachel Gallagher, Sean Murphy, Stephanie Clement, Todd Craft, Tom Buck, Tom Pascaris, Sara Bowman, Kathy Griswold, Micki Skrzycki
   Others Present: Kate Knight, Jessica Westendorf

2. **Approval of Items on Consent Agenda**
   a. Financial Report
   b. Minutes: September 25, 2019 Public Art Committee Meeting
   c. Minutes: November 5, 2019 Promotion Committee
   d. Minutes: November 6, 2019 DDA Regular Meeting
   e. 2020 Calendar of DDA Regular Meetings

   Motion to approve items on the consent agenda
   **Result:** Approved [Unanimous]
   **Moved:** Buck
   **Seconded:** Gallagher

3. **Approval of Regular Agenda**

   Motion to approve items on the Regular agenda
   **Result:** Approved [Unanimous]
   **Moved:** Buck
   **Seconded:** Gallagher

4. **Public Comment**
   Opened and closed at 6:02

5. **Financial Snapshot**
   Overview by Knight

6. **Executive Director Update**
   Overview by Knight
   - Downtown looks great with decorating by volunteers (almost 40 hours of volunteer horsepower) and Sean O’Reilly.
   - Back to back to back for downtown businesses- Ladies Night Out, Small Business Saturday, upcoming Holly Days.
   - Oakland Street Update- parking is open! Temporarily signing so that it can be open. Permanent signing coming. Lighting coming in December, planting in the spring. Paver installation discussion.
   - Overview and discussion of Salem Church parking agreement in the works.
• TAP Grant application update- continue to clarify questions as they arise. Vince and team have been very engaged in reviewing, taking as a positive sign.
• Lobbying Oakland County to ensure property values are being assessed accurately- previously being assessed in comparison to strip malls and non-main street communities. With upcoming large sales downtown- this is our chance to lobby for it to capture maximum TIF.
• Discussion of brownfield as we meet with county, state (MEDC) and environmental engineering consultants to understand options for addressing development sites at two current prospects downtown and way to leverage TIF capture in new ways.
• This month we approve our calendar of events for 2020 including a Public Art event hosted by Legato Salon.
• Overview by Craft & Knight of MDA conference in Holland- November 7th and 8th.
• Discussion of Main Street Oakland County Quarterly Board Training Workshop- Jan 22nd in Pontiac, 6pm-8:30pm. Board members invited to attend- goal to have at least 4.

7. 2020 Events Calendar

Motion that the Board shall approve the 2020 Events Calendar, with the change to make the Public Art Event on February 22nd 2020.

Result: Approved [Unanimous]
Moved: Skrzycki
Seconded: Griswold

8. Request to Publish Annual Report

Motion to authorize the publication of the Fiscal Year 2018-19 Annual Report on the DDA website

Result: Approved [Unanimous]
Moved: Gallagher
Seconded: Griswold

9. Executive Director Contract Update

Motion to approve the DDA contract for Kate Knight as Executive Director, and to continue the same pay and benefits as currently offered through City of Farmington employee structure, including 2.75% increase to $67,542 on 7/1/19. Then a step increase on 7/10/19 to $69,569.

Result: Approved [Unanimous]
Moved: Buck
Seconded: Murphy

10. CIP Steering Committee Appointment

Overview by Knight.
Motion that the board designates Kate Knight to serve on the Capital Improvement Program Work Group.

Result: Approved [Unanimous]
Moved: Pascaris
Seconded: Buck
11. Committee Updates:
   a. Design Committee
      • Has not met recently. Anticipating Façade Grant application in the near future. Potential news regarding Hershey Building tenant changes.
      • Discussion of Eyeglass next to CVS.
   b. Public Art Committee
      • Overview by Craft of last meeting held at KickstART Gallery and Shop.
      • “Heart the Art” Public Art Benefit overview by Gallagher. Estimating ticket prices around $25, strolling cocktail hour where proceeds would go to Public Art with goal to fund specific project determined by the Public Art Committee in coordination with FFHAC.
   c. Promotions Committee
      • Committee met this morning- updating Kiosk project. Ready to report for the next meeting.
      • Social Media campaign and analytics overview by Westendorf with discussion in regards to Ladies Night Out and Small Business Saturday.
   d. City Parking Committee
      • Overview by Gallagher highlighting new parking officer, economic value of a parking space, ride-sharing with Lyft- increasing spots to 4.

12. Other Business
   • Knight: Overview of legislation from Lansing for a reinstatement of historic tax credits. Asking the board to support a resolution to reinstate this.

Motion to support a resolution for the Reinstatement of State Historic Tax Credits Senate Bill 54/ House Bill 4100.
Result: Approved [Unanimous]
Moved: Pascaris
Seconded: Gallagher

   • Consensus that the board is very sad to have Stephanie’s last board meeting.

13. Board Comment
   • Skrzycki- Imploring the DDA board for support on the Riley Park Ice Rink.
   • Craft- Welcome to Sara! Very excited to have Sara on the board and as our new Mayor. Thank you to the volunteers who are dedicating their time to the city that we all love.

14. Adjournment
Motion to adjourn
Result: Approved [Unanimous]
Moved: Gallagher
Seconded: Clement
Meeting Minutes
Farmington Parking Advisory Committee
Nov 20, 2019

Attendees

Bill Galvin <bgalving@farmgov.com>
Kenneth Crutcher <crutcherk@crutcherstudio.com>
Frank Demers <FDemers@farmgov.com>
Chris Halas <ch.halas@gmail.com>
Joe Mantey <cheeseladyfarmington@gmail.com>
Rachel Gallagher <rachelegallagher@aol.com>
David Murphy <DMurphy@farmgov.com>

Agenda

1. Roll call - 7:03 p.m.

2. Approval of the agenda

Gallagher made a motion to approve. Crutcher Supported. All were in favor. Approved

3. Approval of the October 2019 Parking Advisory Committee Minutes

Halas requested an update to the Oct. 16, 2019 minutes. His absence was approved by Mantey in advance of the meeting. Halas was traveling from work. With that change, Gallagher made a motion to approve. Crutcher supported. All were in favor. Approved.

4. Public Comment

No Public comment.

5. Public safety update

Chief Demers informed the committee that 89 citations were issued during the prior month. While this number is higher than prior months, it includes violations issued on both the Polish and Italian themed Farmers Markets. These are two of the busier market days during the Farmers Market.
Season. The complete safety report including the violations is on file in the office of public safety.

It was also discussed that the new parking enforcement officer could help with enforcement of public safety code items such as the shoveling of sidewalks during the winter.

6. Special Event Parking (use of firelane)

Mantey asked Demers if an exception could be made to the safety ordinance that precludes motorists from parking in the fire lane in the parking lot between Tuesday Morning and Tubby’s Subs. The idea was to temporarily increase parking inventory during busy Farmers Market events. Demers denied the request on the grounds that access for emergency response vehicles would be impaired in the event of a car fire.

7. Discuss the economic value of a parking space

Galvin provided the supporting materials of this recurring topic to Mantey. In so doing, he made a motion to postpone this topic to the next meeting. Halas supported. All were in favor. Mantey will select and share a specific passage from the Robert Shop book, “The High Cost of Free Parking,” at the next parking committee meeting.

8. Parking Near MTC

Galvin referenced the Walker Parking Study and reminded the committee that the study suggests that more than 400 spaces will be needed in downtown Farmington by the year 2030. Some new spaces have been added to the inventory since the Walker Parking Study was completed. However, the exact number is not known. As part of the new enforcement officer’s responsibilities, Galvin suggested that David Murphy work with the officer to update our current inventory downtown.

P.23 of The Walker Parking study suggests that additional spaces will be needed near Mortgage 1 on Grand River Ave. Spaces in this area will provide a line of site for motorists who are likely to patronize downtown businesses and attend events. Additionally, parking in this area will be needed if the MTV redevelopment occurs at the MTC.
Galvin also suggested that David Murphy work with Walter Gajewski to see if signs can be added to improve way finding to the Village Commons Shopping Center parking lot on Market Days. That parking lot does not offer a clear line of sight to the Market, therefore it is likely that motorists do not realize they can park there.

The committee also discussed the fact that there is no crosswalk on Grand River between the Village Commons and the Samurai Sushi restaurant. The fact that the speed limit is 35mph on that section of Grand River Ave raised additional concerns about pedestrian safety. Mantey suggested that the city should consider contacting MDOT to see if the speed limit can be reduced in that section. This decision will involve more stakeholders than those who serve on the parking committee.

9. Future Items For Discussion

Action on the aforementioned item regarding a potential additional crosswalk on Grand River Ave will be discussed at the next meeting.

David Murphy provided an update on the City’s potential parking arrangement with Salem Church. He said the dialog is promising and hopes to have more actionable news to report at the next meeting.

Galvin advised the committee that Farmington City Council would like to explore the potential of downtown businesses raising funds for the creation of additional parking spaces.

Krutcher suggested that a potential land use ordinance could be put in place to charge downtown business owners for using their land for parking.

Murphy suggested that the city attorney be invited to the next parking committee meeting to discuss Krutcher’s usage idea.

Halas referenced Chief Demers observation that ride sharing services are reducing the amount of DUI violations issued in Farmington. Halas then suggested that it could stand to reason that usage of ride sharing services are also affecting the need for parking. As very little of the Walker Parking Study references ride sharing, Halas suggested that an audit of ride sharing services in downtown Farmington could help inform the need for
the amount of parking spaces needed in the future. Halas will do some research and share his findings on this topic for the next meeting.

10. Committee Comments

Murphy noted that he moved available “20-minute time limit” signs near the spaces in the semi-circle driveway on the West side of City Hall. This is meant to discourage employees from parking there and to improves access for residents and visitors.

Mantey made a motion to postpone the December Parking Advisory Committee meeting to January. A notice of the specific date will be posted in January.

11. Adjournment

8:26 p.m.
Chairperson Crutcher called the Meeting to order at 7:00 p.m. at City Council Chambers, 23600 Liberty Street, Farmington, Michigan, on Monday, December 9, 2019.

ROLL CALL

Present:  Chiara, Crutcher, Kmetzo, Perrot, Waun, Westendorf
Absent:   Majoros
A quorum of the Commission was present.

OTHER OFFICIALS PRESENT:  Director Christiansen, Recording Secretary Murphy

APPROVAL OF AGENDA

MOTION by Chiara, seconded by Waun, to approve the Agenda.
Motion carried, all ayes.

APPROVAL OF ITEMS ON CONSENT AGENDA

A. November 11, 2019 Minutes

MOTION by Chiara, seconded by Westendorf, to approve the items on the Consent Agenda.
Motion carried, all ayes.

REQUEST FOR SITE PLAN AMENDMENT – CLARK GAS STATION, 22145
FARMINGTON ROAD

Chairperson Crutcher introduced this item and turned it over to staff.

Commissioner Westendorf recused himself from the meeting at 7:01 p.m.

Director Christiansen stated the new tenant of the former Clark Gas Station which has been vacant for a period of time as you are aware, is proposing several new changes and improvements as well as upgrades for the existing building, the existing canopy and service station site for the existing vacant gas station. The proposed changes include a new service station building, exterior changes to the existing canopy and pump islands and changes to the existing service station site. These exterior changes include improvements to the existing canopy, parking lot upgrades and improvements, new landscaping, a new dumpster enclosure and new site signage and requires the review and approval of the Planning Commission. The existing commercial property is zoned C-3, General Commercial. Gas stations are a special land use in the C-3, General
Commercial District. A site plan amendment, review and approval, is required. The Zoning Board of Appeals at their December 4, 2019 meeting approved the requested variances in the required north side yard, the required rear yard which is the west setback on this property for the new building as proposed. No changes regarding other existing site conditions are proposed except those shown on the attached plans.

The Planning Commission at their July 10, 2017 meeting and you may remember this, approved several proposed changes and improvements as well as upgrades to the existing building, canopy and service station site for the then existing gas station as well. A copy of the minutes from that meeting and an approved site plan from that meeting and that approval are attached with your staff packet. A building permit was applied for and was issued for the approved changes at that time, however, although the work was started in accordance with the approved site plan and building permit, to date it has not been completed.

The Applicant, the new tenant, SLR Investments, has submitted a site plan for several new changes as indicated and improvements, again, including the proposed new building and canopy elevations modifications, proposed service station site improvements, again, including new landscaping and a new dumpster enclosure. An aerial photo of the site is attached with your staff report. The Applicant is here this evening to present their site plan to the Planning Commission. Also with us this evening is a representative of the new tenant’s architect’s firm, Jeffrey A. Scott Architects, in attendance this evening to discuss any questions you may have with respect to what is being proposed as well.

So if you’ve had a chance to go through your packet and we can go through this real quick, what’s attached is the site plan application from SLR Investments. Again, the property, 22145 Farmington Road, the former Clark Gas Station, vacant. The aerial photo of the site, I’ll flip this really quickly, bear with me, so everybody can take a good look. So this is the site in question, 22145 Farmington Road, it is on the northwest corner of the intersection of Farmington and Nine Mile Roads. The subject property again shown here is a gas station site. You’ll see an entrance off of Farmington Road and two entrance points off of Nine Mile Road. The two canopies are shown here in the photograph as well as the existing building. This has been a gas station site for many years. It was a Clark Gas Station, I believe it became a Citgo Gas Station for a period of time, many of the Clark Gas Stations did transition to Citgo and has been out of service for quite a period of time. The owner of the property has been attempting to sell the property, and/or lease the property. Again, in 2017, as indicated in the staff report, he brought forth an amended site plan to improve the existing building, to improve the site, to breathe some new life into it, to bring it back online. That site plan was approved by the Planning Commission, again, the site plan amendment July of 2017. The site plan then was approved, a building permit was issued and in accordance with that building permit, work commenced.
However, work stopped partway through, the work that was being done under that permit for the site. What had been accomplished at that time was removing the pumps, repurposing the islands, a little bit of clean up on the canopies, you can see they were prepped for repurpose, so they've kind of got that primer coat of paint on them through the site, the building has the same thing. The building was cleaned out and was beginning to be repurposed and the work stopped, the owner decided not to continue to move forward and then continued then to market the site and look for either an interested buyer or an interested new tenant. And we have had opportunity now to be introduced to and to meet with SLR Investments who have a lease agreement with the owner of the property, they are the new tenants, and again, a site plan application was submitted under the approval of the owner of the property. Also, a Zoning Board of Appeals application for variance was submitted, again, with approval of the owner of the property and what is being proposed then is on the following plans. You can see where the existing building is here on the photograph, the intent here is to take that building down and to repurpose that area with a new building into the northwest corner of the property. That is the major change proposed. The canopies are going to stay, the access points are going to stay, the landscape areas are going to stay, they're just going to be upgraded and enhanced. So if we take a look at the plans, this is the site plan package submitted by the Applicant, prepared by Jeffrey A. Scott Architects. You'll see the existing site plan and you'll see what is proposed. You can see the area of the new building that is proposed. A landscape plan is shown here as well as a site photometric plan, there's some lighting adjustment as well, landscape enhancements, trees and shrubbery in the existing landscape beds around the perimeter of the site. This is the floor plan for the new building. You'll see a number of elements here, again, a convenience type store with coolers and shelves, common area, storage area, and support facilities. You'll also see bathrooms in here as well. None of that exists in the former building, so this is a significant upgrade to this site. This is the elevation plan showing the southeast exterior elevation which would be the front of the building as proposed. North and west exterior elevations. You'll also see then the elevation for the dumpster enclosure as proposed. If I go back, indulge me again, please, and change our page navigation and rotation back one click, this is the July 10, 2017 minutes for the site plan amendment that was approved at that time. And this is the plans, I'm not going to go into any detail here with using the existing building, except you may recall this.

So, that is what has been submitted. Again, the Petitioner/Applicant is here this evening as well as representatives of SLR Investments, as well as a representative of Jeffrey A. Scott Architects.

What I'm going to do real quick here is get out of this and I'm going to go here, if you don't mind, these are the graphics submitted by the Architect on behalf of the Petitioner, this gives you a little better flavor with what is being proposed. So this is the amended site
plan, you can see here the existing site, the new building, the landscape plan, currently this landscaping doesn’t exist, there’s no landscaping except for the grass areas and some old shrubbery which hasn’t been maintained very well. It’s just sitting there, waiting to be repurposed. You see the dumpster enclosure as proposed and the new building.

What also was submitted then are the exterior elevations that have been rendered as well. So this is what the new building that’s being proposed to look like when finished. You’ll see again the southeast exterior elevation, the front elevation, the north and west elevations, and the dumpster enclosure details as well.

Again, the Zoning Board of Appeals considered variances in the required north side yard setback and in the west rear setback last week at their meeting on Wednesday and unanimously approved those variances as requested.

Chairperson Crutcher called the Applicant to the podium.

Stefan Hoffman, Jeffrey Scott Architects, 32316 Grand River, Farmington, came to the podium. He stated he is here with Jamie and his father John, they are new to the Farmington area but have been around for 92 years doing gas stations for generations, so they know how to do it. They know what a good product is, they’re willing to invest a good sum of money, more than probably the average person who would want to put money into a gas station, but in these days you have to because the amount of money required to sustain the buildings are necessary and it’s probably evident by the gas station across the street that needs to have almost everything outside of the building to sustain an income to generate for staying there. Well, this building is going to have mostly everything inside, it’s going to be a quality establishment, people are going to want to come there for all kinds of convenience, not just gas, and that’s pretty much what the trend is in convenience stores that sells gasoline.

So, again, we got this site and we got the variances for the setbacks and provided as large as we thought we could and still maintain a good quality parking layout, safe, better lighting, better landscaping, general improvements all up and down the board. I think this, I wouldn’t say it’s a gateway to the community but it’s going to be a pretty good-looking building that people can see as they enter. Unless John and Jamie have anything to say, we appreciate you taking the time to put us in here quickly and getting us on the agenda, it means a lot, because these folks are here to really do your community great.

Chairperson Crutcher opened the floor for questions from the Commissioners.
Commissioner Chiara asked if the original huge tanks underneath the earth still usable and Hoffman replied they have been tested and are going to be reused and another tank will be added for another kind of fuel.

Jamie Robinson stated those are steel tanks with fiberglass coating, they are pretty much guaranteed for life and those have been pressure tested and they’re still holding.

Commissioner Chiara then asked how Mr. Knight fits into this scenario.

Jamie Robinson replied they actually have a signed purchase agreement contingent upon getting approval from the City.

Chairperson Crutcher stated in the plan it looks like by adding the building they’re taking out the grass area in the back and Hoffman replied that’s correct. Crutcher then asked if they are adding new pavement or how is it going to align with the existing pavement and Hoffman replied that’s a good question, but he can guarantee it’s going to be one uniform parking lot and pavement regardless of the condition that it’s in now, it will be like new when it’s all done.

Crutcher stated that is one of his questions, are they going to redo the whole parking area or just add new pavement with the new building.

Hoffman replied he thinks they’re going to have to redo the whole area as they are redoing the landscaping and with the curbing and everything else it would necessitate the need to do all the pavement, too.

Jamie Robinson stated that underneath the canopies is brand new concrete, anywhere there is blacktop, that would be the areas that they will have to redo, around the building will obviously be all brand new and then with putting in the parking and the landscaping, that will be tore up, that’s the old blacktop that will be redone.

Crutcher asked where the new concrete is and Jamie Robinson replied it’s all around the tanks and the same with the 4,000-gallon tank they’d like to add, it will be fresh concrete over the top of that also.

Chiara asked how many gallons it will be, and Jamie Robinson replied it will be 4,000 gallons and the reason for that is the two 10,000 will be combined so there will be 20,000 regular storage and then 4,000 premium and the dispenser’s blend at 4,000.

Director Christiansen stated that up on screen right now is the existing site and asked Robinson to point out where the new tank will be, and that you can see where the building
is being sited which is in the same location as the existing building, it’s just expanded, that area now will be building and what you see around it is some additional parking which is necessary as well as the dumpster and the enclosure which is necessary as well. The rest of that site pretty much stays as is except for the reinforcements that Mr. Robinson is indicating.

Crutcher asked what brand of gas they’ll be selling, and Robinson replied Amoco, that they’ve already gotten approval as an Amoco Station.

Waun stated based on the plans that have been submitted, that she assumes the Petitioner will not intend to put LED rope lighting around the window and Robinson replied no.

Hoffman asked if that is a local ordinance and Waun replied yes. Hoffman then asked why the other gas station has it and Christiansen replied they’re in Farmington Hills.

Hoffman then stated that the Robinsons are actually going to prohibit outdoor sales of merchandise.

Commissioner Perrot then asked what the Petitioner meant when he indicated there would be more than just gasoline, what is the plan for the multiple fuels and Robinson replied there would be three grades, the regular, midgrade and ultimate.

Perrot stated the other thing he wanted to point out and would like to hear from the architect specifically, is that they recognize that this is a gateway to the City and that’s part of the Master Plan and that’s part of multiple plans throughout the City as recognizing gateways and that the City has been looking at developing this and getting the property moved along as long as he can recall.

Hoffman replied that even when pulling off the freeway they want to make sure as the building is very visible from all sides and it’s going to hopefully give the City a good feel when they get off that freeway.

Chairperson Crutcher asked to pull up the elevations of the building and Hoffman stated there is no gutter behind the building, it’s all going to be internally drained, the front is going to be the same all the way around the building with a parapet, it’s all going to be one uniform height building, internally drained so there’s no back end of a building shown.

Crutcher asked if they’d consider getting some kind of art work on the back of the building and Hoffman replied they’re up for anything that makes this a memorable feature.
Crutcher stated because it is on a gateway corner, the southeast corner, you see that on the corner on the west side coming off the freeway.

Hoffman asked if that’s encouraged in the city and Crutcher stated in the downtown and Chiara replied he should check the Ace Great Lakes Hardware on Grand River. Crutcher then stated it is not required but that they may want to consider that.

Christiansen stated he certainly appreciates the thoughts of the Commission in order to maybe provide a little bit of a different appearance. There are some very specific site plan requirements for buildings in terms of their elevations and what they are required to be. What the City has done is to look to have upgrades to various buildings and structures, it’s predominantly been almost exclusively in the downtown, but this property is certainly an opportunity for that, it’s not in the downtown but it’s something certainly that can be talked about administratively between the Petitioner’s interests as well as with staff. One of the things that is important is to make sure that anything that is done and again what was mentioned is that there is a Master Plan that has just been adopted by the Planning Commission at their last meeting and that there are five focus areas in that Master Plan and this happens to be one of the focus areas, which is Nine Mile and Farmington. And ironically, the comment as to whether you don’t know if this is a gateway or not, it actually is a gateway from the south coming from Eight Mile Road which is the boundary of the City of Farmington and the City of Livonia to the south, with Farmington Hills on the west side. But from Eight Mile Road we’re in Oakland County transitioning from south of that Wayne County and we get to this point here and it really starts to bend, transition to just Farmington and then into the downtown. So some of that certainly can be discussed, we have some dialogue about opportunity to do some creative things in the Master Plan and staff certainly can work administratively with you as an interest and as a potential property owner on something like that. We also have to be mindful, too, of the location and where we’re at in proximity and people coming off because where this is at is right there at that freeway off ramp and so there’s something to be said and to be mindful as to what would be most appropriate there, but there’s certainly opportunity, no question. So we’ll take note of that in working with the Applicant.

Hoffman then stated they were, depending on how this meeting went, if it went sideways or south, we don’t really have an idea for the signs in the front yet but we thought again if it were up to a yes or a no, that we would integrate sort of what they did on the opposite side of the street in the bank, integrate a “Welcome to Farmington” into our sign. But now that you’re mentioning that wall, we have a big wall that we can welcome people to Farmington. But we are also dealing with a national brand that kind of has specifics so we would have to definitely go through both channels. But there is opportunity and we are very willing to go through that.
Chairperson Crutcher asked if that could be a requirement of their approval and Christiansen replied that he could ask the Applicant/Petitioner to work with staff and City Administration on some opportunities for creativity on site in light of the property being in a focus area of the community in accordance with the City’s Master Plan and serve as sort of a gateway starting from the south into the downtown environment and just place that as part of your conditions of approval, asking if they’d take a look at that. They’ve indicated a willingness and it makes sense to have a dialogue to see if there’s something creative that can be done.

Crutcher asked if there were any more questions from the Commissioners and Kmetzo replied she would like to make a comment. She stated she’s sure she speaks on behalf of everyone on the Planning Commission and thanked the Petitioner for considering Farmington as their next location for their business, she welcomed them, and hopefully you’ll stay here for as long as you’ve been business, 92 years, not just you but the next generation.

MOTION by Kmetzo, supported by Perrot, to approve the request for Site Plan Amendment for the Clark Gas Station located at 22145 Farmington Road in Farmington, and consideration for opportunity to highlight the location as a gateway to the City of Farmington.
Motion carried, all ayes.

Commissioner Westendorf returned to the meeting at 7:29 p.m.

DISCUSSION OF 2021/2026 CAPITAL IMPROVEMENT PROGRAM

Chairperson Crutcher introduced this item and turned it over to staff.

Director Christiansen stated this item is a discussion of the 2021/2026 City of Farmington Capital Improvement Program. As the Commission will recall, those that have been engaged for a period of time last year and the years before, the City annually puts together a Capital Improvement Program for the identification of potential projects and the prioritization of those projects and potential funding sources for those projects as it relates to the City’s capital improvement needs. And that includes both facilities, infrastructure and equipment as well as you’ll recall. And you may recall that the annual program starts with the Planning Commission initiation of a review of the current Capital Improvement Program and then the consideration of the next budget cycle’s program, and you’ll note the 2021/2026, the next six-year plan.

The Capital Improvement Program for the City of Farmington is the responsibility of the Planning Commission created under State statute. So by State statute, the State
Planning Statute, the Michigan Planning Enabling Act, the Planning Commission is responsible for the Capital Improvement Program and it’s actually part of the Master Planning process that the Planning Commission is responsible for.

So in light of that you may also recall that the City annually in putting together the Capital Improvement Program and engaging the Planning Commission, moving forward with the development of the plan, holding the required Public Hearing, and eventually then acting on the plan and moving it forward to City Council. Prior to that we do a little bit of background work, we do a little bit of leg work. And annually there is a Capital Improvement Program Steering Committee that does that background work, that performs those duties, putting together materials, putting together the recommended or suggested Capital Improvement items, prioritizing them and identifying the funding sources. So, putting together the draft plan is the responsibility of the Steering Committee and the City has annually created the Steering Committee and the membership of that committee consists of representatives of City Administration, City Management, and from the City’s Boards and Commissions. There is a Council representative, there is a Planning Commission representative, there is a representative from the Downtown Development Authority and there is a representative from the Grand River Corridor Improvement Authority. So the Planning Commission is asked by City Management and City Administration to appoint a member of the Commission to serve as the representative for the Planning Commission on the Steering Committee whose responsibility it is then to put together that initial draft and move that forward to the Planning Commission for your consideration, for your discussion and for your preparation of the formal draft and then holding the required Public Hearing and acting on the plan.

So, what you have before you this evening is the annual calendar. I can tell you that this is a tool, an instrument that is typically put together by the City Finance Department, by the City Finance Director and Treasurer who asked me to express to you his appreciation for all of your hard work and efforts over the years being responsible for the City’s Capital Improvement Program and working as closely as you do with the Steering Committee and certainly the City Management, Administration, Staff, in helping to move forward the annual updated six-year plan. And again, that comes from Mr. Chris Weber who says thank you. So I wanted to make sure to do that as he asked. So, the calendar that Mr. Weber has put together in draft is pretty consistent with our process from years past. You’ll note that the initial discussions of Staff, Administration took place in October. We then met again, staff did, management, administration, to discuss possible revisions, updates, and then moved forward department heads discussing and at our last department head meeting the CIP Program and what the next steps were. City Council, at their meeting of December 2nd, met and discussed the CIP Program and they approved a representative to the CIP Steering Committee and also were made aware that items to be considered for the Steering Committee meetings which are going to commence right
after the Holiday, is January 6\textsuperscript{th}. So the next step then after that was the DDA meeting to discuss the CIP and to make their appointment to the Steering Committee, and now we’re at December 9\textsuperscript{th} and here we are this evening and the request this evening of the Planning Commission is meeting, discussing the CIP Program, and appointing a member to serve on the Committee knowing that items need to be submitted for your consideration and a draft will come from you on January 13\textsuperscript{th} which is our next scheduled meeting if approved on the schedule which is the next item.

So in light of all that this is the schedule and the outline, you’ll see it goes then after the Holidays, January, your January 13\textsuperscript{th} meeting, you can see that down there. By the way the Planning Commission’s color is green and that is as it gets created by Mr. Weber, so everybody has their color. And if we look then into January moving forward, the next step after your discussion of the draft on the 13\textsuperscript{th} then is to consider the draft and what you’ll do is February 10\textsuperscript{th}, the Planning Commission at their February 10\textsuperscript{th} meeting schedules the required public meeting and you would schedule it as requested here if that’s what you choose to do for the March meeting. And then at the March meeting, hold the Public Hearing. If there’s any changes, those changes can be made and then you have April 13\textsuperscript{th} as the scheduled date for approval of the CIP for 2021/2026 as proposed.

Why is it a six-year plan? That’s by statute. And you may recall if I am correct right now without it in front of me the current 2020/2025 plan has a total of 115 projects identified at a cost of 23.2 million dollars. And they range again from infrastructure and facilities, so sewer, water, roads, parking lots, other infrastructure type municipal facilities, to buildings, whether it is City Hall or other municipal structures and buildings, their enhancements or upgrades, whatever is necessary, to equipment. Equipment, whether it is Public Works equipment, whether it is Public Safety and their needs, but throughout the municipality. And then other items as it relates to the various operations of the City. So again I encourage you to refresh yourself, take a look at the 2020/2025 Capital Improvement Plan which is available on the City website. If you actually go to the home page it’s actually there under items of interest, and that’s for the Planning Commission or for anybody for reviewing that has an interest or anyone that has an interest please take a look at that plan, that’s the adopted current six-year plan. Adopted by City Council, recommended for approval by the Planning Commission, and it became part of the City’s planning tools with its adoption and it’s actually part of the entire budget focus of the community. So take a look at the 2020/2025, that’s what will be used then to be evaluated from and move forward to drafting the 2021/2026.

So, again, the purpose this evening, Mr. Chair, is to answer any questions you may have and for the Planning Commission to appoint a representative to the Capital Improvement Program Steering Committee for the 2021/2026 Capital Improvement Program.
Chairperson Crutcher stated that Commissioner Majoros had expressed an interest in the appointment.

MOTION by Chiara, supported by Waun, to appoint Commissioner Steve Majoros to serve on the 2021-2026 Capital Improvement Program Steering Committee on behalf of the Planning Commission.
Motion carried, all ayes.

Director Christiansen stated as you all know Mr. Majoros has been very focused and committed to the City and its health and vitality including its identification of municipal projects, Capital Improvements and expenditures, and certainly has represented the Planning Commission well over the past several years. And as you communicated, Mr. Chairman, he had expressed an interest in an email back to us to look to do that again if the Commission would have him do that so I’m sure he will appreciate it because I know he wants to continue to serve in that capacity so I will let him know that.

Commissioner Kmetzo asked for a clarification of the statement “items must be submitted”, does that mean it comes from the 2020/2025 list or do we create new items to be added to that plan?

Director Christiansen replied both. That is up to you. You can take a look at the 2020/2025 plan as I suggested and look to see what is still from that list projects that you feel are still ones that should be included as part of the City’s Capital Improvement Program. If you have any questions, we certainly then have the opportunity of meeting together to talk about them. If there are other items, other projects, whatever they may be, then you can bring that to the Planning Commission, to our meetings here to have discussion and give that to Mr. Majoros to bring to the Steering Committee. So maybe it’s something that you have as a new project or something of interest to you as a Commissioner for whatever the reasons are that we can discuss that could be included and would move forward to the Steering Committee and then they would consider that in putting together the draft 2021/2026 plan.

Kmetzo then asked if that is the expected output from the January 13th Planning Commission meeting and Christiansen replied in the affirmative.
Chairperson Crutcher recalled this item and turned it over to staff.

Director Christiansen stated this is the annual request in December for the Planning Commission to consider and to act on the proposed schedule, approve the proposed schedule for next year’s meetings and this is what is here on the screen as well as in the packet. The meeting standard dates and time is the second Monday of the month at 7:00 p.m. and that’s what this schedule reflects for the year 2020.

MOTION by Chiara, supported by Perrot, to approve the 2020 Planning Commission meeting schedule as presented.
Motion carried, all ayes

PUBLIC COMMENT
None heard

PLANNING COMMISSION COMMENTS
Commissioner Perrot stated he has one comment to make about the Capital Improvement Plan item. He stated he wanted to make sure that everyone involved with the Capital Improvement Plan that they fully understand what that is and that it’s a priority list from our Department Heads that are the subject matter experts. They know more about this stuff from anybody that’s been appointed by the City, that’s been elected to the City or that’s employed by the City. So we need to stay on task when they say this is their top five priorities, this is their top ten priorities, that’s our top ten priorities. So, there’s five number one priorities, it’s up to Council to decide who wins. But we have to stay on task with that. You know you go through anyone of our neighborhoods there is no shortage of tasks that need to be addressed. I’m not saying that we’re the worst, I’m not saying that we’re the best, but there’s no shortage of things that need to be fixed and I’m not talking about just downtown, the neighborhoods need to be addressed, the sidewalks, the roads, all sorts of different things. And when it comes to priority, the number one priority is the number one priority, but we’ve got to rely on their expertise. We’re very fortunate for who we have to lead this City on a day to day grind it out, the ones that are out picking up the leaves, the ones that are balancing the books, this, that and the other thing. So we ought to stay on task and follow their professional advice. So that’s one thing that’s concerning over the years and I want to make sure we stay in that direction and that mindset, regardless if you’re on Zoning, if you’re on Planning, if you’re on Council, whatever, it doesn’t matter, we have to stay very focused on how we manage the City
and I feel very fortunate to be a taxpayer, a customer of the City, we’re very fortunate for the people we employ and I just want to make sure we listen to them.

Commissioner Chiara asked for an update on Blue Hat Coffee and further discussion was held.

Director Christiansen stated obviously there’s quite a bit of activity we’re all engaged with, a lot of interest in some of the properties that have been sitting for a while with a few challenges. Certainly one that’s before you this evening, it has had challenges in its own right. You know the owner had actually come forward after the City had taken issue with the condition of the property and we had some action that we had to move forward with and the alternatives that were available were several fold and the task that was taken by the owner back in 2017 was to seek approval of a site plan amendment to make some enhancements and upgrades to the site. The Planning Commission, acting in its good faith, efforts working with the owner, moved forward and approved that. A permit was issued, and we were moving forward then in accordance with that permit. Things change, it had not fallen off the radar screen, but what I’m saying to you is it’s really great for us right now knowing that all of the hard work that’s been done with all of the planning tools that had been put together, really being focused on being redevelopment ready, and by the way now that the Master Plan Update 2019 has been approved and adopted by the Planning Commission at your last meeting, we had a meeting today with Michigan Economic Development Corporation representatives in an effort to finalize the remaining items, get that Master Plan loaded on to their portal so they have all the materials they need and everything that they’ve asked for and we’ve met all the requirements for our RRC, Redevelopment Ready Certification. So we look forward to that very shortly, it puts us in a real good status with the State and it really gives us a leg up in being prepared for redevelopment. And I mention that in light of talking about the gas station and then as I was saying we have a lot of interest in the community, because of all of the effort and hard work that’s been done by everybody interested in the community. The City Management, Administration, Department Heads and Staff, but all the work that you do as appointed and volunteer officials and everybody else here in their capacities, whatever Board of Commission or whatever it is, because individually there’s a lot done, but collectively there is an unbelievable amount that this community really has accomplished since the recession and the economic downturn in breathing new life, in repurposing itself, in taking stock in what’s valuable and at the same time being willing to move forward with some transition of things and you can see that from the implementation of the Vision Plan and other tools, from the Grand River/Halstead Plaza and the former K-Mart Center, and now look at Freedom Plaza and we can go all the way through town, we can go all the way out down and through Grand River and we can see what’s happening on Grand River and East Grand River now. All the way out to where Sidecar Slider Bar and Detroit Eatz and now we keep going that way and you can see what’s happening up and down
Farmington Road, not just throughout the downtown, of course through the downtown, but outside the downtown. From Eight Mile Road and Dunkin Donuts and what’s happened down there, now we have a brand-new restaurant that now has its own bricks and mortar, Rolling Stoves. So from there and we can come all the way up with what’s going in at Nine Mile Road with the interest here and we can go all the way then up and Orchard Lake Road, Orchard Trails Medical and the new campus and we can go all the way up to Ten Mile Road and you can look at the Orchard Ten Shopping Center and the new tenant base that is there and some enhancements going on. One thing there is quite a momentum going on here, there’s quite an interest. So even thought the gas station didn’t come along at Nine Mile like we had hoped it would from the 2017 approval, it’s taken quite a bit longer than we hoped for, there was another interest because there’s an interest in Farmington and that’s because we’re prepared for redevelopment and we’re certainly very willing to work with interests, whether it’s property owners, developers, investors, whoever it might be, to make Farmington all it can be. So a lot of that is credit to you and appreciate it very much and moving forward with a lot of the things that we’re doing right now. We talked about some projects on the horizon, we’re still talking about the Maxfield Training Project, we’re talking about some other interests in the downtown. We’ve done a Farmington Road Streetscape Application in for a TAP Grant. We’ve had interest along Grand River to the east. We talked about the Winery. We talked about some other opportunities, so all of that is very, very, very positive and really great things for all of us. So thanks again for your efforts, appreciate everything you do and if I might, Mr. Chair, not to drag things out here too long, just wanted to give you the update on some of those things in light of the question about Blue Hat, there’s a lot of little things that are making such a difference and that’s just one of them. If you look at the tenancy, too, if you look at the occupancy of the City’s nonresidential space, it’s pretty significant from during the economic downturn and the challenges thereof, coming back from that and continuing to enhance and change things. We’ve got a lot of great preservation going on and excellent enhancements that have taken place and now some transformation that’s really making a difference and including the Courthouse, sixteen years vacant and we’re going to realize some new single-family homes there, too. So that’s all really great for us, so thanks again and I wish everybody a very Merry Christmas, a Happy New Year, and a great Holiday season.

**ADJOURNMENT**

MOTION by Waun, supported by Perrot, to adjourn the meeting. Motion carried, all ayes.

The meeting was adjourned at 7:55 p.m.
Respectfully submitted,

____________________________________

Secretary
CALL TO ORDER
The Board Meeting was called to order at 6:10 p.m. by Board President White.

APPROVAL OF AGENDA
MOTION by Montgomery to approve the Agenda for the November 14, 2019 Board meeting with the addition of Discussion and Vote for New Library Director Candidates, following Public Comments, was supported by Rae.
Vote: Aye: All in favor
Opposed: None
Motion passed.

PUBLIC COMMENT
There was no public comment.

DISCUSSION AND VOTE FOR NEW LIBRARY DIRECTOR CANDIDATES
Discussion was opened. President White asked about narrowing the discussion to two candidates.

MOTION by Montgomery to eliminate Sarah Jones from discussion was supported by Huyck.
Vote: Aye: All in favor
Opposed: None
Motion passed.

Trustees discussed the two remaining candidates, and agreed to offer the position of Library Director to Riti Grover.

MOTION by Largent to extend an offer to Riti Grover as next Director was supported by Montgomery.
Rollcall Vote:
Aye: White, Montgomery, Huyck, Rae, Largent, Bomarito
No: None
Motion passed.
MOTION by Montgomery to make an offer to Riti Grover of $110,000 with $5,000 relocation package was supported by Largent.

Vote:
   Aye: All in favor
   Opposed: None

Motion passed.

Montgomery contacted John Keister by phone to extend the offer to Riti Grover. Keister responded on behalf of Ms. Grover who requested that the relocation stipend be increased to $10,000.

MOTION by Largent to amend relocation to $10,000 was supported by Montgomery.

Vote:
   Aye: All in favor
   Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Rae to approve the Minutes of the October 10, 2019 Regular Board Meeting, was supported by Huyck.

Vote:
   Aye: All in favor
   Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26563 through 26653, totaling $614,142.60, was supported by Montgomery.

Vote:
   Aye: All in favor
   Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Rae to receive and file the Monthly Budget for September 2019, was supported by Bomarito.

Vote:
   Aye: All in favor
   Opposed: None

Motion passed.

CORRESPONDENCE

Miller shared several pieces of correspondence with the Board.

INTERIM LIBRARY DIRECTOR’S REPORT

In addition to the Interim Director’s Report, Miller shared the following Library activities:

- The Library received a FOIA request from an attorney representing a patron who fell from a chair. Requested information available was provided.
- Several staff attended training at the Michigan Library Association in Novi.
The Library has requested to be a site for the SOS Mobile Unit in 2020 to make it possible for voter registration at the Library.

Children’s staff participated in Trunk or Treat at Lanigan Elementary with nearly 600 people in attendance.

Dr. Mona Hanna-Attisha was at Oakland Community College as part of Great Michigan Read Program which was co-hosted with West Bloomfield Public Library and OCC.

Facilities Update was listed in the Director’s Report.

There were approximately 55 in attendance as Deb Hemmye and Jill O’Hara made their annual presentation to the Farmington Community School ESL classes.

COMMITTEE REPORTS

Facilities Committee
There was no report from the Facilities Committee.

Finance Committee
There was no report from the Finance Committee.

Community Liaison Committee
There was no report from the Community Liaison Committee.

Personnel Committee
There was no report from the Personnel Committee.

Strategic Plan Committee
There was no report from the Strategic Plan Committee.

Since the Board is forming new bylaws, it was suggested that a new Ad-hoc Bylaws Committee be formed with Bob Hahn as Chair.

Huyck recommends combining the Strategic Plan Committee and the Community Liaison Committee.

MOTION by Huyck to combine the Strategic Plan Committee and the Community Liaison Committee was supported by Montgomery.

Vote: Aye: All in favor
Opposed: None

Motion passed.

The Committee positions are annual positions which will change as officers on the Board are elected each year.

UNFINISHED BUSINESS

Clare Membiela, Library of Michigan, Library Law Consultant, will be available to discuss the Open Meetings Act with the Board in December, however, it was suggested that the training is postponed until the arrival of the new Director.

Facilities Coordinator, Donald Wrench, received the revised price for the sump pump project. The quote from Ancona Controls is $34,400.00.
MOTION by Largent to accept the quote from Ancona Controls for $34,400.00 was supported by Huyck.

Vote:  Aye: All in favor  
Opposed: None  
Motion passed.

NEW BUSINESS
Siegrist spoke of libraries that have eliminated fines and what the impact was on the communities and the collection. The libraries have noticed an increase in circulation. Libraries continue to charge for damaged and lost books after six months on the patron’s record. The Board expressed interest in continuing research and discussion on eliminating fines.

Miller clarified the Reconsideration of Book process for the Trustees and advised that we currently have two patrons requesting reconsideration of two children’s books.

The first book, Mine’s the Best, concerned the patron who cited disrespect of characters and the death of the balloon. Three librarians researched the book and its usage, and recommend that the book remain on the Childen’s shelves in the Library.

MOTION by Montgomery that we accept the recommendation of staff to keep the book in circulation was supported by Bomarito.

Vote:  Aye: All in favor  
Opposed: None  
Motion passed.

The second book reconsideration, Jacob’s New Dress, included comments that the topic of the book could be confusing to children. Three librarians researched the book and its usage and recommend that the book remain on the Children’s shelves in the Library.

MOTION by Montgomery that the Library keep the book in the collection and accept the recommendation of Library staff was supported by Rae.

Vote:  Aye: All in favor  
Opposed: None  
Motion passed.

Miller reports the camera servers are at end of life with the Windows operating system. The quote from Johnson Controls to update at the Hills Library is $15,962.00 and $4,775 for the Farmington Branch. They will update equipment currently in use.

MOTION by Montgomery to approve these quotes and have the repairs done was supported by Largent.

Vote:  Aye: All in favor  
Opposed: None  
Motion passed.

Miller polled staff about health care options. Responses were almost all in favor of keeping the current BCN plan.
**MOTION** by Montgomery to table this option until next year and to bring a representative out to educate staff so that they can make an informed decision next year, if available, was supported by Largent.

**Vote:**  
Aye: All in favor  
Opposed: None  

Motion passed.

**BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**
Largent asks that the Board invite a representative from Library IQ for a presentation at the next Board Meeting. This would be for information gathering. Trustees were in agreement, and in consideration of the new Director, the presentation will be scheduled for the January Board Meeting.

Clare Membiela, Library Law Consultant, will be asked to train the Board on the Open Meetings Act at the February 2020 Board Meeting.

**ADJOURNMENT**

**MOTION** by Largent to adjourn the Board Meeting was supported by Montgomery.

**Vote:**  
Aye: All in favor  
Opposed: None  

Motion passed.

The Board meeting was adjourned at 8:20 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, December 12, 2019 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae, Secretary  
Library Board of Trustees  

ER:dls
CALL TO ORDER
The Board Meeting was called to order at 5:30 p.m. by Board President White.

APPROVAL OF AGENDA
MOTION by Largent to approve the Agenda for the Special Meeting, November 7, 2019 Board meeting, was supported by Rae with addition to add five minutes of Public Comment following each interview.
Vote:  Aye: All in favor
      Opposed: None
Motion passed.

PUBLIC COMMENT
There was no public comment.

INTERVIEW WITH CANDIDATES
The Board Trustees each questioned the candidates during the time allotted. Clare Varesio’s interview took place from 5:35 p.m. to 6:28 p.m.; Sarah Jones was interviewed from 6:40 p.m. to 7:25 p.m.; Riti Grover’s interview began at 7:45 p.m. and ended at 8:40 p.m.

PUBLIC COMMENT
Farmington Hills resident, Kathie Brown, commented on the possibility of a city-wide mailing of the informative Library newsletter to reach everyone in the community. It had been done in the past and reached those who do not read the online version.

Farmington Hills resident, Tom Shurtleff, commented on lack of protocol and the fact that staff has met the candidates, but there was no information or introduction of the candidates for the audience.
Farmington Hills resident, Suzanne Dengiz, requests that the Board consider the relationship between staff and the candidates for Library Director. After speaking with the candidates, she encourages staff to fill out survey.

The Board will discuss the three Library Director candidates at the November 14, 2019 Board Meeting. The decision must be made in open meeting. The Trustees may wait to vote until there is a full Board in attendance at the December 12, 2019 Board meeting. The Board would like to review the staff surveys before making a decision.

**REVIEW OF HEALTH CARE PLAN**
Miller explained a Health Care Plan option offered by the City of Farmington Hills. At the request of the Board, Staff will be surveyed to determine interest in a high deductible, low premium, with the possibility of an HSA, or leave it as it is with a lower deductible, higher premium.

**ADJOURNMENT**
**MOTION** by Largent to adjourn the Board Meeting at 9:20 p.m. was supported by Rae.
Vote: Aye: All in favor
Opposed: None
Motion passed.

The Board meeting was adjourned at 9:20 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, November 14, 2019 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae, Secretary
Library Board of Trustees

ER:dls
Farmington Community Library Board of Trustees
Regular Board Meeting - 6:00 p.m. – Ernest E. Sauter Board Room
32737 West Twelve Mile Road, Farmington Hills, MI 48334
December 12, 2019

Approved January 9, 2020

CALL TO ORDER
The Board Meeting was called to order at 6:00 p.m. by Board President White.

APPROVAL OF AGENDA
MOTION by Montgomery to approve the Agenda for the December 12, 2019 Board meeting, was supported by Murphy.
Vote: Aye: All in favor
Opposed: None
Motion passed.

PUBLIC COMMENT
There was no public comment.

APPROVAL OF MINUTES
MOTION by Montgomery to approve the Minutes of the Special Meeting on November 7, 2019, was supported by Bomarito.
Vote: Aye: All in favor
Opposed: None
Motion passed.

MOTION by Montgomery to approve the Minutes of the Regular Board Meeting on November 14, 2019, was supported by Huyck.
Vote: Aye: All in favor
Opposed: None
Motion passed.

Board Members Present: Bomarito, Hahn, Huyck, Largent, Montgomery, Murphy, White
Board Members Absent: Rae
Staff Members Present: Miller, Serresseque, Siegrist, Yunker
Staff Members Absent: None
OPERATING BILLS
MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26654 through 26720 totaling $426,845.97, was supported by Largent.
Vote:  Aye: All in favor
Opposed: None
Motion passed.

FINANCIAL REPORT
MOTION by Huyck to receive and file the Monthly Budget for October 2019, was supported by Largent.
Vote:  Aye: All in favor
Opposed: None
Motion passed.

CORRESPONDENCE
Patrons have used the Board comment email to ask questions that could be answered immediately by the Director or staff rather than wait until the following Board meeting. A message will be added to that page to specify which messages should be included on the Board comment form and which could be answered more quickly by staff members.

INTERIM LIBRARY DIRECTOR’S REPORT
In addition to the Interim Director’s Report, Miller shared the following Library activities:

- Staff Day was Monday, November 11. All FCL staff gathered at the Main Library for staff training on a variety of topics such as Polaris, the changes coming with ADP and an update on Library and various departments. Staff participated in service projects. It is a great opportunity to bring the entire team together.
- On December 11, Polaris was upgraded to the newest version. The new functionality will allow staff to use it away from the building. Polaris LEAP will allow staff to issue library cards, update contact information, check out books, check accounts and generally allows staff to bring the services of the Library out to the community. LEAP will be ready sometime in April following training in each department.
- Maintenance update includes the new sump pumps installation, preparation of electrical to install the generator, repair of the fire alarm panel and fireplace should be completed by Christmas.
- Visions Unlimited, a partnership we have with the schools, had a micro enterprise sale at the Farmington Branch.
- Interviews were completed to fill the vacant position of Part Time Library Assistant in the Circulation Services Department.
- The Press Release was sent to announce the new Library Director, Riti Grover.
- Two Save-the-Dates: January 20, 2020 is the Dr. Martin Luther King Day program which begins at 10:00 a.m. and ends at 8:30 p.m. It is a day of speakers, poetry, musicians, dance groups, choir and various Library programs throughout the day. The second date to save is Thursday, February 6. The Friends of the Library will be hosting the Oscar Shorts at the Farmington Civic Theater.
- Michigan Library Association and the State Library of Michigan are supporting access to United for Libraries which is a wealth of resources that may interest you. Mary Carleton will add that login information on the Board Page for your review.
COMMITTEE REPORTS

Facilities Committee
Huyck would like to have Facilities Coordinator, Donald Wrench, attend occasional meetings to bring updates of facilities to the Board.

The Facilities Committee will meet before the next meeting to prioritize that list and bring a recommendation to the Board.

Finance Committee
There was no report from the Finance Committee.

Community Liaison Committee
There was no report from the Community Liaison Committee.

Personnel Committee
Rae and Hahn will prepare a formal contract for the new Director, Riti Grover. The letter of intent has been signed and a benefits package will be completed.

Grover has two requests: Vacation time equal to that she receives currently, and to gross up the relocation fee for her to net $10,000.

MOTION by Montgomery to gross up bonus over four pay periods so it totals $13,984, was supported by Largent.
Vote: Aye: All in favor
Opposed: None
Motion passed.

MOTION by Montgomery to match her current vacation time, her PTO, and make that 160 hours from the beginning, and she would not be eligible for additional time until 13 years, was supported by Largent.
MOTION restated by Largent to match what she currently has and defer to the legal team to finalize the details.
Vote: Aye: All in favor
Opposed: None
Motion passed.

Handbook applies except where it is specifically stated to be deviated by the contract.

MOTION by Montgomery that the Board make it a three year contract with two year renewal, automatic, was supported by Largent.
Vote: Aye: All in favor
Opposed: None
Motion passed.

MOTION by Largent to authorize counsel to incorporate compensation for business per recommendation from the Personnel Committee following an annual review, was supported by Montgomery.
Vote: Aye: All in favor
   Opposed: None
Motion passed.

**AMENDED MOTION** by Montgomery that we offer Riti Grover, 160 hours of vacation per year, 40 hours per year of floating holidays, 96 hours a year of sick time, 0 hours personal business, all of that will be in her bank on day one, January 2, 2020. Of that, at the end of the year (December 31, 2020), she can roll over 200 hours of vacation and floating holidays, she can accrue sick time of 520 hours maximum, was supported by Largent.

Vote: Aye: All in favor
   Opposed: None
Motion passed.

Montgomery’s request to discuss the Interim Director’s salary will be reviewed by the Personnel Committee which will come back with recommendation.

**Strategic Plan Committee**
There was no report from the Strategic Plan Committee.

**Ad-hoc Bylaws Committee**
There was no report from the Bylaws Committee.

**UNFINISHED BUSINESS**
Miller responded to the two requests for reconsideration of books. There was no response from either of the patrons.

**NEW BUSINESS**
Yunker contacted MERS (Municipal Employees’ Retirement System) to ask about a switch from ICMA to MERS. MERS charges lower fees and there is a better return on investment. MERS accepts fiduciary responsibility, more care is given to employee education, and costs are lower which would be a savings for staff. Also, all three statements would be consolidated in one account.

**MOTION** by Montgomery that the Board of Trustees approves switching the 457 Plan to MERS from ICMA was supported by Murphy.

Vote: Aye: Bomarito, Hahn, Largent, Montgomery, Murphy, White
   Abstain: Huyck
   Opposed: None
Motion passed.

In the future, changes as those above would be taken to the Personnel Committee for review. The Committee will then take the recommendation to a full Board.

Yunker advised the Board that in response to a WCBC (Working Conditions and Benefits) request, she has contacted MERS to allow staff to open a traditional IRA or a ROTH IRA independent of the Library.
BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS
Largent will contact Library IQ regarding a presentation at the Board Meeting.

ADJOURNMENT
MOTION by Largent to adjourn the Board Meeting, was supported by Montgomery.
Vote: Aye: All in favor
Opposed: None
Motion passed.

The Board meeting was adjourned at 7:45 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, January 9, 2020 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Jim White, President
Library Board of Trustees

JW:dls
MEETING MINUTES
FARMINGTON AREA ARTS COMMISSION
DATE: Nov 14, 2019 – 6:30 PM
COSTICK CENTER – CONFERENCE ROOM
28600 W. ELEVEN MILE ROAD
FARMINGTON HILLS MI 48336

CALLED TO ORDER BY: McDermott AT: 6:31 PM

MEMBERS PRESENT: Blau, Breen, Carleton, Deason, Ferencz, Gradin, Hadfield, Hawkins, McDermott, Pike, Warner

MEMBERS ABSENT: Dutka, Hayes

OTHERS PRESENT: Rachel Timlin, Cultural Arts Supervisor/Staff Liaison

APPROVAL OF AGENDA:

Motion by McDermott support by Carleton, to approve the agenda as amended.

If amended, list amendments: Under Item 6, replaced Art Council Report with Service Hours Form. Added Item 10.5 Pedestal Project and Item 10.5.1 Correspondence

Carried: Unanimously

APPROVAL OF MINUTES from: Oct 3, 2019

Motion by Pike support by Gradin, to approve minutes as submitted.

Carried: Unanimously

ARTISTIC REFLECTIONS

Commissioner Hawkins – participated in Kickstart Farmington Gallery art project during Ladies’ Night Out
Commissioner Gradin – attended Aretha Franklin Tribute and rated the concert as phenomenal
Chairwoman McDermott – attended Dracula by Thistle Rose Academy of Arts as well as the opening of Kickstart Farmington Gallery

PUBLIC COMMENTS

No members of the public were present

SERVICE HOURS FORM

Rolled out the spreadsheet for Commissioners to record FAAC service hours and answered related questions. The link to the spreadsheet to be shared after the meeting. Service hours for 2019 to be added retroactively by each Commissioner and submitted by the January 2020 meeting. Secretary lead discussion.

CULTURAL ARTS DIVISION REPORT

-Continuing to develop programming for the Hawk amidst many meetings and conversations with various stakeholders.
-Shared Commissioner Carleton’s video on her creative process.
-Won an innovation award for the Arts at Sea camp from Michigan Recreation and Park Association (MRPA).
-Won $15,000 grant from the State of Michigan for the Youth Theater.
-Current exhibits: Terry Butler at City Gallery and Laura DeLind at City Hall.
- Holiday Market on 11/30 to focus on Michigan makers, many artists from Art on the Grand. Commissioners are invited to spread the word.
- Elf Jr. and Big Fish involve 240 kids between both shows. Encouraged Commissioners to volunteer as ticket takers.
- Mayor’s Youth Council Liaison – a young woman expressed interest in becoming a liaison; to be followed up with a letter to the City

**PUBLIC ART COMMITTEE REPORT**

No discussion at this meeting

**FUND RAISING COMMITTEE REPORT**

No concrete fundraising actions are required from the Arts Commission at this time; to be further coordinated with City’s efforts

**HAWK GALLERY AND STAGING AREA REPORTS**

Special Committee Members (Carleton, Ferencz, Hadfield and McDermott) had a productive meeting with Bryan Farmer and Sam Seimer. Secured support for the permanent Art Gallery on the 3rd floor of the Hawk. All Commissioners are asked to help with advocacy efforts to drive this issue. Chair McDermott will reach out to current Artist in Residence. Staging area concepts to be developed.

**PEDESTAL PROJECT**

Discussion around rendering presented by Hadfield as well as funding. Hawkins motioned that $1,318 of Commission’s funds be allocated toward the Pedestal project. Seconded by Carleton. Motion carried unanimously.

**Correspondence:** Chair McDermott read a thank you note from Dr. Bruce. Commissioners approved a commemorative plaque on pedestal for Dr. Bruce’s monetary donation to the project.

**COMMISSION FOCUSED 2020 PROJECTS**

- **Student Art Awards** – to be redesigned completely during 2020. Deason will chair this initiative, Hawkins and Gradin joined in
- **Exhibitions Committee** – Gradin expressed interest in creating an SOP for the Hawk Gallery
- **Festival of the Arts** – many groups will be involved in the redesigned event. Hawkins volunteered to be the liaison from the Arts Commission. Carleton is interested to be the Awards liaison.

**COMMISSIONERS’ COMMENTS**

None

**NEXT MEETING DATE: Jan 9, 2020**

**ADJOURNMENT**

Ajourned by: McDermott Time: 8:26PM

Minutes drafted by: Pike
MEETING MINUTES
FARMINGTON HILLS/FARMINGTON EMERGENCY PREPAREDNESS COMMISSION
NOVEMBER 04, 2019-5:15 PM
FARMINGTON HILLS CITY HALL/COMMUNITY ROOM
31555 W. ELEVEN MILE ROAD
FARMINGTON HILLS MICHIGAN 48336

CALL TO ORDER BY: Chair Ciaramitaro at 5:15pm
MEMBERS PRESENT: Avie, Biggs, Ciaramitaro, Echols, Szymusiak, Sloan, Tutak, and Wecker.
MEMBERS ABSENT: DeFranco, Hopfe, York, and Faine (Associate)
OTHERS PRESENT: Ken Massey (FH Mayor), Moyna (Alternate), Neufeld (FHFD), Piggott (FHPD), Warthman (FPS), and Yuskowatz (Associate)

APPROVAL OF AGENDA- NOVEMBER 04, 2019 – Motion by Avie, support by Wecker, to approve the agenda as submitted. Motion carried unanimously.

MOTION TO APPROVE MINUTES- OCTOBER 07, 2019 – Yuskowatz commented the YMCA changed lights at the large pool, not the parking lot. Motion by Avie, support by Biggs, to approve meeting minutes as amended. Motion carried unanimously.

BUDGET: City Manager confirmed the EPC budget as $2325.00, inclusive of the City of Farmington contribution. The CERT budget figure was not available.

Tutak reports Chief Unruh’s position is the CERT does not need bylaws as it falls under the EPC bylaws. CERT would operate under standard operating guidelines (SOG). The CERT leadership approved the SOG on 10/16. The SOG will be distributed to the EPC immediately after the meeting for review with follow up at the December meeting. Wecker, having seen the SOG, questioned if the selection process for the 9-member CERT leadership should include EPC approval. Neufeld recommended more EPC education about CERT members and leadership roles. Massey clarified the historical oversight role of the City Council for selection of commissioners or board members as an example for the EPC to oversee and approve CERT leadership.

EVENTS, ACTIVITIES, MARKETING, AND PROGRAMS: General activities and updates:

- Volunteer to give Tip of the Month to the FH City Council on November 11, 2019 will be Ciaramitaro. Tip of the Month to the Farmington City Council on November 18, 2019 will be Echols.
- A rewrite is necessary for the December tip, discussion supports focus on holiday safety. Ciaramitaro will start editing and Yuskowatz will look for scripts from past years.
- EPC website – Speaker from Central Services Department of Farmington Hills (IT) – deferred for lack of response from IT representative for 3rd month.
- Winter Safety Fair – waiting for Costick Center response for available dates. Also trying to avoid school break and significant community event conflicts.
- Holiday Parade will be December 7, starting 5:30pm. Avie secured commitments for equipment from FHFD and PD, and FPS.
- Wecker reports change to CPR/AED/1st Aid/Stop the Bleed training to remove 1st Aid, unless they can find a way for it as an option, due to the length of the program and time limitations. Upcoming classes will be 11/14, and 12/12. Breakout group leaders are also welcomed.
There is a need for volunteer patients for EMT training on 11/16, 12/14, 1/11, and 2/8. Adults and children are welcomed. Contact Dan Wecker.

There will be an 11/13 Farmington SAFE resource fair at the FH City Hall at 6:30pm.

MICHIGAN & REGIONAL CITIZENS CORPS COUNCIL ACTIVITIES/COMMUNITY EMERGENCY RESPONSE TEAM:

- Sufficient interest that EPC will be signing up as an ambassador for Weather-Ready Nation.
- Tutak updated commissioners on the CERT training class which started on September 11th – November 02, 2019. Tutak confirmed 9 graduates, 5 joining CERT immediately, 4 deferred until they turn 18-yr. A March-April 2020 class planned and request made to use FHFD Station 5.
- More CERT t-shirts needed after graduation with new class planned.
- Planning a CERT equipment inventory December 16 at the next meeting at FHFD Station 5.
- ICHAT reports back for new CERT members.
- 3 HAM operators will participate in a windshield damage exercise.

LIAISON REPORTS:

FPS – Warthman
- CPR/AED class scheduled for November 14th @ 6:30 PM in Farmington City Council chambers. Contact JWren@farmgov.com to register. No charge for Farmington residents.

FHFD – Neufeld
-Operation Resolve (Complex Coordinated Attacks exercise which took place Oct. 2 & 4) was good 2-day exercise.

FHPD- Piggott
- No report

YMCA-Yuskowatz
- Total Wellness Fair- Tutak, Ciaramitaro and Yuskowatz attended the October 8th fair with an informative exhibit open to those 60 or older. Yuskowatz recommended reinstating a “senior liaison” to coordinate resources for this age group.

PUBLIC COMMENTS: NONE

COMMISSIONER'S COMMENTS: NONE

ADJOURNMENT:
- CIARAMITARO adjourned the meeting at 6:20 PM.
- Minutes by acting-Secretary MOYNA
<table>
<thead>
<tr>
<th>Submitted by: Mary Mullison</th>
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<tbody>
<tr>
<td><strong>Agenda Topic:</strong></td>
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<tr>
<td>Council Meeting Minutes</td>
</tr>
<tr>
<td>December 16, 2019: Special</td>
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<tr>
<td>December 16, 2019: Regular</td>
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<td>January 6, 2020: Regular</td>
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**Materials:** 3 sets of minutes
SPECIAL MEETING MINUTES

A special meeting of the Farmington City Council was held on December 16, 2019, 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 p.m. by Mayor Sara Bowman.

1. ROLL CALL

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
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<tr>
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City Administration Present
City Clerk Mullison
City Manager Murphy
City Controller Norgard
City Attorney Saarela
Director Weber

2. APPROVAL OF AGENDA

Move to approve the agenda with addition of an item to consider an extension of contract for the interim director of the Governor Warner Mansion.

RESULT: APPROVED AS AMENDED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Galvin, Councilmember

3. PUBLIC COMMENT

No public comment was heard.
4. **PLANTE & MORAN ANNUAL CITY AUDIT PRESENTATION**

Dave Helisek, Justin Kolbow, and Erin Brzezinski, representing Plante & Moran, presented the results of the City’s annual financial audit. The City again earned an unmodified opinion which is the highest level of assurance the auditors are able to give. Helisek and Brzezinski covered the highlights of the 2019 audit results and noted that they had met with City Manager Murphy, City Controller Norgard, and City Treasurer Weber to be sure that the information that was provided for the audit was indeed the information that was compiled and included in the financial statement. The City ended better than expected in several funds, with no significant changes in spending allocations. Bowman thanked Plante & Moran, along with Norgard and Weber, for their diligence and their comprehensive presentation.

5. **EXTENSION OF CONTRACT FOR THE INTERIM DIRECTOR OF THE GOVERNOR WARNER MANSION**

City Manager Murphy requested the extension of Mary-Jeanne Shore’s contract as Interim Director through 12/31/2020. Discussion ensued about options to consider in building a long-term plan to sustain the operation of the property.

LaRussa asked why Murphy wanted only a one year extension. Murphy plans to bring someone in to assess the Mansion’s role and make recommendations about a viable plan moving forward. He stated that the one year time frame will allow him to accomplish that. Bowman said that she was comfortable with one year because it puts a timeline to the implementation of the plan.

Move to approve a contract extension with the Interim Mansion Director through December 2020.

| RESULT: | APPROVED AS PRESENTED [UNANIMOUS] |
| MOVER:  | Taylor, Councilmember            |
| SECONDER: | Schneemann, Councilmember       |

6. **OTHER BUSINESS**

No other business was heard.

7. **PUBLIC COMMENT**

No public comment was heard.

8. **COUNCIL COMMENT**

LaRussa commended Norgard and Weber for their work on the City audit.
9.  ADJOURNMENT

Move to adjourn the meeting.

RESULT:  APPROVED [UNANIMOUS]
MOVER:  Schneemann, Councilmember
SECONDER:  Taylor, Councilmember

The meeting adjourned at 6:45 pm.

Sara Bowman, Mayor

Mary J. Mullison, City Clerk

Approval Date:
REGULAR MEETING MINUTES

A regular meeting of the Farmington City Council was held on December 16, 2019, in Farmington City Hall, 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 7:01 p.m. by Mayor Bowman.

1. ROLL CALL

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City Administration Present
Director Christiansen
Director Demers
Superintendent Eudy
City Clerk Mullison
City Manager Murphy
City Attorney Saarela
Director Weber

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Sarah Davies, 23120 Violet Street, thanked Councilmember Galvin for his efforts on behalf of the community and asked Council to address the process of filling a Council vacancy.

Joy Montgomery, 22750 Maple, Library Board, also thanked Galvin for his service and announced that the Library has hired a new director. She also said that a fundraising gala is planned for the end of February and that Council should expect invitations.
Chris Halas, 33660 Hillcrest, thanked Galvin for a municipal finance presentation he gave and for his time put in for the community. He commended Galvin’s volunteer spirit.

4. APPROVAL OF ITEMS ON CONSENT AGENDA

A. Board and Commission Minutes
B. City Council Minutes
   a. November 18, 2019 Special
   b. November 18, 2019 Regular
   c. December 2, 2019 Regular
C. Farmington Quarterly Investment Report - 06/30/19
D. Farmington Quarterly Financial Report - 06/30/19
E. Farmington Quarterly Financial Report Court - 06/30/19
F. Farmington Monthly Payments Report
G. Farmington Public Safety Monthly Report
H. Board of Review Vacancy
I. Consideration to approve 1-year extension of Intergovernmental Agreement between the City and the DDA
J. DDA Board resignation

Move to approve the consent agenda as presented.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Schneemann, Councilmember
SECONDER: Galvin, Councilmember

5. APPROVAL OF REGULAR AGENDA

Move to approve the regular agenda as presented.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Taylor, Councilmember

6. PRESENTATION/PUBLIC HEARINGS

A. Special Event Application: Optimist Run/Walk for Childhood Health & Wellness

Pamela Batcho and Roxanne Fitzpatrick described the proposed event and plans for the routes. They also explained the goals of the group.

Bowman noted that last year’s event was great and she hoped that local merchants would still support the event. She also expressed concern about closing roads for a timed run and the possible need for more involvement by Farmington Public Safety.
Move to approve the Farmington Hills Optimist Club special event application for a Childhood Wellness/Cancer Run/Walk on Saturday, May 16, 2020 through City of Farmington neighborhoods as proposed in the submitted map.

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Taylor, Councilmember

B. Plante & Moran Annual City Audit

Justin Kolbow of Plante & Moran gave a summary of the presentation from the 6:00 pm Study Session about the City’s annual audit.

7. NEW BUSINESS


Director Demers explained proposed changes to the Farmington Code of Ordinances. He described what the International Fire Code is and why the City should adopt the newest code. Galvin asked whether the Building Department had been consulted, and Demers explained that Public Safety was working closely with the Code Enforcement Officer and he believed that the update would assist both departments. Taylor asked what changes the public would see with this amendment and Director Christiansen clarified building code requirements and how and why they change. Schneemann asked about State mandated building code which references fire code within it and questioned why the City needs to adopt the latest fire code. City Attorney Saarela answered that because we have specific fire code, it must be brought current. LaRussa asked about address identification specifics in the new ordinance being considered and Christiansen responded that it filled compliance requirements.

Move to approve the introduction of (first reading) an Ordinance to amend the City of Farmington Code of Ordinances, Chapter 14, “Fire Prevention and Protection,” Article II, “Fire Prevention Code,” in order to adopt and incorporate the 2015 International Fire Code.

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Schneemann, Councilmember
SECONDER: Taylor, Councilmember
B. Consideration to adopt Notice of Intent and Reimbursement Resolution for 2020 Capital Improvement Bonds to Finance Sewer and Road Improvement Projects

City Manager Murphy recommended that the City Council adopt a resolution which provides notice of intent to issue bonds. In consultation with the City's Bond Council and Financial Advisor, a capital improvement bond issue was recommended for several sewer and road projects. The resolution instructs the City Clerk to publish a notice that initiates a 45-day period, during which registered voters can circulate petitions requiring the debt issue to be approved by voters. The 45-day period would conclude in early February 2020. The source of repayment for the bonds will be water and sewer revenues and Act 51 revenue.

LaRussa asked about allocations already made for specific projects from Major Street Funds and wanted to know why a bond issue was needed. Weber answered that moving money from one pot to another would allow the Freedom Road work to be covered by Bond proceeds, while neighborhood road projects would be paid for with monies already saved up through local millage funds.

**Move to adopt Notice of Intent and Reimbursement resolution for 2020 Capital Improvement Bonds to finance sewer and road improvement projects.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Schneemann, Councilmember

C. Consideration to adopt resolution authorizing acceptance of payment by Financial Transaction Devices for all payments

Weber explained that the City presently accepts Visa, MasterCard, and Discover. City Administration would like to expand the types of credit cards accepted to include American Express, as well as allow for the acceptance of other commonly used financial transaction devices in the future as the need arises, such as Paypal, Venmo, etc., if and to the extent authorized by state law.

Taylor asked whether the City had received requests to use alternative payment methods and Weber replied that his department had one or two inquiries. He also commented on the need for more research as to what payment methods are permissible for a municipality to use. Schneemann asked about the higher fees associated with American Express and Weber said that the City currently passes fees through to those using credit cards with no change to that charge. The Farmington Civic Theater will incur those costs as a cost of doing business and will not be passing them through. Bowman asked whether this expansion would also apply to paying water bill online and Weber indicated more investigation would be needed.
Move to adopt resolution authorizing acceptance of payment by financial transaction devices for all payments.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Taylor, Councilmember
SECONDER: LaRussa, Mayor Pro Tem

D. Consideration to approve at-large special assessment for improvements to the US-16 Drain

Murphy addressed the need for a one time City at-large special assessment for improvements to the US-16 Drain to pay Farmington’s share of a joint project with MDOT and Farmington Hills.

Galvin pointed out that he was glad to see this was already a budgeted item.

Move to approve a one-time City at-large special assessment for improvements to the US-16 Drain in the amount of $113,755.85.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Taylor, Councilmember
AYES: LaRussa, Schneemann, Taylor, Bowman, Galvin

E. Consideration to adopt resolution recommending approval of a Redevelopment Liquor License for La Masa

Executive Director DDA Kate Knight requested approval for a redevelopment liquor license for a planned restaurant in the space formerly occupied by Tina’s Coney Island. La Masa plans to be a fast-casual Mexican restaurant specializing in tacos and burritos and will have seating for 45 patrons.

LaRussa asked whether this request impacted the limit of liquor licenses available in Farmington and Saarela replied that it was a redevelopment license and would not impact any other quotas the City might have. Galvin thanked the owners of La Masa for their commitment to Farmington. In response to a question by Taylor, Knight indicated that the anticipated opening date would be in early spring.

Move to approve resolution authorizing a new Quota Class C Redevelopment Liquor License with Sunday Sales Permit, Dance Permit and Entertainment Permit for La Masa, LLC. (DBA La Masa), 23310 Farmington Road.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Taylor, Councilmember
SECONDER: Galvin, Councilmember
F. Consideration to authorize submittal of documentation for Redevelopment Liquor License for La Masa, LLC

Knight indicated that this approval was merely procedural and authorized the submittal of documentation.

Move to authorize city staff to submit documentation for a Redevelopment Liquor License for La Masa, LLC. (DBA "La Masa"), 23310 Farmington Road.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Taylor, Councilmember
SECONDER: Schneemann, Councilmember

G. Consideration to approve Payment for Meter Replacement Program

Superintendent Eudy reviewed the current status of the Water Meter Replacement project. SLC Meter Service has conducted residential meter replacements at all homes north of Grand River, Floral Park, Chatham Hills, east of Gill Road, and Warner Farms. Approximately 2350 meters have been replaced in the five projects. SLC staff installed 95 meters in November alone. The start of the program was delayed due to a manufacturing slowdown of the Badger E Series Water Meters, so SLC will provide invoices for meters installed the months of December and January, which will complete the program. Eudy stated that it was fiscally vital to conduct meter replacements to accurately record water sales and that the new meters will also reduce wages and equipment fees in future water meter reading cycles.

Galvin complimented the professionalism of the technicians installing the meters.

Move to approve payment to SLC Meter in the amount of $6,080.00 for meter installation work completed November 30, 2019.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Schneemann, Councilmember
AYES: Schneemann, Taylor, Bowman, Galvin, LaRussa

H. Consideration to approve sale of retired sewer cleaning equipment (Vactor)

Eudy requested City Council authorization to accept an offer from Bricco Excavating Co., LLC for the purchase of the 1995 Ford L-8000 equipped with the Vactor 2100 combination sewer cleaning equipment. LaRussa asked about relative appraised value and was advised by Eudy that there was no equivalent of Blue Book available for this type of vehicle.
Move to authorize sale of 1995 Ford L-8000 equipped with combination sewer cleaning equipment in the amount of $35,000.**

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Schneemann, Councilmember
SECONDER: LaRussa, Mayor Pro Tem

8. PUBLIC COMMENT

Joy Montgomery, 22750 Maple, followed up her previous comment with an announcement that the Library Board is still working on recording their meetings.

9. DEPARTMENT COMMENT

Christiansen answered LaRussa's question about how long planning documents remain on the Economic and Community Development web page. Christiansen requested more specifics and discussion ensued about keeping planning documents updated as projects progress. LaRussa also inquired about progress on a code enforcement summary that had been requested from Christiansen at a previous meeting. Christiansen thanked Galvin for his service to the community and wished him well.

Weber thanked Galvin for serving on council, and said that he always appreciated Galvin's positive comments and efforts to keep the City on the right path.

Demers also thanked Galvin for his service, citing his support of Public Safety. Demers went on to introduce and play an updated holiday safety video featuring new Fire Marshall James Wren that is on the City's cable access channel.

Eudy stated that the last six weeks were the most challenging leaf season in his 25 year tenure. Crews were working 24 days straight before a break at Thanksgiving, and then ten days straight after. He thanked Galvin for his service. Bowman gave Eudy and his department a huge thank you for being able to set up the ice rink at Riley Park after dealing with all the leaves and snow.

Murphy thanked Weber and Norgard for their fantastic work on the audit and stated that every year they do a fantastic job on it. He announced that on the next meeting agenda there will be an item about replacing a council member. Murphy commended Eudy by saying the DPW had done a fantastic job this fall with the leaves and snow, and he thanked Galvin for helping him get acclimated to the City when he first arrived.

Mullison had no specific comment, but said that she would be sure to have many comments in 2020 with the Census and three major elections on the schedule.
10. CITY COUNCIL COMMENTS

LaRussa spoke to residents about the year with progress on Oakland Street, Farmington Road Streetscape, the Maxfield Training Center; healthy community events such as Harvest Moon Celebration, Holly Days and Lighted Parade, and the Farmers Market; good governance in the skill of the administration and the spirit of collaboration throughout Farmington. He wished the community a Happy Holiday and said thanks to Galvin for being a mentor when LaRussa was a new councilmember.

Galvin read a statement on the difficult decision to submit his resignation as a member of City Council. He emphasized that this would be a great opportunity for new engagement with a new citizen to serve. He gave a thank you to department heads and employees for their dedication to providing a high level of service to the community and recalled his appointment to Council in 2011 with the highlight of four years as Mayor. During his tenure, Council found ways to support and stimulate growth, encouraged new developments and new places to live, grew events with new activities with both the Civic Theater and the Farmers Market named as top ranked destinations in Metro Detroit, supported job creation through filling business vacancies and welcoming a new grocer in downtown Farmington and encouraging redevelopment. These results were achieved through proactive highly engaged placemaking.

Galvin said he worked to prioritize the support of private equity in Farmington, an approach that resulted in real economic development. His proudest accomplishment was declaring that a merger with Farmington Hills was officially part of Farmington’s past at the 2014 State of Cities speech. Galvin thanked his fellow City Council members past and present and all Boards and Commissions members for their dedicated service. He stated that Farmington was better off today than when he became a councilmember in 2011.

Bowman said that Galvin would be greatly missed, and that she was grateful for having him as a mentor in her early days. She commented that though she didn’t willingly accept Galvin’s resignation, she thanked him for his years of dedicated service and wished Galvin and his family well.

11. ADJOURNMENT

Move to adjourn the meeting.

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Taylor, Councilmember
SECONDER: Schneemann, Councilmember
Meeting adjourned at 8:23 p.m.

Sara Bowman, Mayor

Mary J. Mullison, City Clerk

Approval Date:

**To view approved documents, please see the Agenda Packet link that is relevant to this meeting at [http://farmgov.com/City-Services/Government/Agendas-and-Minutes/City-Council.aspx](http://farmgov.com/City-Services/Government/Agendas-and-Minutes/City-Council.aspx) or contact the City Clerk.
REGULAR MEETING MINUTES

A regular meeting of the Farmington City Council was held on January 6, 2020, 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 7:00 pm by Mayor Bowman.

1. Roll Call

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Bowman</td>
<td>Mayor</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Joe LaRussa</td>
<td>Mayor Pro Tem</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Steve Schneemann</td>
<td>Councilmember</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Maria Taylor</td>
<td>Councilmember</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

City Administration Present
Superintendent Eudy
City Clerk Mullison
City Manager Murphy
City Attorney Schultz

2. Approval of Agenda

Move to approve the regular meeting agenda as presented.

RESULT: APPROVED [UNANIMOUS]
MOVER: LaRussa, Mayor Pro Tem
SECONDER: Schneemann, Councilmember

3. Public Comment

Fred Sewell, 24008 Earl Court, questioned the intent and funding of the Oakland Street project.
4. Consideration to Adopt Resolution Approving the 2020 DDA Community Events Calendar, Temporary Liquor License Applications, Street Closures and Sidewalk Shopping Dates

Executive Director of the Downtown Development Authority Kate Knight requested that Council approve the 2020 community events calendar for the DDA, including a public art event in February, two Ladies Night Out dates, Art on the Grand, both Rhythms in Riley Park and Lunch Beats concert series, Harvest Moon Celebration in September, and Small Business Saturday in November. A Rhythms Beer Garden Pop Up and new fall programming opportunities such as bonfires and films were described, as was Sidewalk Shopping on any event day during 2020. She pointed out improvements for growing events and emphasized cultural draws in community gathering spaces.

LaRussa was excited to see the additions but noticed the absence of programming around the Founders Festival. Knight said that they are waiting to see what support the Greater Farmington Chamber of Commerce sponsored event would need. Taylor said she participated in a recent DDA informational fieldtrip to Bill’s Beer Garden in Ann Arbor and asked Knight about what the proprietor had said about the community aspect of his venue, particularly pertaining to families and children. Knight said he indicated it was family/pet friendly and very low key. Taylor responded that it seemed like a scene right out of Downtown Farmington. Bowman thanked Knight for her work on this scheduling and asked about any burden additional usage of the property and increased amount of events might bring. Knight said that the DDA will have the park shined up and ready at the end of any event. Bowman also asked Superintendent Eudy if the Department of Public Works had staffing for extra events. Eudy responded that between DDA contractors, volunteers, and DPW staff he was comfortable with the increased use of the downtown. Bowman asked Knight about legal ramifications for liquor sales and restrictions and was assured that open beverages would only be allowed within a certain area and that details are still being hammered out. She cited collaboration with the Farmington Public Safety Department and indicated that their concern was to make any event safe and family friendly. In response to a question by LaRussa, Eudy explained how clean up staffing is planned. Knight added that the DDA contracts and plans for cleanup and does not rely on volunteers.

Move to adopt resolution approving the 2020 DDA community events calendar, temporary liquor license applications, street closures, and designated sidewalk shopping dates as presented.**

RESULT: APPROVED [UNANIMOUS]
MOVER: Taylor, Councilmember
SECONDER: LaRussa, Mayor Pro Tem

5. Sanitary Sewer Discussion

Early in November 2019 City administration was informed by Great Lakes Water Authority (GLWA) and one of their engineering firms (CDM Smith) that they had noticed an increase in Farmington’s sanitary sewage flow volume beginning in Fiscal Year 2018 and continuing into Fiscal Year 2019.

Eudy gave an overview of the water system and the possible reasons for the increased flow including a dry weather I/I increase coming from rain events, seeping in over weeks that could
result in increased flow rates over past years. He indicated that over-development was not an issue, nor were problems with river crossings. It was determined that a 14% increase in rainfall was the issue. The financial impacts of increased sanitary sewer flow volumes to Great Lakes Water Authority (GLWA) will most likely affect water costs each year.

Taylor asked about the impact of residential footing drains and Eudy responded that 65-70% of homes in Farmington have footing drains that connect to the sewer system, creating a problem for flow. Other communities have annual footing drain disconnect programs to ease the problem, and Farmington may have to look at doing the same kind of program. Taylor asked whether residents even knew their homes were affecting the water system by having footing drains, and Eudy said that some do. Pre-1970 construction was connected to the sanitary sewer system and noted that footing drain disconnect programs are very intrusive to homeowners as well as being expensive. Schneemann asked for clarification on the figures and Eudy agreed the increased flow would result in about a 2% increase on costs.

In response to a question by LaRussa, Eudy said that the increased flow was not a failure in the system. Discussion ensued about funding and at what percentage an investment is warranted to correct the system as well as when an update would be triggered. Schneemann clarified Farmington’s ordinance requirements. In response to a question by Bowman, Eudy said rate increases might possibly be felt by residents in March.

6. Consideration to Accept the Resignation of Council Member Bill Galvin

Murphy requested that Council accept the resignation of Councilmember Bill Galvin as submitted to the City Clerk on December 16, 2019.

**Move to accept the resignation of Council Member Bill Galvin.**

RESULT: APPROVED [UNANIMOUS]
MOVER: Taylor, Councilmember
SECONDER: Schneemann, Councilmember

7. Discussion of Process for Vacant Council Position

Murphy asked Council to decide on a process to notify for and fill the vacancy created by Bill Galvin’s resignation. He suggested that the Clerk’s office put notice in the Farmington Observer for the January 12, 2020 publication and in the Farmington Press on January 15, 2020, as well as post the opening on social media beginning Tuesday January 7, 2020 with the application and questionnaire available at the Clerk’s office and online, due by 4:30 pm on January 17, 2020. He had included in materials submitted to the Council the process used in 2013 and 2011 as well as a proposed time line for this appointment. He stressed that the process would be up to Council to set, and discussion about details followed. Bowman asked that council consider the 60 day limit before decision going to election.

After discussion, Council set the following schedule for notification, application, and appointment:

- Tuesday, Jan 7: Applications and questionnaires available in Clerk’s office
- Tuesday, Jan 7: Publish notice on website and in social media, Farmington Voice
Sunday, Jan 12  
Publish notice in Observer & Eccentric
Wednesday, Jan 15  
Publish notice in Farmington Press
Thursday, Jan 23 (noon)  
Applications Due
Thursday, Jan 23  
Applications delivered to Council via email
Wednesday, Jan 29  
Discuss interview process and screen applications
Monday, Feb 10  
Interviews (additional dates may be added for interviews if needed)
Tuesday, Feb 18  
Appointment

Schneemann asked administration to disseminate this revised schedule to Council as soon as possible.

More discussion followed about the content of the questionnaire intended to accompany the application. Schneemann suggested deleting a question pertaining to whether the applicant planned on running for Council at the next Council election and most agreed. Question 3 was rewritten and refined.

Move to approve the process just outlined by Mr. Murphy to fill the council vacancy.**

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Schneemann, Councilmember</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Taylor, Councilmember</td>
</tr>
</tbody>
</table>

8. Scheduling of March Board of Review

City Manager Murphy requested that the March Board of Review, typically held on March 10 and 12, be moved to March 17 and 19 in order to accommodate the Presidential Primary Election held on March 10, 2020. Council Chambers is generally used for Board of Review hearings, and it is also used as a precinct in elections.

Move to schedule the March 2020 Board of Review on March 17 and 19, 2020.**

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>LaRussa, Mayor Pro Tem</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Taylor, Councilmember</td>
</tr>
</tbody>
</table>

9. Other Business

LaRussa asked Eudy about the cost of moving the ice rink chiller each year and was informed that it costs approximately $300 each time the chiller is moved. An additional annual storage cost of $600 is also applicable.

10. Public Comment

Bill, PO Box 857, commented on Spectrum services and his difficulty getting in touch with Spectrum with problems.
Joy Montgomery, 22750 Maple Street, asked about the timing of Council vacancy interviews and suggested that Council be flexible for candidates.

Mike Biddle, 21259 Larkspur Street, commented on the sense of civic duty required to interview for Council.

Fred Sewell, 24008 Earl Court, thanked DPW for what they do on the roads, in the parks, and in the city.

11. Council Comment

LaRussa noted that Council had to address something that was urgent and commended his fellow councilmembers for getting the work done to set a process for appointing a new member.

12. Adjournment

Move to adjourn the meeting.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Schneemann, Councilmember</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Taylor, Councilmember</td>
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</tbody>
</table>

The meeting adjourned at 8:32 p.m.

______________________________
Sara Bowman, Mayor

______________________________
Mary Mullison, City Clerk

Approval Date:

**To view approved documents, please see the Agenda Packet link that is relevant to this meeting at http://farmgov.com/City-Services/Government/Agendas-and-Minutes/City-Council.aspx or contact the City Clerk.**
Farmington City Council
Agenda Item

<table>
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<td>Item Number 4C</td>
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Submitted by: Amy Norgard, Controller

Agenda Topic
Farmington Monthly Payments Report – December 2019

Proposed Motion
Approve Farmington Monthly Payments Report – December 2019

Background
See attachment

Materials Attached
AP Monthly Payments Report 123119

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Finance/Treasurer</th>
<th>City Attorney</th>
<th>City Manager</th>
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# CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT

## MONTH OF DECEMBER 2019

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<th>FUND #</th>
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<td>GENERAL FUND</td>
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<td>202</td>
<td>MAJOR STREET FUND</td>
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<tr>
<td>203</td>
<td>LOCAL STREET FUND</td>
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<td>401</td>
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<td>592</td>
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<td>595</td>
<td>FARMINGTON COMMUNITY THEATER FUND</td>
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<td>DPW EQUIPMENT REVOLVING FUND</td>
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<td>701</td>
<td>AGENCY FUND</td>
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<td>736</td>
<td>PUBLIC EMPLOYEE HEALTH CARE FUND</td>
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**TOTAL CITY PAYMENTS ISSUED:** $885,288.40

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<tr>
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<td>260</td>
<td>INDIGENT DEFENSE FUND</td>
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<td>290</td>
<td>FRIENDS OF THE GOVERNOR WARNER MANSION</td>
<td>$5,078.04</td>
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**TOTAL OTHER ENTITIES PAYMENTS ISSUED:** $68,999.65

**TOTAL PAYMENTS ISSUED** $954,288.05

A detailed Monthly Payments Report is on file in the Treasurer's Office.
CITY OF FARMINGTON - ACH PAYMENTS REPORT

MONTH OF DECEMBER 2019

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TOTAL CITY ACH TRANSFERS 1,881,932.59

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TOTAL OTHER ENTITIES ACH TRANSFERS 153,911.62
MONTHLY PUBLIC SAFETY REPORT
DECEMBER, 2019

December 1, through December 8, 2019

CALL TYPE & QUANTITY

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<th>MEDICALS</th>
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ARREST TYPE & QUANTITY

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<td>8</td>
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SUMMARY OF NOTABLE INCIDENTS

Counterfeit Registration
On 12/04/2019 an officer on patrol stopped a vehicle for driving at night without any headlights on in the area of Grand River Ave and School St. Upon approaching the driver, the officer noted that the paper license plate on the vehicle did not show any record in the Secretary of State computer. The driver admitted that he paid a friend $80 for the fraudulent paper plate. The driver had 15 traffic warrants for his arrest and 24 suspensions on his license. The driver was arrested and housed at the Farmington Jail.

Carrying a Concealed Weapon
On 12/05/2019 a Sergeant on patrol stopped to assist a motorist on the M-5 Expressway who appeared to run out of gas. Upon approaching the driver, the Sergeant noted that there was a shotgun in the rear seat of the vehicle as well as a Dagger behind the front seat. Upon having the driver exit the vehicle, the Sergeant observed two handgun magazines in the front driver map pocket. The man did not have license to carry a concealed weapon and was arrested. The driver was charged and housed at the Farmington Jail.

Operate with Blood Alcohol Content of .17 or more
On 12/07/2019 a Sergeant on Patrol stopped a vehicle in the area of Grand River and Power Rd for improper lane use and striking the curb. Upon approaching the driver, the Sergeant noted
that the driver exhibited signs of intoxication. The driver failed several sobriety exams and was subsequently arrested for OWI. The driver submitted to a Datamaster breath test with a result of a .20 BAC. The driver was held at the Farmington Jail until sober.

**December 9, through December 15, 2019**

### Call Type & Quantity

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<th>CALL TYPE &amp; QUANTITY</th>
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<th>FIRE CALLS</th>
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### Arrest Type & Quantity

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<th>OUID</th>
<th>DWLS</th>
<th>WARRANT</th>
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### Summary of Notable Incidents

**Smoke Investigation**

On 12/09/2019 officers and Engine 1 responded to the Jamestown Apartment complex for a report of a smoke investigation. Upon arrival officers located the source of the smoke from a careless cook who had accidentally caught a plastic coaster on fire.

**Civil Matter**

On 12/10/2019 a Detroit resident reported at the police front desk that a customer had rented two decorative chairs from her company for a wedding reception at the American Legion on Grand River Ave. Upon attempting to pick up the chairs, the company owner learned that the renter had already removed the chairs from the venue. The owner contacted the renter who refused to give the chairs back without payment because the owner did not pick up the chairs in a timely manner. The owner was advised to seek a remedy through the civil court.

**Child Endangerment / OWI**

On 12/13/2019 an officer was dispatched to a hit and run accident at Shiawassee and Raphael. Upon arrival the officer learned that the suspect had blown a tire during the accident with the other driver, but continued driving to Our Lady of Sorrows School. The officer located the suspect and learned that she had just dropped off her 7 year old son at the school. The officer noted that the driver exhibited signs of intoxication and that she failed several sobriety exams. The driver was arrested for operating while intoxicated / child endangerment. The woman refused to take a Datamaster breath test so a search warrant was obtained for her blood. The woman was housed at the Farmington jail.
Larceny in a building
On 12/14/2019 officers were dispatched to a report of a neighbor taking a package from another neighbor at the Drakeshire Apartments. Upon arrival the officers learned from the complainant that he had observed a television be delivered for one of his neighbors. The delivery service placed the television in the common hallway of the apartment building since the owner was not home. The complainant observed another neighbor later take the television into his own apartment. Officers confronted the neighbor who admitted to stealing the package. The owner of the Television did not want to prosecute so the television was returned and the neighbor released on scene.

December 16, through December 22, 2019

<table>
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<th>CALL TYPE &amp; QUANTITY</th>
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<tbody>
<tr>
<td>TOTAL CALLS</td>
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<table>
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<th>ARREST TYPE &amp; QUANTITY</th>
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<tbody>
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<td>OWI</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY OF NOTABLE INCIDENTS</th>
</tr>
</thead>
</table>

Fraud
On 12/16/2019 a Meadowlark resident came into the police department to report that she had given her Social Security number and birth date to an unknown suspect who had called her on the phone. The victim advised that the suspect claimed to be from a Federal Police Agency and that he had a warrant for her arrest unless she paid the man $2,000. The victim was advised on how to protect her credit and a report was filed.

Person Under 21 OWI – Zero Tolerance
On 12/17/2019 an officer on patrol stopped a vehicle for speeding on the M-5 Expressway. The officer made contact with the driver and noted that she was under the age of 21 and showed signs that she had been consuming alcohol. The driver had a suspended driver’s license and had failed several sobriety exams. The driver was arrested for OWI – Person Under 21 – Zero Tolerance. The driver submitted to a Datamaster breath test with a result of a .04 BAC.

Identity Theft
On 12/17/2019 a Drakeshire Apartments resident came into the police department to report that an unknown person had changed his address with his bank without his permission. The
victim further learned that the same address showed up as a previous address on his credit report. The victim wanted the incident documented.

**Sell E-Cigarette to Minor**
On 12/17/2019 an Officer conducting an E-Cigarette and Nicotine compliance operation cited the clerk at the VIP Vape Shop on Grand River Ave for selling nicotine vaping E-cigarettes to a 17 year old female decoy. The 17 year old decoy advised that she had purchased the two vaping pens from the clerk who did not ask for her identification. The clerk then advised her to tell her friends about him and that he would, “hook them up”.

**Warrant Arrest - Felony**
On 12/19/2019 at 4 AM officers were dispatched to the Brookdale Condominium complex for a report of a suspicious white male attempting to open doors to the buildings. Upon arrival officers learned from the witness that the man was crouching between vehicles when she saw him and that once he noticed her, he walked to a building and pulled on the door. The witness advised officers that the man had walked into the wooded area behind the complex. Officers went to the wooded area and could hear the man running through the woods. Officers gave chase to the man and located him hiding behind a large tree on the other side of the river. Officers took custody of the man, who had apparently fallen into the frozen river and was heavily intoxicated. Officers learned that the man was staying with a friend at the condo complex when he went outside to smoke. The man forgot which building he was in and did not know why he ran from officers. Further investigation revealed that the man was wanted by the Michigan Department of Corrections for absconding his parole for felony retail fraud. The man was arrested and turned over to the Michigan Department of Corrections.

**Hit and Run Accident**
On 12/22/2019 a Novi resident came into the police department and reported that her vehicle was struck at the Ollies Bargain Outlet on Farmington Rd and that the responsible driver had fled the scene. The investigating officer learned that several persons had witnessed the accident and gave the suspect vehicle information to the victim. The investigating officer contacted the other driver who admitted to hitting the victim’s car and fleeing the scene because she was scared. The responsible driver was cited for leaving the scene of an accident.
Trespassing
On 12/23/2019 officers were dispatched to the Fresh Thyme Market on Farmington Rd. for a report of a disorderly customer. Upon arrival the officers learned from staff that a customer in an electric cart had called an employee a derogatory word and intentionally ran his cart into products on the floor. The suspect was located at home and issued a no trespassing order for the store.

Carbon Monoxide Alarm
On 12/24/2019 Officers responded to a home on Loomis Ct for a report of a carbon monoxide alarm activation. Upon arrival officers did not locate any carbon monoxide in the home. An inspection of the CO alarm showed that the device was faulty and needed to be replaced. Typically, carbon monoxide alarms have a limited working life and need to be replaced every ten years.

Electrical Wire Down
On 12/24/2019 Officers and Engine 1 responded to a report of an electrical wire down on Mooney St. The investigation revealed that the wire was a cable line.

Operate Under the Influence of Drugs
On 12/28/2019 an officer on patrol stopped a vehicle for driving at night without any headlights on in the area of Grand River and Cass St. Further investigation revealed that the driver exhibited signs of intoxication. The driver failed several sobriety exams and had unknowingly urinated on herself. The driver admitted to combining alcohol with several prescription medications and was arrested for OUID. The driver has a prior conviction for operating while intoxicated and submitted to a blood test. The driver was housed at the Farmington Jail until sober.
Fraud
On 12/30/2019 a Larkspur resident reported that she had received an email from a scammer claiming to be Amazon. The victim advised that the email stated that her account had been locked due to unauthorized devices and that she needed to click on a link in the email to unlock her account. The victim clicked on the link and provided her personal information. The victim grew suspicious and contacted Amazon directly to learn that she had been victimized by a scammer. The victim put an alert on her credit report to monitor for any potential fraud.

Electrical Wires Down
On 12/30/2019 officers were dispatched to the area of Cass St. and Grand River Ave for a report of electrical wires down. Upon arrival, officers secured the area and monitored the wire until the scene was turned over to DTE.

Found Dogs
On 12/31/2019 this department recovered three stray dogs. The department posted the dogs on the department Facebook page as well as sending out a Nixle alert in an attempt to locate their owners. All three dogs were returned to their owners.

Additional Information:
During the month of December, all sworn public safety personnel participated in Simunitions training. Simunitions training involved the use of modified weapons that discharge marker rounds (similar to paintball rounds). This aids in providing a realistic training environment for use of force related scenarios.

Public Safety Officers participated in a number of community events in December including the Lighted Parade, the Heroes and Helpers event at Target and Moonbeams for Sweet Dreams at Royal Oak Beaumont Hospital. In addition, the Officers Union sponsored two families in need by providing them gift cards to shop for the Christmas Holiday.
## Preliminary 2019 Crime Stat Summary Report

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OFF WATER AT CURB
CITY OF FARMINGTON

BUILDING DEPARTMENT

2nd Quarter Report

October 1, 2019 through December 31, 2019

Jeffrey Bowdell
Building Official
Building Inspector
### FY 2019 - 20

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# Building Permits

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## 2017 - 18
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**MONTH:** October 2019

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### INSPECTIONS

- Gas Pressure Tests
- Rough Building
- Final Building
- Foundation
- Observable Component
- Roof
- Heating/Cooling
- Total

### PLAN REVIEW

- Signs
- Buildings
- Fences
- Decks
- Hood Suppression
- Demolition
- Zoning Compliance
- Pool abandonment
- Parking lot expansion
- Total
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## CODE ENFORCEMENT LOG

### MONTH: November 2019

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#### INSPECTIONS

- Gas Pressure Tests
- Rough Building
- Final Building
- Foundation
- Observable Component
- Roof
- Heating/Cooling
- Fireplace
- Foreclosures

#### PLAN REVIEW

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## Code Enforcement Log

**Month:** December 2019

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### Inspections

- Gas Pressure Tests
- Rough Building
- Final Building
- Foundation
- Observable Component
- Roof
- Heating/Cooling
- Fireplace
- Foreclosures

### Plan Review

- Signs
- Buildings: 2
- Fences
- Decks
- Garage

**Total:** 2
COMPLAINTS:
Commercial window signs are left over Christmas lights.
## Farmington City Council
### Staff Report

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<th>Council Meeting Date: January 21, 2020</th>
<th>Item Number H</th>
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**Submitted by:** Melissa Andrade, assistant to the city manager

**Agenda Topic:** Reappoint Patrick Thomas and Dr. David Carron to the Grand River Corridor Improvement Authority for 3-year terms ending 3/31/22

**Proposed Motion:** NA

**Background:**

**Grand River Corridor Improvement Authority**: Both Patrick Thomas and Dr. David Carron have terms on the Grand River Corridor Improvement Authority that ended on March 31, 2018; both have expressed a desire to be reappointed.

**Planning Commission**: After 19 years of service Kenneth Chiara has decided to retire from the Planning Commission, he will not been seeking reappointment. This vacancy is for a 3-year term and has been posted.

**Materials:** None
**Council Meeting Date:** January 21, 2020  

**Reference Number:** 6B

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<th>Melissa Andrade</th>
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**Description**  
Special Event Request – Pavilion Story Time & Family Fun in Riley Park, Library

**Requested Action**  
Move to approve Farmington Community Library Special Event Application for the 2020 summer season to include:

- Pavilion Story Time: on Thursdays: June 18, 25; and July 2, 9, 16, 23 & 30 from 11 a.m. until noon; and

- Family Fun in Riley Park on Wednesdays: June 17, July 8, 22, August 5 and 19 with set-up time starting at 6 p.m. and the actual concert from 7 until 8 p.m.

**Background**

The City received two special event requests from Maria Showich-Gallup, Librarian with the Farmington Community Library.

Both are popular annual events that have been a part of the community for about 13 years.

Because the Chamber of Commerce Plans to host Founders Festival in Shiawassee Park again this year, there are no date conflicts for these events. Melissa Andrade confirmed this with Chamber Director Connor Osborn on Dec. 30, 2019.

**Materials:**
- Pavilion Story Time Application
- Family Fun in Riley Park Application
- Email from Chamber Director regarding usage of Riley Park during Founders Festival

---

**Notes:**

- The City received two special event requests from Maria Showich-Gallup, Librarian with the Farmington Community Library.
- Both are popular annual events that have been a part of the community for about 13 years.
- Because the Chamber of Commerce Plans to host Founders Festival in Shiawassee Park again this year, there are no date conflicts for these events. Melissa Andrade confirmed this with Chamber Director Connor Osborn on Dec. 30, 2019.
City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 60 days prior to the starting date of the event.

Sponsoring Organization’s Name: Farmington Community Library
Organization Phone: 248-553-0300
Organization Address: 23500 Liberty St.
Organization’s Agent: Maria Shovich-gallo, Phone: 248-473-3418
Agent’s Title: Librarian
Agent’s Address: 23500 Liberty St.
Event Name: Pavilion Story Time
Event Purpose: Storytime at the Pavilion
Event Dates: June 18, 25, July 2, 9, 16, 23, 30
Event Times: 11 a.m. - 12 p.m.
Event Location: 1 Sandiguest Pavilion & Riley Park

Number of People Expected: 60-100

1. Type of Event: Based on policy section 2, this event is:
   () City Operated Event ( ) Co-sponsored Event ( ) Private Event
   () Non-Profit Event ( ) For-Profit Event

2. An Event Map [is] [is not] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lost that you are requesting to be blocked off.

Riley Park Permit Fee:
$100 residents/$200 non-residents
3. **Vendors:**

   - Food Concessions (YES) (NO)
   - Other vendors (YES) (NO)
   - Food Truck (YES) (NO)

   If food truck, please the complete food truck registration, which you can obtain from the City Manager's office.

   If yes, refer to Policy Section IV.2.M for license and insurance requirements.

   If yes, please list all of the vendors by vendor name:

   ____________________________________________

   ____________________________________________

   ____________________________________________

   ____________________________________________

4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.**

   Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District – should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager’s office shall be responsible for determining whether this requirement has been met.

   ( ) I have invited local businesses to participate.
   Those invited include: ____________________________________________

   ____________________________________________

   ____________________________________________

5. **Exempt Parking:** Are you requesting exempt Parking? (See Policy Section 5)

   (YES) (NO)

   If yes, list the lots or locations where exempt parking is requested:

   ____________________________________________

   ____________________________________________

6. **Other Requests:**

   ____________________________________________
7. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
   
a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Event Policy Sec. IV.2.K for insurance requirements)

b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section IV.2.M)

c. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. (see Policy Section IV.2.I)

d. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the city with a certificate of insurance which names the city of Farmington as an additional named insured party on the policy. (see Policy Section IV.2.N)

e. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, in accordance with the city's special event policy. The event will be operated in conformance with the written confirmation of approval. (see Policy Section IV.2.R)

f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered, pursuant to Policy Sections IV.2. e and f.

As the duly authorized agent of the sponsoring organization, thereby apply for approval of this special event, affirm the above understandings, and agree that my sponsoring organization will comply with the city's Special Event Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

---

10/9/19

[Signature]

Date

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221
City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. Complete this application in accordance with the city of Farmington’s Special Events Policy and return it to the City Manager’s Office at least 60 days prior to the starting date of the event.

Sponsoring Organization’s Name: Farmington Community Library
Organization Phone: 248-953-6300
Organization Address: 23500 Liberty Street
Organization’s Agent: Maria Skarich-Gallop
Phone: 248-973-5118
Agent’s Title: Librarian
Agent’s Address: 23500 Liberty Street
E-mail: ms.gallop@farmingtonlibrary.org
Event Name: Family Fun at Riley Park, EEIRP
Event Purpose: Family Entertainment Series
Event Dates: June 17, July 8, 22, Aug 5, 19
Event Times: 7-8 p.m.
Event Location: Riley Park
Number of People Expected: 300+

1. **Type of Event:** Based on policy section 2, this event is:

   ( ) City Operated Event  ( ) Co-sponsored Event  ( ) Private Event
   ( ) Non-Profit Event  ( ) For-Profit Event

   Prohibited in Riley Park

2. **An Event Map [is] [is not] attached.** If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lost that you are requesting to be blocked off.

Riley Park Permit Fee:
$100 residents/$200 non-residents
3. **Vendors:**

   Food Concessions (YES) (NO) Other vendors (YES) (NO)

   Food Truck (YES) (NO)

   If food truck, please the complete food truck registration, which you can obtain from the City Manager’s office.

   If yes, refer to Policy Section IV.2.M for license and insurance requirements.

   If yes, please list all of the vendors by vendor name:

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.**

   Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager’s office shall be responsible for determining whether this requirement has been met.

   ( ) I have invited local businesses to participate.
   Those invited include: __________________________________________

   __________________________________________

   __________________________________________

5. **Exempt Parking:** Are you requesting exempt Parking? (See Policy Section 5)

   (YES) (NO)

   If yes, list the lots or locations where exempt parking is requested:

   __________________________________________

   __________________________________________

6. **Other Requests:**

   __________________________________________
Event Signs: Will this event include the use of signs (YES) (NO)
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

Signs or banners approved by the city of Farmington for special events shall be designed and made in an artistic and workman-like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Total square footage of the banner cannot exceed 32 square feet.

Banner Length

Width

would like to put out a banner again from June to Aug list 2 events

Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Height

Write copy of sign in the box.
7. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
   
   a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Event Policy Sec. IV.2.K for insurance requirements)
   
   b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section IV.2.M)
   
   c. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. (see Policy Section IV.2.L)
   
   d. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the city with a certificate of insurance which names the city of Farmington as an additional named insured party on the policy. (see Policy Section IV.2.N)
   
   e. The approval of this special event may include additional requirements and/or limitations based on the city’s review of this application, in accordance with the city’s special event policy. The event will be operated in conformance with the written confirmation of approval. (see Policy Section IV.2.R)
   
   f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered, pursuant to Policy Sections IV.2 e and f.

As the duly authorized agent of the sponsoring organization, thereby apply for approval of this special event, affirm the above understandings, and agree that my sponsoring organization will comply with the city’s Special Event Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

---

**Date:** 10/9/19  
**Signature of Sponsoring Organization’s Agent:**

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager’s Office  
23600 Liberty Street  
Farmington, MI 48336  
Phone: 248-474-5500, ext. 2221
Founders Fest will be July 9-12. As of right now we will only be down in Shiawassee Park.

Best regards,

Connor Osborn

Executive Director

Office 248-919-6917
Direct 248-957-9587
Mobile 313-516-0239
www.gfachamber.com

JOIN US!
Nov 14  Membership Celebration
Dec 7  Holly Days – Sponsorships Available
Dec 13 Chamber Holiday Luncheon

From: Melissa Andrade <mandrade@farmgov.com>
Sent: Thursday, January 2, 2020 3:29 PM
To: Connor Osborn <Connor@GFAChamber.com>
Subject: founders fest

What are the Founders Festival dates. AND, will you be using the Sundquist Pavilion? I’m staring to get requests for Pavilion usage already.

Melissa Andrade,
Assistant to the City Manager
City of Farmington
248-474-5500 ext. 2221
Fax: 248-473-7261
<table>
<thead>
<tr>
<th><strong>Submitted by:</strong></th>
<th>Frank J. Demers, Public Safety Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agenda Topic:</strong></td>
<td>Consideration to Approve the Second Reading of an Ordinance to Amend the City of Farmington Code of Ordinances, Chapter 14, “Fire Prevention and Protection,” Article II, “Fire Prevention Code,” in Order to Adopt and Incorporate the 2015 International Fire Code.</td>
</tr>
<tr>
<td><strong>Background:</strong></td>
<td>The International Fire Code is a model code produced by the International Code Council (ICC). The purpose of the Code is to establish the minimum requirements consistent with nationally recognized best practices for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to provide safety to firefighters and emergency responders during emergency operations. Through the Home Rule Cities Act, the City has the authority to adopt this and other similar codes. The City has previously adopted the 2006 International Fire Code. Since the previous adoption, significant updates have been added to the Code in order to ensure that the best and newest practices are followed. Therefore, City administration is recommending that the City adopt the most current approved Code, which is the 2015 version. The first reading was presented before City Council at the December 16th Regular Council meeting. Slight modifications were made to the ordinance at the request of City Council.</td>
</tr>
<tr>
<td><strong>Materials:</strong></td>
<td>Proposed Fire Prevention Code Ordinance</td>
</tr>
</tbody>
</table>
STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON

ORDINANCE NO. C-____-2019 2020

AN ORDINANCE TO AMEND THE CITY OF FARMINGTON CITY CODE OF ORDINANCES, CHAPTER 14, "FIRE PREVENTION AND PROTECTION," ARTICLE II, "FIRE PREVENTION CODE," IN ORDER TO ADOPT AND INCORPORATE THE 2015 INTERNATIONAL FIRE CODE.

THE CITY OF FARMINGTON ORDAINS:

PART I. That Chapter 14, “Fire Prevention and Protection,” Article II, “Fire Prevention Code,” of the City of Farmington Code of Ordinances is hereby amended to read as follows:

ARTICLE II. - FIRE PREVENTION CODE

Sec. 14-26. - Adoption of code.

The International Fire Code, 2006–2015 Edition, including the appendix chapters, as promulgated and published by the International Code Council is hereby adopted by reference as an ordinance and fire code for the City of Farmington, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore, and each and all of the regulations, provisions, penalties, conditions and terms of said fire code on file in the office of the Farmington City Clerk are hereby referred to, adopted and made a part hereof, as if fully set out in this article, with the amendments and insertions, and subject to the limitations, in the remaining Sections of this article.

Sec. 14-27. - Insertions in code.

The following sections of the fire code are amended to insert the information indicated:

Section 101.1. Insert: "City of Farmington."

Section 109.3. Insert: "$500 and/or 90 days in jail."

Section 111.4. Insert: "$250 up to $500."

Sec. 14-28. - Geographic limits.

The geographic limits referred to in the following sections of the fire code shall be as follows:

Section 3204.3.1.5806.2. The storage of flammable cryogenic fluids in stationary containers is prohibited except: (1) as disclosed and permitted by an approved site plan on property zoned IND, Industrial District, under the City of Farmington Zoning Ordinance or (2) if determined by the City Fire Marshal to be allowed by the State of Michigan Fire Prevention
Code, Public Act No. 207 of 1941, as amended, or rules promulgated under that Act, and in compliance with all other applicable governmental regulations.

Section 3404.5704.2.9.5.6.1 The storage of Class I and Class II liquids in aboveground tanks outside of buildings is prohibited except: (1) as disclosed and permitted by an approved site plan on property zoned IND, Industrial District, under the City of Farmington Zoning Ordinance or (2) if determined by the City Fire Marshal to be allowed by the State of Michigan Fire Prevention Code, Public Act No. 207 of 1941, as amended, or rules promulgated under that Act, and in compliance with all other applicable governmental regulations.

Section 3406.5706.2.4.4 The storage of Class I and Class II liquids in aboveground tanks is prohibited except: (1) as disclosed and permitted by an approved site plan on property zoned IND, Industrial District, under the City of Farmington Zoning Ordinance, (2) if determined by the City Fire Marshal to be allowed by the State of Michigan Fire Prevention Code, Public Act No. 207 of 1941, as amended, or rules promulgated under that Act, and in compliance with all other applicable governmental regulations or (3) in connection with a temporary activity necessary to the use or development of property in conformity with all City and other governmental ordinances, laws, permits and approvals.

Section 3804.61.04.2 For the protection of heavily populated or congested areas, the capacity limitations in this Section shall apply to all properties except as disclosed and permitted by an approved site plan on property zoned IND, Industrial District, under the City of Farmington Zoning Ordinance.

Sec. 14-29. - Amendments, additions and deletions.

The following sections of the fire code are amended, added or deleted as follows:

Section 103.1 is amended to read:

It shall be the duty and responsibility of the Director of Public Safety or his or her authorized representative to enforce the provisions of the fire code as herein set forth. The designated enforcement officer of this code is hereby referred to as the "fire code official."

Section 104.8 is amended to read:

The Director of Public Safety shall have authority as may be necessary in the interest of public safety, health and general welfare to promulgate rules and regulations, to interpret and implement the provisions of the fire code, to secure the intent thereof and to designate requirements applicable because of climatic or other conditions, and to allow modifications of any of the provisions of the fire code, but no such modifications shall have the effect of waiving any fire safety requirements specifically provided in the fire code, or violating any accepted engineering practice or safety standard as recommended by those organizations which are listed in the appendix of this code.

The owner, lessee, or agent for the property requesting such modification may be required to make application for such modification to the director of public safety in writing and as so directed. The particulars of such modification when permitted shall be entered upon the records of the department of public safety and a signed copy shall be furnished the applicant.

Section 105.6.3.24 is amended to read:
Open Burning.

(1) General prohibition on outdoor burning and refuse burning. Open burning, outdoor burning, and refuse burning are prohibited unless specifically permitted herein.

(2) Materials that may not be burned.
   (a) Construction and demolition waste.
   (b) Hazardous substances, including, but not limited to, batteries, household chemicals, pesticides, used oil, gasoline, paints, varnishes, and solvents.
   (c) Furniture and appliances.
   (d) Rubber, including tires, and synthetic rubber-like products.
   (e) Any plastic materials, including, but not limited to, nylon, PVC, ABS, polystyrene, or urethane foam, and synthetic fabrics, plastic films and plastic containers.
   (f) Newspaper.
   (g) Corrugated cardboard, container board, office paper.
   (h) Treated or painted wood, including, but not limited to, plywood, composite wood products, or other wood products that are painted, varnished, or treated with preservatives.
   (i) Asphalt and products containing asphalt.
   (j) Rubbish or garbage, including, but not limited to, food wastes, food wraps, packaging animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris, or other household or business waste.
   (k) Trees, logs (other than as permitted in subsection [c] below), brush, stumps, leaves, and grass clippings.

(3) Permitted open burning. It shall be unlawful for any person to cause, permit or maintain any open burning of any substance, except as provided herein. The following open fires shall be permitted:
   (a) Charcoal cookers, braziers, hibachis, grills, or gas-fired stoves and similar semi-enclosed devices for the preparation of food on the premises of a one-family detached dwelling.
   (b) Charcoal cookers, braziers, hibachis, grills or any gasoline or other flammable liquid and liquefied petroleum gas-fired stoves and similar devices maintained solely for the preparation of food on the ground level of any apartment building, townhouse, condominium, or similar occupancy, and are not less than eight (8) feet from every part of the building, including any portion of any balcony, overhang, or protrusion therefrom. It shall be unlawful to use the above-listed devices on balconies above ground level in any apartment building, townhouse, condominium or similar occupancy.
   (c) Patio wood-burning units such as chimneas, patio warmers, or other portable wood-burning devices used for outdoor recreation and/or heating, in connection with the use of a one-family detached dwelling, provided that:
      (i) The unit shall not be used to burn refuse; and
(ii) The unit shall burn only clean wood; and

(iii) The unit shall be freestanding, supported off the ground/patio, and located at least fifteen (15) feet from the nearest building or overhang; and

(iv) The unit shall not cause a nuisance to neighbors.

(d) Fires confined to a fireplace of a completely enclosed building.

(e) Controlled fires caused and maintained for the training of authorized firefighters.

(f) Fires required for the prevention or control of disease or pests.

(g) Campfires and other outdoor fires used by educational, religious, charitable or governmental agencies for recreational purposes or ceremonial occasions provided that no noxious odors or smoke are generated, upon prior approval of the fire department. Approval shall be in the form of a written permit from the fire public safety department.

(i) Applications for permits under this subsection may be made at the fire prevention office during regular business hours. Applications shall, at a minimum, contain the name and address of the applicant, the location and premises where the burning is to occur, the type of material to be burned, and the time and date contemplated for such burning; and

(ii) The city council may by resolution establish a fee for such permit to cover the costs of administration; and

(iii) Permits for such fires shall be issued, with or without conditions, or denied at the discretion of the city fire chief, Director of Public Safety or designee based upon relevant public safety criteria; and

(iv) The city fire chief, Director of Public Safety or designee may cancel or revoke a previously issued permit at any time upon a determination that the requested open burning may endanger persons or property.

(h) Open burning of any kind shall be constantly attended by a person of at least eighteen (18) years of age until the fire is extinguished and cold. The person shall have readily available for use such fire extinguishing equipment as may be necessary for total control of the fire.

Section 505.1 is amended to read:

505.1 Address identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). If the business or structure is located more than ninety (90) feet from the centerline of the traveled portion of the adjacent roadway, the identifying numbers shall be not less than six (6) inches in height, but in any case such numbers shall be a size sufficiently large so that they are readable from the centerline of the adjacent roadway by a person of normal vision.
Section 2703.3.1.4 is amended to read:

2703.3.1.4 Responsibility for cleanup.

The person, firm, or corporation responsible for an unauthorized discharge shall institute and complete all actions necessary to remedy the effects of such unauthorized discharge, whether sudden or gradual, at no cost to the City. When deemed necessary by the fire code official, cleanup may be initiated by the fire department or by an authorized individual or firm. The liability for and recovery of costs of the cleanup shall be governed by the Michigan Natural Resources and Environmental Protection Act (MCL 324.20101 et seq.) or any other law that preempts the cost recovery provisions of this Chapter, and the City may pursue collection of such costs of the cleanup in a civil action, pursuant to said laws.

Sec. 14-30. - Limitations.

The adoption of the fire code does not include any provisions that are "inconsistent" with, and as defined in, the State of Michigan Fire Prevention Code, Public Act No. 207 of 1941, as amended, or rules promulgated under that Act and any such provision shall not be enforced.

Part II Severability

Should any section, subsection, paragraph, sentence, clause, or word of this ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the ordinance.

Part III Savings

This amendatory ordinance shall not affect violations of the zoning ordinance or any other ordinance existing prior to the effective date of this ordinance and such violation shall be governed and shall continue to be separately punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

Part IV Effective Date: Publication

This amendatory ordinance shall be effective 10 days after adoption by the City Council and after publication as provided by the Charter of the City of Farmington.

Ayes:
Nayes:
Abstentions:
Absent:

STATE OF MICHIGAN )
COUNTY OF OAKLAND )

I, the undersigned, the qualified and acting City Clerk of the City of Farmington, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance
adopted by the City Council of the City of Farmington at a meeting held on the ___ day of
__________, 2019 2020, the original of which is on file in my office.

________________________________
SUSAN K. HALBERSTADT-MARY MULLISON, City
Clerk
City of Farmington

Adopted:
Published:
Effective:
**Council Meeting Date:** January 21, 2020

**Item Number 7B**

**Submitted by:** Frank J. Demers, Public Safety Director

**Agenda Topic:** Request to Approve Replacement of Carpeting in the Public Safety Building and Install New Carpeting at the Public Safety Training Facility.

**Proposed Motion:** Motion to Approve Request to have Cohn’s Commercial Floor Covering (Wixom, MI) Replace Carpet in the Public Safety Building and Install Carpeting in the Public Safety Training Room in the Amount of $18,244.

**Background:**

The Public Safety FY 19/20 budget includes funds to replace carpeting in the public safety building. The existing carpeting, which is over 10 years old, is worn and stained. Efforts to have the carpet professionally cleaned have not been successful in approving its appearance. The public safety department hosts regular building tours for schools, organizations and members of the public. The current state of the carpet does not contribute to a professional appearance.

The Public Safety FY 19/20 budget also includes funds to upgrade the department’s training room which is located on the grounds of the DPW. This room is used regularly by public safety personnel for monthly training, etc. In addition, the room is used by outside agencies who utilize the firearms range. The upgrades include fresh paint, new ceiling tiles, upgrades to the overhead projector and flooring. The training room has not had any significant updates to its appearance since the 70’s. The department intends to host county-wide police, fire and medical training courses in the future. These upgrades are necessary to improve the overall training environment.

The department obtained three (3) estimates for carpeting and flooring at both locations. Cohn’s Commercial Floor Covering submitted the lowest estimate:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohn’s Commercial Floor Covering, Inc.</td>
<td>$18,244.00</td>
</tr>
<tr>
<td>Michigan Carpet &amp; Flooring</td>
<td>$21,315.28</td>
</tr>
<tr>
<td>Seelye Group, Ltd.</td>
<td>$24,498.18</td>
</tr>
</tbody>
</table>

**Materials:** Competitive Estimates
12/5/2019

To: City of Farmington Police
   Farmington, Mi

Re: Flooring Replacement

Frank,

Here is a quote for labor and materials at the locations walked on 12/4.

23600 liberty location .................................................. $10,774.00
This quote includes supplying carpet tiles, 4 inch vinyl base, transitions and demo.

2nd location main room ............................................... $5,985.00
This quote includes carpet, lvt, base, transitions and demo.

3rd location shooting range ........................................ $1,485.00
This quote includes carpet or lvt, base and demo.

I have included carpeting under the cubicals at the liberty location and moving of some furniture.

If you have any questions please feel free to contact me.

Thanks, Luke
Cohn's Commercial Floors
Submitted by: Frank J Demers, Public Safety Director

Agenda Topic: Approve Purchase of Fire Turnout Gear

Proposed Motion: Motion to Approve purchase of eleven sets of firefighter turnout gear from Apollo Fire Equipment Company (Romeo, MI) in the amount of $23,793.00.

Background:
The Public Safety Department previously purchased firefighter turnout gear (helmet, coat, pants, boots, gloves, nomex hood) for all full time and reserve personnel in 2007. NFPA standard 1971 recommends that turnout gear be replaced every 10 years. In recent years, the department has incurred expensive costs associated with turnout gear repair and replacement as the gear is becoming worn.

In the FY 19/20 budget, the department proposed the replacement of all fire turnout gear over three (3) years. The funds for replacing gear in 2020 were approved in the FY 19/20 budget in the amount of $28,500.

The department obtained three (3) competitive estimates for the replacement of fire turnout gear. Appollo Fire Equipment provided the lowest estimate.

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apollo Fire Equipment</td>
<td>$23,793.00</td>
</tr>
<tr>
<td>The Fire Store</td>
<td>$25,942.62</td>
</tr>
<tr>
<td>Darley Fire Fighting Equipment</td>
<td>$35,504.70</td>
</tr>
</tbody>
</table>

Materials:
ORDER

Apollo Fire Equipment Company
Apollo Fire Apparatus Repair, Inc.
12584 Lakeshore Drive, Romeo, MI  48065
Phone: (800) 628-7783  Fax: (586) 752-6907

DATE: 12/4/2019
TERMS: NET 30
F.O.B: 
VALID FOR: until 12/31/2019
LEAD TIME: 

QUOTE #: 

BILL TO: FARMINGTON DPS
ADDRESS: 
ATTN: 
PHONE: 
FAX: 
E-MAIL: 

SHIP TO: 
ADDRESS: 
ATTN: 
PHONE: 
FAX: 
E-MAIL: 

<table>
<thead>
<tr>
<th>QTY</th>
<th>PART NUMBER</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>PT-SC</td>
<td>PROTECH FUSION GAUNLET GLOVE SZ LG</td>
<td>$70.00</td>
<td>$770.00</td>
</tr>
<tr>
<td>11</td>
<td>100%NX-PACII</td>
<td>MAJESTIC NOMEX HOOD</td>
<td>$28.00</td>
<td>$308.00</td>
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<tr>
<td>11</td>
<td>HONEYWELL 1500 BOOT</td>
<td></td>
<td>$180.00</td>
<td>$1,980.00</td>
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<tr>
<td>11</td>
<td>GLOBE CLASSIX TURNOUT COAT AND PANT W/SUSPENDER</td>
<td>$1,645.00</td>
<td>$18,095.00</td>
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<td>11</td>
<td>MSA 660 HELMET</td>
<td></td>
<td>$240.00</td>
<td>$2,640.00</td>
</tr>
</tbody>
</table>

SUBTOTAL $23,793.00

SHIPPING TBD
TAX
OTHER

TOTAL $23,793.00

Thank you for the opportunity to quote on your Fire Department needs.

David Duddles, Sales Representative
Cell: (810) 877-5501
dduddles@apollofire.com
**Agenda Topic** Consideration to accept Construction Estimate No. 8 for the 2018 Farmington Roads Maintenance & Rehabilitation

**Proposed Motion**
Move To Approve Construction estimate No. 8 for the 2018 Farmington Roads Maintenance & Rehabilitation to Hartwell Cement Company

**Background**
In conjunction with the city’s consulting engineer’s Orchard Hiltz & McCliment Advisors (OHM), bids were solicited for the 2018 Farmington Roads Maintenance & Rehabilitation. The selection of Flanders Street, Lilac Street, and Chesley Street was based upon PASER ratings, other upcoming construction projects, and traffic volumes. The project was awarded to Hartwell Cement Company of Oak Park Michigan at the September 17, 2018 Council Meeting.

Hartwell Cement Company resumed work in mid-April 2019 and has made completed the concrete replacement on Lilac, Flanders, Chesley, and Brittney Hill Street’s. OHM recommends to authorize Payment Application #8 in the amount of $27,826.21 for materials during this project and to release $25,508.21 retainage and interest held by the City of Farmington for this project. Total earnings this period was for limestone aggregate base for Lilac and Brittney Hill Streets. The remaining $7,500 retainage will be released after final inspection at the closing of the contract.

The remaining 4,340 pounds quantity of crack sealing/overband will be reserved to be used in the Chatham Hills area, this could be increased to 10,524 pounds to meet contract quantities. Due to the unusual cold weather, additional crack sealing/overbanding will not proceed until weather conditions meet MDOT requirements in the spring.

**Materials Attached**
OHM Payment Application No. 8
January 13, 2020

Mr. Chuck Eudy
DPW Superintendent
City of Farmington
33720 W. 9 Mile Road
Farmington, Michigan 48335

Regarding: 2018 Farmington Roads Maintenance & Rehab
OHM Job No. 0111-18-0020

Dear Mr. Eudy:

Enclosed are Payment Application No. 8 and Contractor Declaration for the referenced project. Hartwell Cement Company has completed the work shown on the attached payment application for the period ending January 11, 2020 and we would recommend payment to the Contractor in the amount of $27,826.21.

Sincerely,

OHM Advisors

___________________________________
Matt Parks, P.E.

cc: Ron O’Malley, Hartwell Cement (via e-mail)
Lindsay O’Malley, Hartwell Cement (via e-mail)
Mitch Master, OHM (via e-mail)
Richard Hetu, OHM (via e-mail)
File
# PAYMENT APPLICATION

## Project: City of Farmington - 2018 Farmington Roads Maintenance & Rehabilitation

**Job Number:** 0111-18-0020

**Number:** 8  
**Period End Date:** 1/11/2020  
**Status:** Approved  
**Contract Start Date:** 10/2/2018  
**Contract End Date:** 6/3/2019  
**Contract Duration:** 244  
**Print Date:** 1/13/2020

**OWNER:** City of Farmington  
23600 Liberty Street  
Farmington, MI 48335  
(248) 474-5500

**CONTRACTOR:** Hartwell Cement Company  
21650 Fern Avenue  
Oak Park, MI 48237  
(248) 548-5858

### SCHEDULE

**NOTE:**

- **Original Contract Amount:** $459,390.20  
- **Change Orders Amount:** $200,774.00  
- **Current Contract Amount:** $660,164.20

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<td>Amount Due Contractor:</td>
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**Retainage:** Lump Sum

**Net Earned:** $632,162.12

**Previous Earnings:** $604,335.91

**Amount Due Contractor:** $27,826.21

Approved By

Chuck Eudy - Public Works Superintendent - City of Farmington  
Date

Recommended By

Matt Parks, Principal  
Date 01/13/2020
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**Retainage (10,595.16)**

**Retainage (11,301.81)**
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**C - Chesley Drive Sub-Total:**

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**D - Lilac Street Sub-Total:**

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<td>0.00 Ls</td>
<td>1.00</td>
<td>$1,800.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$0.00</td>
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<tr>
<td>57</td>
<td>Subgrade Undercutting, Type II (Modified)</td>
<td>0.00 Cyd</td>
<td>100.00</td>
<td>$40.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>58</td>
<td>Erosion Control, Inlet Protection, Fabric Drop</td>
<td>0.00 Ea</td>
<td>4.00</td>
<td>$200.00</td>
<td>0.00</td>
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<tr>
<td>59</td>
<td>Remove Pavement</td>
<td>1600.00 Syd</td>
<td>1600.00</td>
<td>$12.00</td>
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<td>0.00</td>
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<td>$19,453.44</td>
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<td>60</td>
<td>Aggregate Base, 21AA Limestone</td>
<td>350.00 Ton</td>
<td>350.00</td>
<td>$26.00</td>
<td>43.00</td>
<td>1.10</td>
<td>$1,118.00</td>
<td>$31,118.00</td>
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<td>Overband Crack Fill</td>
<td>4340.00 Lbs</td>
<td>4340.00</td>
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<td>0.00</td>
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**OHM Advisors.com**

34000 Plymouth Road
Livonia, MI 48150

(734) 522-6711
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Original Quantity</th>
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<th>Quantity Held</th>
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<th>Quantity To Date</th>
<th>Amount To Date</th>
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<tr>
<td>62</td>
<td>Adjust Drainage/Utility Structure</td>
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<td>Maintenance Aggregate, 21AA</td>
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<td>Topsoil, Seed &amp; Mulch</td>
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<td>$121.24</td>
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<td>65</td>
<td>Concrete Pavement w/Integral Curb, Non-reinforced, 8 inch</td>
<td>0.00 Syd</td>
<td>1600.00</td>
<td>$75.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>1621.13</td>
<td>$121,584.75</td>
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E - Brittany Hill Lane Sub-Total: $1,118.00 $147,477.43

Retainage $0.00
CONTRACTOR'S DECLARATION

I HEREBY DECLARE THAT I HAVE NOT, during the period of November 2, 2019 to January 11 A.D., 20 performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I ask, demand, sue for or claim compensation from the City of Farmington or his agents, in addition to the regular items set forth in the contract numbered 0111-18-0020 and dated December 6 A.D., 2018 for the agreement executed between myself and the OWNER, and in the Change Orders for work issued by the OWNER in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

There (is) [☐] [X] an itemized statement attached.

Date: January 11, 2020

Hartwell Cement Company

By: [Signature]

Ronald O'Malley

Title: President
Submitted by: Charles Eudy, Superintendent

Description
Revised vehicle maintenance hoist expense

Requested Action
Move to authorize Administrative Staff to purchase and install replacement vehicle maintenance hoist from Rotary Lift and have it installed by Allied Equipment.

Background
At the November 18, 2019 Council meeting, City Council approved the purchase of two (2) new vehicle maintenance hoist. The vendor was requested to provide equipment to match our existing electrical supply. I failed to verify the vendors quote included the equipment being powered by a 3 phase electrical motor. The quoted equipment was only powered by a single phase electric motor. To change to a 3 phase electrical motor increased the quote $1,715.

If we did not change to the 3 phase electrical motor, additional expense would be incurred to have an electrician install a new electrical circuit to power the hoist. In addition a 3 phase electrical motor has a longer life expectancy and efficiency.

<table>
<thead>
<tr>
<th>Allied Equipment</th>
<th>Single Phase</th>
<th>3 Phase</th>
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<tbody>
<tr>
<td>SMO14-EL with Efficiency Kit, Lighting Kit and Airline Kit</td>
<td>$16,966.98</td>
<td>$18,681.98</td>
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<tr>
<td>Flex 414 Wireless Mobile Columns with LED service lamp</td>
<td>$35,132.10</td>
<td>$35,132.10</td>
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<tr>
<td>Adjustable Jack stands</td>
<td>$3,209.52</td>
<td>$3,209.52</td>
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<tr>
<td>Deactivate 2 in-ground hoist</td>
<td>$3,800.00</td>
<td>$3,800.00</td>
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<tr>
<td>Set-up and training</td>
<td>$3,350.00</td>
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<tr>
<td></td>
<td>$62,458.60</td>
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<tr>
<td>Contingency</td>
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<td></td>
<td>$68,708.60</td>
<td>$70,423.60</td>
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Attachments
Allied Equipment Quote
Equipment Distributors Quote
Change order Quote
Vehicle Service Group
Sourcewell
Equipment Quotation 061015-RRL

Prepared By: Christine Bilz

Quote #: 2019701
Date: 11/11/2019
Requested By: ____________________________
Quote Expires: 12/11/2019
Payment Terms: 1/2%-15th, NET 30
Warranty: 1yr. Parts & Labor

Note: Quote for equipment and installation.

Project Name: City of Farmington DPW

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Description</th>
<th>Unit Price Ea.</th>
<th>Qty.</th>
<th>Extended Price</th>
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</thead>
<tbody>
<tr>
<td>SMO14-EL</td>
<td>4 Post 14,000lb Capacity Open Front With 215” Wheelbase</td>
<td>$ 7,427.18</td>
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<td>S100077KIT</td>
<td>Efficiency Kit Includes (2) Rolling Jacks and (1) Internal Airline Kit</td>
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<td>FC5393BK</td>
<td>Shim Kit</td>
<td>$ 227.69</td>
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<tr>
<td>FA5700</td>
<td>Light Kit Four 48” Wands</td>
<td>$ 690.80</td>
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<tr>
<td>XXX SM/AR</td>
<td>Installation includes mechanical install for labor and travel</td>
<td>$ 2,250.00</td>
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<td></td>
<td>*does not include electric or concrete work</td>
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<td></td>
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<tr>
<td>XXX01CTT</td>
<td>Installation to deactivate (2) inground lifts</td>
<td>$ 3,800.00</td>
<td>1</td>
<td>$ 3,800.00</td>
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<tr>
<td></td>
<td>*does not include pea gravel or cement work</td>
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<td></td>
<td></td>
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<tr>
<td>Flex 414</td>
<td>Portable (4) Column Lift56,000lb Capacity With Remote Control Operation and 24VDC Battery</td>
<td>$ 34,475.49</td>
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<td>$ 34,475.49</td>
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<tr>
<td>RS18YL</td>
<td>Adjustable Jack Stands 56.1”-82.3”</td>
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<td>M140148BK</td>
<td>LED Service Lamp</td>
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<td>XXX MOB</td>
<td>Setup and Training</td>
<td>$ 3,350.00</td>
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<td>*does not include any applicable sales tax</td>
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<tr>
<td>Freight</td>
<td>Pre Paid By Rotary</td>
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</table>

Total Price: $ 62,458.60

*If the completion of the installation is delayed more than one month due to governmental entity delays (i.e. electrical etc.), then Rotary can request partial payment for the portion of work completed (both equipment and installation).
ADDITIONAL TERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the existing agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock, in-floor heating system, high water conditions, or any other type of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or omission of Customer or any third party other than VSG or its subcontractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG’s invoice, in the amounts set forth in such invoice.

*Cancelled orders or returned goods are subject to 20% restocking fee.

Sourcewell: 061015-RRL  
Contract Period: 2/10/2022  
CAGE #: 7K311  
Tax ID #: 90-0501347  
DUNS #: 00-638-2634  

Rotary Lift  
2700 Lanier Dr.  
Madison, IN 47250  
Chris Bilz, Government Sales Leader  
800.445.5438 x5655  
800.578.5438
# QUOTATION

**QUOTATION PREPARED FOR:**

<table>
<thead>
<tr>
<th>Customer: City Of Farmington</th>
<th>Acct. No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 23600 Liberty Street Farmington MI</td>
<td></td>
</tr>
<tr>
<td>Phone: 248-473-7250</td>
<td>Fax:</td>
</tr>
<tr>
<td>Attn: Chuck Eudy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>PRICE EA</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>3 Phase Power unit for SMO14 EL lift</td>
<td>1</td>
<td>1,715.00</td>
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<tr>
<td>Control Kit FA9180BK</td>
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<td></td>
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<tr>
<td>Power Unit P3645</td>
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</table>

3% additional fee for credit cards

11/24/2018

Prepared by: Nick Lewandowski
Reviewed by: NJL
Sales Tax: 
Labor: 
Salesperson: 
Travel: N/A
Pricing Valid Until: 30 Days
Supplies: N/A
Payment Terms: **Net 10th**

Sub Total: 1,715.00
Total: **1,715.00**

TO AUTHORIZE ACCEPTANCE OF THIS QUOTATION, PLEASE SIGN AND RETURN TO ALLIED INC.

I'VE READ THE TERMS AND CONDITIONS THAT ACCOMPANY THIS QUOTATION. (SEE PAGE 2)
THANK YOU FOR THE OPPORTUNITY TO MEET YOUR BUSINESS REQUIREMENTS
CREDIT POLICY

All charges and fees pursuant to this estimate are subject to credit approval and will be invoiced in accordance with Allied's normal credit policy. Unless other payment arrangements have been made with Allied, payment for equipment or services shall be due upon receipt of said equipment or service.

ACCEPTANCE CLAUSE

Acceptance of this estimate shall constitute and unconditional acceptance by the purchaser of all terms and conditions contained herein, and a waiver by purchaser of any conflicting or additional provisions contained in any of the purchaser's documents pertaining to this transaction.

WARRANTY

Allied provides a "LIMITED WARRANTY" with respect to its labor, and will correct any labor deficiency without charge, but this warranty shall be effective only for thirty (30) days after said labor is performed. Allied does not provide any warranty for parts or equipment. The same being provided by manufacturer of the parts or equipment, pursuant to the manufacturer's published warranty policy, if any.

SOIL CLAUSE

Underground installations are based on normal soil conditions and on the assumption that there are no underground utility lines or obstructions. You are responsible for locating any such utility lines and calling them to our attention; and in the event that we inadvertently encounter the same, you will be responsible for all resulting damages. Further, if any underground obstructions are encountered that would delay excavation or assembly, such as junk fill or rock or rock-like strata, old foundations, frost, water pipes, drains, sewer lines or other crock work, electrical lines or conduit, gas, air, or oil lines, or if any excessive conditions such as sand or water or water/sand are encountered that would cause cave-ins, or necessitate the pumping of water, or additional forming and/or fill in order to complete the specified installation, then additional charges will be made on a time-and-materials basis. If a surface-mounted lift is installed using an existing floor or slab, you will be responsible for any problems, such as lifting, tilting or collapse resulting from cracking or other failure of the floor slab.

EXPIRATION

Unless otherwise specified, this estimate will expire in 30 days.
**Submitted by:** Charles Eudy, Superintendent

**Agenda Topic:** Construction Estimate No. 5 for the Oakland Street Reconstruction

**Proposed Motion:**
Move To Approve payment to V.I.L. Construction Incorporated for Construction Estimate No. 5 of the Oakland Street Reconstruction.

**Background:**
In conjunction with the city’s consulting engineer’s Orchard Hiltz & McCliment Advisors (OHM), bids were solicited for the Oakland Street reconstruction. The selection of Oakland Street was based upon PASER ratings, other upcoming construction projects, and this portion of Oakland Street was removed from a previous project in 2014. The project was awarded to V.I.L. Construction Incorporated of Sterling Heights Michigan at the May 20, 2019 Council Meeting.

Construction Estimate No. 5 In the amount of $95,540.51 for work completed from October 31, 2019 to November 30, 2019. This includes curb & gutter, and sidewalk removals. Curb & gutter and sidewalk replacement. Station grading, Brick Paving, ADA detectable warning surface, irrigation and planting mix.

To date VIL Construction has earned $567,734.69 of the original contract sum of $681,856.50. City Council has approved Change Order #1, #2 & #3 in the amount of $58,826.40 increasing the contract to $740,682.90. Those change orders are for the DDA rental home driveway resurfacing, storm water improvements on Grand River (MDOT reimbursed the City) and a balancing change order. $37,034.15 being held as retainage. In total VIL Construction has earned $681,856.50 from the City of Farmington & DDA.

**Materials:**
OHM Payment Application No. 5
December 13, 2019

Mr. Chuck Eudy  
DPW Superintendent  
City of Farmington  
33720 W. 9 Mile Road  
Farmington, Michigan 48335

Regarding: Oakland Street Reconstruction  
OHM Job No. 0111-18-0030

Dear Mr. Eudy:

Enclosed are Payment Application No. 5 and Contractor Declaration for the referenced project. V.I.L. Construction, Inc. has completed the work shown on the attached payment application for the period ending November 30, 2019 and we would recommend payment to the Contractor in the amount of $95,540.51.

Sincerely,

OHM Advisors

___________________________________  
Matt Parks, P.E.

cc: Anthony Vani, V.I.L. Construction, Inc. (via e-mail)  
 Mitch Master, OHM (via e-mail)  
 Richard Hetu, OHM (via e-mail)  
 File
PAYMENT APPLICATION

Project: City of Farmington - Oakland Street Reconstruction

OWNER: City of Farmington
23600 Liberty Street
Farmington, MI 48335
(248) 474-5500

CONTRACTOR: V.I.L. Construction, Inc.
6670 Sims Drive
Sterling Heights, MI 48313
(586) 979-6020

Job Number: 0111-18-0030
Number: 5
Period End Date: 11/30/2019
Contract Start Date: 7/13/2019
Contract End Date: 10/26/2019
Status: Approved
Contract Duration: 105
Print Date: 12/13/2019

Original Contract Amount: $681,856.50
Change Orders Amount: $58,826.40
Current Contract Amount: $740,682.90

Change Order 1: ($104.50)
Change Order 2: $45,930.90
Change Order 3: $13,000.00

Earnings This Period: $95,540.51
Earnings To Date: $626,665.59
Previous Retainage Amount: $37,034.15
Retainage This Period: $0.00
Less Total Retained To Date: $37,034.15
Net Earned: $589,631.45
Previous Earnings: $494,090.94
Amount Due Contractor: $95,540.51

Retainage: 5% of Contract Including Previous Change Orders Amount

Approved By
Chuck Eudy - Public Works Superintendent - City of Farmington

Recommended By
Matt Parks, Principal

Date 12/13/2019
<table>
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<tr>
<th>Item</th>
<th>Description</th>
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<th>Quantity Authorized</th>
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<th>Quantity This Period</th>
<th>Quantity Held</th>
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<th>Quantity To Date</th>
<th>Amount To Date</th>
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<td>Mobilization, Max., 5%</td>
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<td>Permit Fees Allowance</td>
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<td>Aggregate Base, Drive Approach, 21AA, 6 inch</td>
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**A - Misc Sub-Total:** $6,800.00

**B - Road Removals Sub-Total:** $41,947.30

**C - Utility Removals Sub-Total:** $750.00

**OHM Advisors**
34000 Plymouth Road
Livonia, MI 48150

(734) 522-6711
OHM-Advisors.com
<table>
<thead>
<tr>
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<th>Quantity Authorized</th>
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<td>Hand Patching</td>
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<td>27</td>
<td>Maintenance Aggregate, 21AA</td>
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<td>HMA Approach, MDOT 13A</td>
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<td>MDOT HMA 13A, Wearing Course, 2 inch</td>
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<td>MDOT HMA 3C, Leveling Course, 3 inch</td>
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<td>32</td>
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<td>33</td>
<td>Driveway, Nonreinf Conc, 6 inch</td>
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<td>Curb and Gutter, Conc, Det F2-R</td>
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<td>Detectable Warning Surface</td>
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<td>Sidewalk Ramp, Conc, 6 inch</td>
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<td>Sidewalk, Conc, 6 inch</td>
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<td>Sign</td>
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<td>Pavt Mrkg, Polyurea, 4 inch, White</td>
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<td>Turf Establishment</td>
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**Division: E - Utility**

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<td>Dr Structure, 48 inch dia</td>
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<td>52</td>
<td>Dr Structure, Tap, 12 inch</td>
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<td>Storm Sewer, CI IV, RCP, 12 inch, Tr Det A</td>
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<td>Exploratory Excavation, Trench</td>
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<td>Structure Cover, Adj</td>
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<td>58</td>
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<td>1-1/2 inch Curb Stop and Box</td>
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**Retainage**

$0.00

**D - Road Sub-Total:**

$27,549.41

$213,193.89

**OHM Advisors**

(734) 522-6711

OHM-Advisors.com

34000 Plymouth Road

Livonia, MI 48150
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<th>Description</th>
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**Division: F - DDA Landscape/Electrical**

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**OHM Advisors**

(734) 522-6711

34000 Plymouth Road
Livonia, MI 48150
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**F - DDA Landscape/Electrical Sub-Total:** $58,925.00

**G - Orchard Court Sub-Total:** $45,930.90

**OHM-Advisors.com**

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**G - Orchard Court Sub-Total:** $45,930.90

**H - 33104 Grand River Sub-Total:** $13,000.00

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CONTRACTOR’S DECLARATION

I hereby declare that I have not, during the period November 1, 2019 to November 30, 2019, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from City of Farmington.

The owner, or his agents, in addition to the regular items set forth in the contract numbered 0111-18-0030 and dated May, A.D., 2019, for Oakland Street Reconstruction executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time as set forth. There (is) (is not) an the itemized statement attached.

Date: December 10, 2019.

Company: V.I.L. Construction, Inc.

By: [Signature]

Position: President
### Farmington City Council
Staff Report

**Council Meeting**  
Date: January 21, 2020

| Item Number | 7G |

**Submitted by:**  
Charles Eudy, Superintendent

**Agenda Topic**  
Consideration to Approve Payment for Meter Replacement Program.

**Proposed Motion:**  
Move to approve payment to SLC Meter for meter installation work completed December 28, 2019

**Background:**  
Fiscal Year 2019-20 budget allocated funds to install 325 residential water meters. Additional installations may be added at a cost of $64.00 each. SLC Meter is willing to conduct additional meter installations beyond the 325 included in their quote.

At the September 16, 2019 Council meeting, approval was granted for SLC Meter, LLC of Pontiac, Michigan to proceed with the electronic water meter replacement program east of Gill Road not to exceed $27,200.

The attached invoice is for the installation of City provided water meters completed through December 28, 2019, the charges are for installation only. During this time SLC staff installed 171 meters at an expense of $10,944.00. The start of the program was delayed due to a manufacturing slowdown of the Badger E Series Water Meters. SLC will provide invoice’s for meters installed this month of December and January which will complete the program.

It is fiscally vital to conduct meter replacements to accurately record water sales. The new meters will also reduce the wages and equipment fees in future water meter reading cycles.

SLC Meter Service has conducted residential meter replacements at all homes north of Grand River, Floral Park, Chatham Hills and east of Gill Road and now Warner Farms. Approximately 2350 meters have replaced in the five projects.

**Materials:**  
SLC Meter Invoice # 255628
**Bill To**
FARMINGTON CITY  
33720 W.NINE MILE RD.  
FARMINGTON, MI 48334

**Ship To**
CITY OF FARMINGTON DPW  
33720 W NINE MILE RD.  
FARMINGTON, MI 48354  
ATTN: JOSH

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Total $10,944.00

Payments/Credits $0.00

Balance Due $10,944.00
Submitted by: Joe LaRussa, Mayor Pro Tem

**Agenda Topic:**
Consideration to approve funding for the Municipal Broadband Feasibility Study RFP-fh-19-20-2149 in conjunction with the City of Farmington Hills

**Proposed Motion:**
Motion to approve $16,750 for the City of Farmington’s share of the costs for the Municipal Broadband Feasibility Study, and authorize the City Manager, Attorney, and Treasurer to take appropriate actions to collaborate with the City of Farmington Hills on the distribution of funds.

**Background:**
During the May 6, 2019, City Council Meeting Mayor Pro Tem LaRussa initiated a discussion to plan funds in the FY2019/2020 budget for a consultant to perform a municipal broadband feasibility study in conjunction with the City of Farmington Hills.

The FY2019/2020 approved budget included funding of up to $20,000 for this purpose.

Between May and November of 2019, the Joint Municipal Broadband Task Force, of which Mayor Pro Tem LaRussa is a member, supported the process for conducting a Request for Proposals (RFP) for consultant services to perform the feasibility analysis. The City of Farmington Hills issued the RFP (#RFP-fh-19-20-2149) and with the support of the Task Force evaluated responses and arrived at the selection of CCG Consulting and Finley Engineering as the prevailing service provider.

The quoted costs of $67,000 are below the combined budget of $80,000, of which Farmington agreed to a 25% share. As a result, Farmington’s share will be $16,750.

The Farmington Hills City Council is planning to award this contract at its meeting on January 27, 2019. To enable this action, funding commitment from the City of Farmington is necessary.

**Materials:** RFP tabulated responses, CCG Consulting RFP Response
| Company Name                           | City/State       | Letter of Introduction | Score | Statement of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Project Schedule & Team Listing                                                                                                                                                                                                                                                                                                                                                                                                                               | Firm Questionnaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Pricing | Request for Proposal | Committee Notes | Interview | Total Score |
|---------------------------------------|------------------|------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|------------------|----------|----------------|---------|
| ACD Telecom                           | Lake Mary, FL    |                         | 74    | Included: Noted that they are one of the few consultancies that have experience in design and roll out of broadband network equipment and network design. Ali Shahanani is contact.                                                                                             | Included: Experience in build of wide area Wi-Fi utilizing Smart light poles with APs with 10Gbps. Included understanding of the goals of the broadband committee. Suggested smart lighting to reduce CO2 footprint and add Wi-Fi access using APs (10Gbps for residents & 10 Gbps for business). Mentioned Smart Parking Neither City does parking meters and does not require this service. Will guide City to set-up user portals for billing. Will explore further broadband expansion and explore costs, potential network models and give recommendations to the City. Completed Projects section notes projects that are telecom/utable data but somewhat different from this initiative. Noted that they would manage the project using teleconferences and weekly status meetings. | Included: Schedule meets request. Project team has experience in many areas of telecom for municipal projects. Experience in network design for Mobile Broadband. Project will be managed by the Vice President and Principal in charge. Offices in Florida, Pennsylvania and California. | Second lowest price option ($52,525) with 324 hours designated. | N/A    | 18                |
| Aspen Wireless Technologies           | Maple City, MI   |                         | 5     | Included: Noted several projects that are well managed as utilities. Chosen to upgrade Coldwater network stop existing network. Jim Liddy is contact.                                                                                                                                                                                                 | Included with Statement of Interest. Noted several projects that were both broadband related and included City wide fiber initiatives. Spoke very broadly about project approach using broad band was not specific in any area. Did not identify perceived constraints or opportunities. Did not speak of accountability, budget or value engineering as they relate to this project. | Included: Reference included Choteau County (Voice Radio Project), Pennsylvania Tappanica Commission (Soft Range Communications project) and Louisiana Governor Homeland Security (Land Mobile Connection). Never terminated, no litigation. Other services include consulting a wide variety of companies. Stayed up to date by working with a law firm that is well-versed in FCC law and they subscribe to lots of websites. No exceptions to the sample contract. | Fifth lowest price option ($67,000) with 700 hours designated. | N/A    | 17                |
| CCG Consulting w/ Finley Engineering  | Asheville, NC    |                         | 10    | Included: Doug Danson is contact. Worked with 300 municipalities. They helped Chattanusa build a Fiber network. They indicated that our goals have conflicting parameters noting that our goal of getting broadband to everyone (exclusive) conflicts with getting lower prices. Their feasibility study will tell us if our goal is reasonable. They did not identify key variables that could hurt financial performance. They noted that they are creative in helping to find ways to pay for a network. Included links to reports from other studies. Included a lengthy proposal of the process of collecting and reporting information. | Included: Worked with 300 municipalities. They helped Chattanusa build a Fiber network. They indicated that our goals have conflicting parameters noting that our goal of getting broadband to everyone (exclusive) conflicts with getting lower prices. Their feasibility study will tell us if our goal is reasonable. They did not identify key variables that could hurt financial performance. They noted that they are creative in helping to find ways to pay for a network. Included links to reports from other studies. Included a lengthy proposal of the process of collecting and reporting information. | Included: References include City of Cortez, C feasibility study, City of Duras, CA-feasibility study & City of Noble, MI-Broad feasibility study. Never terminated, no litigation. Other services include consulting & engineering for phone/data, fiber optic, wireless telecom, environmental, ROW, CATV, Electrical, Surveying & mapping & IP services. No exceptions anticipated. Finley Engineering is a sub-consultant. | Fifth lowest price option ($67,000) with 700 hours designated. | N/A    | 17                |
| Computer Consulting International     | Mukilteo, WA     |                         | 30    | Included: Noted experience in IT Proven and IT Modernization. Anish Taryan is contact.                                                                                                                                                                                                                                                                                                                                 | Partially included. Did not call out specifics. Included caused internal information with regard to Company history. History looks to be more related to information technology as a whole not telecommunication or broadband. | Included: References include State of Hawaii-10 terminal Maps, King County, WA-Conversion to Site Core, State of WA-Network troubleshooting. No termination, no litigation. Other services include field data collection, plant design & other corporate engineering. They stay up to date by attending broadband conferences, as part of organizations related to broadband and enlisted attorneys that specialize in broadband. No exceptions to the agreement. | Fourth highest price option ($30,000) with 1000 hours designated. | N/A    | 12                |
| Emery Point, LLC w/ Forensic Group    | Salt Lake City, UT|                         | 8     | Included: Noted their plan is scalable, repeatable, flexible ad adaptable. David Cox is contact.                                                                                                                                                                                                                                                                                                                     | Included: Advocating a private internet that runs parallel to public. Ammon fiber model is what they are proposing. Approach is to aggregate demand prior to construction. They indicate that they are not objective. They feel their approach is the way forward. Their goals include Democratise access, commoditize access, implement business model that mitigate risk, long term plan and drive value for residents & businesses. Notes that Ammon has a 70% take-rate and no municipal debt. Advocating for Smart Cities & AI technology. | Included: Schedule meets request. Team included several people with 15+ years of experience in telecommunications, technology, broadband and technology design & construction. | Lowest price option ($45,150) with 300 hours designated. | N/A    | 85                |

**City of Farmington Hills & City of Farmington**

**RFP-FH-19-20-2149**

**Municipal Broadband Network Assessment & Feasibility**

**Qualification Evaluation**

Each Major Concern Red -18 points Each Minor Concern Blue -5 points
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<th>City/State</th>
<th>Letter of Introduction</th>
<th>Statement of Interest</th>
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<td>Magellan Advisors</td>
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<td>Included. Noted they are a full spectrum planning &amp; implementation firm. John Honker is contact.</td>
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<td></td>
<td>20</td>
<td>Included. Will partner with the Cities every step. They will provide a detailed study that outlines several options. Project approach first assess existing environment, identify key broadband issues, assess economic &amp; community development, smart City and IoT strategies. Will provide a range of options based on the Cities vision &amp; priorities, benefits to such community, cost, financial sustainability, operational requirement service providers, risk, control &amp; probable success. Noted related regional projects with several communities that can help the cities with best practices and new wireless deployments. They also noted that they have the resources available to complete this engagement within a 4-month timeframe and never completed a project over budget.</td>
</tr>
<tr>
<td></td>
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<td>20</td>
<td>Included. Schedule meets request. Team includes several people with 15-20+ years of experience in telecommunications, technology, broadband and technology planning, design &amp; implementation. Noted several offices around the county...400 Utilities served, 50+ fiber/wireless networks deployed, $1Billion of broadband investments and $1 million fiber customer's connected.</td>
</tr>
<tr>
<td></td>
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<td>25</td>
<td>Included. References-Portsmouth, VA-Fiber Master Plan, Mont Belvieu, TX- deliver retail &amp; wholesale fiber-optics services &amp; Hudson, OH-broadband needs assessment &amp; business plan. No termination &amp; no litigation. Other services include broadband design &amp; engineering, smart city planning network implementation, public policy consulting &amp; related project management. They stay up to date by participating in related professional organization and attending informational events. No exceptions to the agreement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>Highest price ($101,900) with 530 hours designated.</td>
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<tr>
<td></td>
<td></td>
<td>80</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>93</td>
<td>Worth Taking a Second Look</td>
</tr>
<tr>
<td>Vantage Point</td>
<td>Mitchell, SD</td>
<td>5</td>
<td>Included. Noted that they are customer focused. They will tailor each project to fit needs. Lori Sherwood is contact.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>Included. 250 employees. They have experience in feasibility studies. Have specialized in broadband consulting, regulatory &amp; engineering services. Assisted clients in applying for 100+ grants and loans for broadband projects all of which required feasibility studies...Goals include conducting the study in a collaborative manner, analyze the data and present the Cities with as many viable options as possible recognizing that there are many things Cities can do to improve broadband above &amp; beyond infrastructure deployment. Project approach includes collaboration with stakeholders, on-site workshops and report generation with a blueprint of strategies. Mentioned past experience doing feasibility studies including public &amp; private partnerships. They offer the idea of development of a grant program to subsidize reaching broadband in gap areas as an innovative idea. They are committed to on-time &amp; on-budget.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>Included. Schedule includes Good descriptions of all tasks. Team includes several people with 15+ years of experience in telecommunications, technology, broadband and technology design &amp; construction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25</td>
<td>Included. References- Park County- In-feasibility study, Erie, CO-feasibility study &amp; Taylor, WI-feasibility study. No termination &amp; no litigation. Other services include consulting, engineering and outside plant services. They stay up to date by keeping 3 attorneys on staff that follow regulatory, federal legislation, FCC action and state requirements. They took exception to the schedule and would like to extend to March 1- seems like a good idea.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
<td>Fourth lowest price ($75,000) with 450 hours designated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>84</td>
<td>Worth Taking a Second Look</td>
</tr>
<tr>
<td></td>
<td></td>
<td>177</td>
<td></td>
</tr>
</tbody>
</table>

Notification was sent to over 100 firms. We received two(2) ‘No-Bids.’
Discussed Ammon, ID. Organized as a public utility. They give the customer's choice about who they utilize. Customers are getting 10x the bandwidth & speed to change the way everyone views the service. The stands are virtualized wires offering providers that are not local to offer service. The Cities would form a multiple engineers, and CPA's on staff. With over 300 employees they feel they can provide expertise for all areas of the study. They have completed many feasibility studies and assist the Cities from study to implementation (if warranted). They demonstrated a high level of understanding of the community make-up and infrastructure needs. They have no pre-determined solution. Their report will have lots of back-up. High-level study. They will spend their time helping to educate the community on this option. Interesting concept but not sure if this is a viable solution - not enough information...that is the challenges the Cities are trying to solve, 3) What are solution options? They have no pre-determined solution. Their report will have lots of back-up. High-level study.

Implementation Plan

10 Minute Form Implementation Plan

20 The timetable will be about 1-4 mo. Meet with committee and review goals, look at infrastructure and GIS, do market research, interview stakeholders (including ISPs), review budgetary models & financing, look at market penetration. Come back with a draft report with options. Will offer a recommendation and have lots of back-up to support.

Boston Broadband Committee Questions

5 Yes. Absolutely. Everything will be looked at. Options will be laid out clear with multiple pricing philosophies addressed.

5 There are only a few options that are viable. There is probably the best of those. Cities the size of Farmington & Farmington Hills are not on the list for wireless expansion and copper is just unmanageable. They will look into everything and have multiple design options too.

5 Will look and explain all the options. They will look at all sides of the equation Agency, Resident & ISP.

5 We have recommended lot of different options and have staff on hand that can look at all sides of all the options.

5 Recommended all of the options listed to many different sized communities. Their recommendation will be designed to fit to meet the goals discussed. If it can be done. They are not opposed to recommending that it isn't prudent to move forward with the initiative.

5 No "one-size" fits all, but mainly addressing middle-mile backbone infrastructure. They do understand the "dig once" policy but that could leave neighborhoods as islands. They are not sure that would be right for this endeavor. More research is warranted.

5 Recommended all of the options listed to many different sized communities. Their recommendation will be designed to fit to meet the goals discussed. If it can be done. They are not opposed to recommending that it isn't prudent to move forward with the initiative.

5 We have recommended lot of different options and have staff on hand that can look at all sides of all the options.

5 Yes they have adequate staff and will commit resources to this project.

5 It is great timing to complete right now. Later in the Spring the market looks. Their hope is that the Cities will consider more about this solution.

5 They feel their solution is the best option and are interested in changing the way the market looks. Their hope is that the Cities will consider more about this solution.

5 They have done a tremendous amount of study. They are vendor neutral. In the past few years they have done this exact type of study for multiple agencies of similar size.

5 GIS, Market studies and survey's. Citywide speed tests if possible. They will speak to all stakeholders multiple times.

5 We have recommended lot of different options and have staff on hand that can look at all sides of all the options.

5 They sometimes recommend action that doesn't "fit" with where an agency "thinks" it should go. While they want to satisfy the clients they are not opposed to recommending that it isn't prudent to move forward with the initiative.

5 They have 3 divisions under one roof. They have done a lot of consulting work in Michigan and are very familiar with the area.

5 Never had a situation where a customer was not satisfied. Give us an example where your clients weren't satisfied with your work? How? They want it to be 100% accurate to their recommendation is supported with data. Communication of goals is the most important.

5 They are ready to start work and can move forward right away. Their experience in this exact arena can help in all areas from policy to implementation.

5 They have 3 divisions under one roof. They have done a lot of consulting work in Michigan and are very familiar with the area.

5 Why do you think your firm is better suited for completing this feasibility study than your competitors?

5 Where have you been working for the past 5 years?

5 There is probably the best of those. Cities the size of Farmington & Farmington Hills are not on the list for wireless expansion and copper is just unmanageable. They will look into everything and have multiple design options too.

5 GIS, Market studies and survey's. Citywide speed tests if possible. They will speak to all stakeholders multiple times.

5 They have 3 divisions under one roof. They have done a lot of consulting work in Michigan and are very familiar with the area.

5 They are ready to start work and can move forward right away. Their experience in this exact area can help in all areas from policy to implementation.
City of Farmington Hills & City of Farmington  
RFP-FH-19-20-2149  
Municipal Broadband Network Assessment & Feasibility Study  
opened 08/16/2019  
Response List

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>CITY/STATE</th>
<th>BASE BID- AS READ</th>
<th>HOURS BUDGETED</th>
<th>ADDITIONAL FEES</th>
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</thead>
<tbody>
<tr>
<td>ACD Telecom</td>
<td>Lake Mary, FL</td>
<td>$52,525.00</td>
<td>324</td>
<td>$8,700 for Intelligen Street Light Network</td>
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<tr>
<td>Aspen Wireless Technologies</td>
<td>Maple City, MI</td>
<td>$80,000.00</td>
<td>600-700</td>
<td>$30,000 Smart City parking Traffic &amp; $20,000 Analysis of public/common space</td>
</tr>
<tr>
<td>CCG Consulting &amp; Finley Engineering</td>
<td>Ashville, NC</td>
<td>$67,000.00</td>
<td>None Listed</td>
<td>None Listed</td>
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<tr>
<td>Computer Consulting Internationsl (CCI)</td>
<td>Mukilteo, WA</td>
<td>$80,000.00</td>
<td>1000</td>
<td>IT Project Management $150 per hour &amp; Programming $90 per hour</td>
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<tr>
<td>Entry Point, LLV.</td>
<td>Salt Lake City, UT</td>
<td>$45,100.00</td>
<td>300</td>
<td>Development of dedicated fiber network website $0.00 (included at no charge)</td>
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<td>Magellan Advisors</td>
<td>Denver, CO</td>
<td>$101,900.00</td>
<td>530</td>
<td>None Listed</td>
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<tr>
<td>Vantage Point</td>
<td>Mitchell, SD</td>
<td>$75,000.00</td>
<td>450</td>
<td>None Listed</td>
</tr>
</tbody>
</table>

Notification was sent to 100+ firms. We received two (2) "No-Bids."
August 15, 2019

City of Farmington Hills  
City Clerk’s Office  
31555 Eleven Mile Road  
Farmington Hills, MI 48336-1165

Response to RFP-fh-19-20-2149  
Municipal Broadband network Assessment and Feasibility Analysis for Cities of Farmington and Farmington Hills, Michigan

The following response is from CCG Consulting and our partner Finley Engineering in response to your RFP for a Broadband Feasibility Study. CCG Consulting will be the primary vendor.  

We appreciate the opportunity to make this proposal and we look forward to talking to the cities further.

I am the primary contact for the RFP, with contact information as follows:

Doug Dawson, President  
Nationwide CLEC, LLC dba CCG Consulting  
825C Merrimon Ave., # 290  
Asheville, NC 28804  
202 255-7689  
Blackbean2@ccgcomm.com
Statement of Interest

CCG Consulting and Finley Engineering are pleased to be able to make this proposal to the EDIC. CCG Consulting has done more municipal feasibility studies since being founded in 1997 than any other consultant. Our first client when we began business was the City of Chattanooga, and we helped them implement a fiber network to connect to businesses and carriers. We’ve gone on since then to work with over 300 municipal clients – many which have now built fiber networks. Finley Engineering is one of the most experienced telecom engineering firms in the country and has partnered with CCG to conduct around thirty municipal feasibility studies in just the last few years.

Our experience with municipal broadband is not just doing feasibility studies. The bulk of our consulting work is in helping broadband businesses succeed. We have helped launch numerous broadband businesses and work every day in the trenches to fix problems or to make businesses run better. Our firm has deep operating experience in a wide range of skills needed by operating ISPs.

We understand that cities undertake these studies with the hope that there is an opportunity to bring better broadband to their community. The RFP lists four specific goals for broadband: inclusivity, high speeds, reliability and reasonable cost.

Our study process will determine if that opportunity exists. We already know from our experience that your goals (and the goals of most cities for broadband) include conflicting parameters. For example, the goal of getting broadband to everybody (inclusivity) conflicts to some degree with the goal of having prices lower than today’s market. Our challenge in undertaking the feasibility study is to determine if there are reasonably achievable scenarios that can meet all four of your goals.

We judge the chance of success using financial parameters – we think a successful broadband business is one that can be financed and that will safely generate enough cash to cover all expenses and costs such that the business never has to be subsidized. Our studies will identify if there is an opportunity to be successful. We also are realists and we know that businesses often don’t perform as well as expected, so our sensitivity analysis will quantify changes in key variables that will hurt financial performance so that expected performance can weather some degree of underperformance. We also look at intangible risks such as the likely reaction of the incumbents, the threat from alternate technologies, and other factors that have to be weighed when making the decision to move forward.

We know that our feasibility study will meet and likely exceed your goals and expectations. We do a few things that I think distinguish us from our competition. First, our reports are written in plain English¹ and provide a primer for politicians and the public to understand the broadband issues in your city.

¹ Following is one of our reports for a city of similar size, Davis California:  

Here is another report for the City of Cortez, Colorado.  
cities. If you want to see more of our work, there are other reports that have been made public and we can provide a list. We ask that you compare some of our past reports those from our competition – some of them fill their reports with pretty pictures but are light in terms of substance and are full of jargon. We also think we provide more insightful analysis into the trends in the broadband industry – something that Doug Dawson of CCG spends significant time tracking and analyzing. Finally, we pride ourselves on telling our clients the truth – not all fiber overbuilds make financial sense and, unlike some other consultants, we won’t sugarcoat the answer or tell you only what you want to hear.

As we have conducted hundreds of feasibility studies over the years, we have developed an efficient process for gathering the needed facts and processing the information to produce a specific local solution. We have learned that every community is unique, and we dig until we understand your community and the issues there that impact the feasibility of a broadband network.

The one area where CCG Consulting is the most creative is in helping you to find a way to pay for a network. We are finding that most network solutions today are funded from more than one source of revenue, or from partnerships between several entities to make a project work. We can help you understand the nuances of financing and help you to explore multiple funding ideas.

We have been doing feasibility studies at CCG for over twenty years and we can’t think of even one time when we didn’t deliver on time or where we went over budget. Our pricing proposal to you is a cap and we will not bill more than that regardless of the effort required at our end. We have done so many feasibility studies that we know what we can accomplish within the constraint of the price we’ve quoted.

Both CCG Consulting and Finley Engineering are always busy, but for both firms we rarely have study commitments more than two months into the future. We can guarantee that our staff will be able to give your study the attention it deserves.
Our Proposal

Assessment of current infrastructure landscape – *Provide inventory of existing broadband assets and facilities (i.e. towers, wireless facilities, fiber, conduit) within or adjacent to Farmington/Farmington Hills and evaluate existing broadband ownership, estimated capacity, and estimated utilization where available, along with any other relevant information.*

This is something we always investigate as part of a feasibility study. Many communities have existing assets that can make it easier to build a fiber network. There may be existing fiber routes that can provide dark fiber or possibly empty conduit somewhere in the city that would reduce construction costs. There are other assets that could benefit a fiber network such as the use of city land or of an existing city building to house electronics and staff.

We’ve found that the large incumbents are not going to let you use any of their networks (at least without a big fight). But there are likely some other existing fiber networks that pass through at least some part of the cities that might create value. This might include fiber built to serve schools, traffic light networks, electric grid networks, county or state government, and fiber built by competitive fiber builders other than the incumbents.

Other parts of the project described below have us talking to area service providers, area utilities and other government entities and we’ll find out what they all know about existing infrastructure.

We will research the FCC website to get a list of all listed wireless towers in the area and get information as to which ones may have space leasing options to be considered. We will also look into any other wireless structure options that may already be in place such as water towers and other tall structures.

Conduct local broadband market assessment – *Identify existing broadband options and costs across community. Profile Farmington/Farmington Hills and provide assessment of telecommunications environment detailing types of services, pricing, availability and limitations. Identify and analyze existing resources of all stakeholder entities. Determine if the City’s broadband market is being driven by healthy competition to provide the best broadband services possible at a price point that provides value to the citizens. Recommend ways for the City to foster a healthy competitive marketplace for broadband services if this environment does not exist. Identify estimated numbers of potential customers by type (business, residential, governmental, and other). Identify gaps in availability and performance for each customer type. Identify key anchor tenants whose participation would help ensure success.*

Product and Price Research. We know that prices for broadband and other triple play products vary by community. We think it’s important to understand the products and prices available in the market today. We generally undertake this in several ways. We first do standard research such as web searches to see if we can determine what existing service providers charge and the services they offer. We will also talk to service providers that are often willing to share their pricing with us.

We realize in today’s market that a lot of service providers don’t have fixed prices. Instead they negotiate prices individually with customers and offer various promotions, so there might be a wide range of
different prices being charged in the market today for the same products. Further, with bundling it’s often difficult or impossible to understand what an ISP is charging for a single product in the bundle.

Understanding market pricing is also complicated by the fact that some of the larger service providers often have deceptive billing practices. They often break out pieces of their charges and make them look like taxes or fees, when in fact these extra charges are all revenues. We see this with both telcos and cable companies in many markets.

Our goal with this research is to find out as much as we can about what residents and business are really paying for broadband, as opposed to the advertised prices from service providers, which are generally deceptively low.

Customer Bills. As part of this research we will want to solicit copies of customer bills in the community. We would ask the Cities’ help in asking the community to send us samples of their bills. The detailed bills tell us what people in the market are actually paying, which is often quite different than the standard prices the service providers might publicly quote.

We pledge to anybody who sends us a bill to keep their identity and the amount they pay confidential. In fact, they can feel free to black out or cut off any identifying information from the bills before they provide them to us. We understand that customer information is confidential and sensitive, and even if they don’t remove their name, we would not reference any specific customer in our report, and we destroy the bills once they have been analyzed and summarized. We would not provide copies of bills to the cities and they don’t become part of the public record.

Speed Tests. Another useful research tool is to ask citizens to take a speed test. We will establish a web site and ask the cities’ help to ask citizens to take the test. We ask customers the speeds they are paying for, how much they are paying, and can compare that to the speeds they actually get on the speed test.

The speed tests tell us a lot about the networks of the ISPs in the market. The speed tests let us make a qualitative analysis of broadband in the market, which is often quite different than the perceived community perception of the quality of broadband.

Summary. The above research allows us to make a quantitative and qualitative assessment of prices and products in the cities. CCG Consulting has done similar market research across the country and involving the same service providers that operate in your community. We’ll be able to give you our opinion if the prices charged in your areas are higher or lower than what they charge elsewhere.

We would expect to identify possible anchor tenants as part of the customer outreach task discussed below.

**Conduct stakeholder outreach** – Identify all key stakeholders (i.e. citizens, businesses, School District, Greater Farmington Area Chamber of Commerce, HOAs, other non-profits/organizations, or governmental entities/offices) in Farmington/Farmington Hills. Potential regional and state partners (i.e. Oakland County, Water Resources Commission, Detroit Energy, MDOT, Consumers Gas, etc.) should also be identified. Identify the potential size and breadth of partnerships in process. Assess
potential for regional coordination and cooperation among entities and/or other nearby municipalities. Summarize coordination assessment and present risks/benefits of collaboration.

Interviews with Stakeholders. We propose to interview up to twenty of the largest stakeholders in the community. These would be the entities identified above. CCG Consulting has conducted thousands of similar interviews and we know how to tailor the questions we ask to fit each stakeholder.

Additionally, we routinely talk to local utilities as part of designing a fiber network. They can provide insight to the issues and the costs of building new infrastructure in the cities.

Our interviews will serve several purposes. First, for any of the stakeholders that are located in the cities we’ll ask them to share anything they want to tell us about the broadband products they buy today. Are they able to get what they want at prices they think are affordable? Second, we will also ask the questions the RFP is asking about collaboration and partnerships.

These interviews would be conducted by telephone and typically last about 30 – 45 minutes each (a few last much longer). We will ask your help to identify the best contacts as the various stakeholders. In our experience we’ve learned that we will need your help to let these entities know that we will be contacting them – otherwise many of them will be reluctant to talk to a consultant they never heard of or disclose things that might end up in a public report. We always give stakeholders the opportunity to keep their responses to us confidential if they don’t want us to discuss them in the written report.

Conduct market research – Conduct residential and/or business customer demand survey, obtaining information such as:

a. Customer satisfaction with current telecommunications/broadband providers
b. Current and future needs of customers and community’s desire for enhanced broadband services (i.e. video, voice) and new applications (telemedicine, telebanking, cloud services, SaaS, etc)
c. Citizen’s view on the role municipal government should take in providing that service
d. Willingness to pay for that service and at what price
e. Overall interest in obtaining services from new providers in the market
f. Provide other information that would be relevant to decision makers evaluating a municipal broadband network.

Residential Survey. CCG has been conducting residential surveys about broadband for over twenty years. We’ve learned that the best way to understand residential demand for broadband is with a statistically valid survey. A statistically valid survey will answer most of the questions you’ve asked. We’ve learned through experience that a well-designed survey will accurately predict the percentage of residents in the cities who are interested in buying broadband from a new provider.

We would caution that the one area where we’ve found survey results to be questionable is pricing. Customers will tell you in a survey that they want a low price while in real life they might pay significantly more than the way they answer a survey question.

There are a few factors that are vital to create an accurate and believable survey. First, the questions asked must be unbiased and can’t lead respondents into answering in a given way. CCG has administered
hundreds of similar surveys and we can help you to prepare survey questions that are not biased, and for which you can then believe the answers.

Another important factor is to limit the number of questions. There is a well-known phenomenon called survey fatigue and a large percentage of people will hang up or walk away from a live survey if they feel it’s taking too long. A survey should not last for more than ten minutes, and hopefully for less time.

If you want to have confidence in the survey results, then it’s vital for the survey to be administered randomly. We have a lot of experience in designing surveys procedures that meet the random test. Governments are often tempted to post a survey online – but doing so does not produce a statistically valid response since the surveys are not administered randomly.

CCG conducts surveys by telephone. The primary issue to consider when doing a telephone survey today is that it no longer makes any sense to do a telephone survey if the survey doesn’t include cellphones. We know that a survey given only to landline telephones is no longer a representative sample of the community - the households that still have landlines tend to be older than the population as a whole. You don’t want to make any business decisions based only upon them.

This makes it vital to obtain a calling list that includes both landlines and cellular phone numbers. Since you are in an urban area we might be able to buy a calling list that includes landline and cellular numbers. The question with such a list is it will contain enough numbers to conduct a valid survey. Many of our clients supplement the purchased lists by providing a list of telephone numbers of your constituents. Most cities have accumulated constituent telephone numbers for a variety of city services.

Since the survey would be administered in the name of the cities, you can provide telephone numbers to us without violating customer privacy. A government entity is allowed to survey your own citizens as long as the topic is something that you want to know for your own purposes. We’ve used such lists many times and City and County attorneys have always blessed the use of the phone numbers obtained this way. We also shield customer privacy by only asking for telephone numbers – not names and addresses associated with each number. Since we don’t ask people their names, the survey is a ‘blind’ process that doesn’t violate anybody’s privacy.

Most business and political surveys are designed to provide an accuracy of 95% plus or minus 5%. That accuracy means that if you were to ask the same questions to 100% of the people in the survey population that the results should not vary by more than 5% from what was obtained in the survey. That is a high level of accuracy, but other levels of accuracy are possible by varying the number of completed surveys. We are going to want roughly 380 completed surveys to obtain that level of confidence for your communities.

At CCG we have assembled an in-house calling group and our rate for conducting these surveys is among the most affordable in the country. Our callers work for CCG directly and we control the quality of the calling. Other communities have praised us for the courteousness and friendliness of our callers. We won’t do things like interrupt folk’s dinners.

We generally start by providing a sample survey that we think can provide the answers you are looking for. Every client we’ve ever had has modified the questions to some extent and will work with you to
make sure the questions remain unbiased. We will also discuss the issue of perhaps getting some telephone numbers from the city after we find out what we can obtain commercially.

**Business Surveys.** We have found over the years that business surveys about broadband don’t work for a variety of reasons. We know that such surveys do not predict the number of businesses that will buy broadband. We’ve learned that businesses don’t easily change broadband service providers. Businesses generally care more about the quality of the network than the price, and so they are leery of changing until they are convinced that a new provider in the community has a quality and reliable product. Businesses can’t really tell you how they might react to a future theoretical fiber network because they don’t know.

Business surveys in general are also problematical unless you are asking questions to the person in the organization who would be the decision maker. For an issue like buying broadband there is often a team of employees that analyze the opportunity, and a survey presented to only one person likely doesn’t reflect the response of the organization.

A tool that we’ve found works better is a business questionnaire. A questionnaire allows us to extend our research past the twenty key stakeholders we will be interviewing. We will provide a questionnaire that will ask businesses about price and affordability of broadband and about any problems they are having with the current broadband. We essentially ask businesses to tell us their broadband story.

We’ve found that there are generally a few easy ways in each community to distribute the questionnaires such as going through the Chamber of Commerce and we will ask the cities help to distribute the questionnaire for smaller businesses.

**Engage with potential internet service providers** (123Net, Rocket Fiber, Google Fiber, etc) to identify and engage potential provider-partners with intent to:

- Identify entities that may have an interest in becoming service providers to end-users on a municipal network.
- Engage providers early to understand network infrastructure expectations/requirements and operations including division of responsibility or scope of work for maintenance.
- Determine the extent to which providers might bring financial resources and investment to the project.
- Determine what providers are paying (if anything) to access other municipal or privately-owned networks.

We always talk to local ISPs and service providers. They often can give us the best insight into the local telecommunications environment. They are going to know the most about things like the availability of dark fiber or existing empty conduits. We always ask local providers if they have considered serving the community we are studying and their responses are often illuminating, particularly if they decided not to serve your community in the past. That means that they learned something about local barriers, pricing, or policies that made them decide to look elsewhere – and hearing that story might be the most useful piece of information from the whole feasibility study.

We must caution that asking if service providers are interested in operating on a municipal open access network may not get the responses you are looking for. The answer is always going to be that they are interested, but usually means interested in finding out more details – not necessarily interested in getting
onto your network. Both CCG Consulting and Finley Engineering has been working with service providers for decades and there are a few things we’ve learned about them:

- We can’t think of ever talking to a service provider (other than the big incumbents) who wasn’t interested talking about opportunities. However, when they say that, what is unspoken is that they are interested in working with you only if it is to their financial benefit. An ISP is not going to really have an opinion about being on your network until they know the full range of facts – how much will you charge for access, what are the responsibilities of the network owner and the ISPs, what assets are they responsible for, how do the day-to-day functions like installations and responding to trouble calls work, etc. Until they understand the full details, any interest they express is only theoretical and not real.

- Service providers are going to be extremely reluctant to provide feedback to you in a public forum like this study, where their ideas could end up in a public document. Most service providers are leery about public disclosure laws, and they are even more unlikely to talk about anything meaningful when the conversation is at the theoretical feasibility stage instead of during an actual negotiation with the cities for a connection.

- They might not even disclose any details of how they interact with other cities if they view the details to be confidential.

We are telling you this because we don’t want to create any false expectations that you’ll end up with a list of ISP partners by the end of the feasibility studies. We would expect almost every local ISP to express interest – except for any who only want to operate on a network they own. Knowing that they’ve expressed interest does not mean that any of them will want on your network after they learn the facts – interest more likely means that they are open to talking about it.

The good news is that the feasibility study makes it easy to have these conversations after we’ve given you the results. Service providers become interested when you can talk about dollars and with our feasibility study in hand you will be armed with the numbers they want to know. The study will contain a wealth of information they will find valuable – the cost of constructing fiber in the communities, the responses from the surveys and other market research that indicates the level of market demand, the financial business models that explore a range of ways to charge for open access. The studies will also produce other results that an ISP might find intriguing, such as partnering with the city rather than joining an open access network. Our studies will explore numerous operating models and ideas that should stimulate interest from ISPs. One of the first steps we always recommend after the completion of our studies is to discuss the results individually with each service provider in the area. That’s when you can have a meaningful conversation and find out if there is any real interest in working with you or in your cities.

**Provide assessment of benefits/risks, gap analysis and project map** – Assess community benefits and risks through improved and more efficient City services (enhancing citizen opportunities for learning, health care, leisure, emergency services, law enforcement and community connections). Provide any relevant examples where these services have been launched, adoption rate, and effectiveness. Evaluate current environment against current and future needs of Farmington / Farmington Hills, including all stakeholders defined in project. Forecast future broadband adoption and usage under current conditions. Identify key issues limiting broadband expansion within the two Cities. Create comprehensive analysis and/or map of Cities’ broadband environment.
In doing all of the research for this study discussed above, and through talking to service providers and key stakeholders we are going to learn a lot about the telecommunications broadband in the city. We will undertake a traditional GAP analysis that will compare today’s broadband landscape in the cities to the ideal landscape that we think your residents and businesses want.

We typically structure our analysis by looking at the strengths, weaknesses, opportunities and risks in the community related to broadband. Our observations in each of these areas will not be generic but will reflect what we found in working in your communities.

CCG Consulting’s core business has been to help service providers launch new venture – we help new service providers get started and existing service providers open new markets. Our experience means that we can evaluate your market from the perspective of a service provider – what would a service provider see that would be positive or negative about doing business there. Do you have barriers you didn’t realize?

We are glad to see you ask about the risks, because those always have to be weighed. Commercial service providers make almost all of their major decisions based upon two items – the investment needed (cash and/or staff effort) to pursue an opportunity and the relative risk of that opportunity compared to the other opportunities where they can invest their resources. The most successful service providers are those that are good at this risk assessment.

Every community in the country today wants the best broadband infrastructure, and yet most communities are mystified about why a commercial service provider has not already built competitive broadband in their city. Our gap assessment is going to focus on the things that service providers consider when choosing where to serve – because how they view your cities might be different than how you view yourselves.

One of the results of our analysis and market research is that we will predict a range of residential broadband adoption rates based upon the survey. We also take another step that we think is equally important. In our financial analysis, discussed below, we will calculate the breakeven penetration rate, meaning the number of customers required for each major scenario we study to reach financial breakeven. We define that as a business that has enough revenue to cover all operating expenses, debt payments and future capital requirements for maintaining the network and replacing depleted assets.

You’re asking for one thing that we cannot provide, which is the adoption rate of the various services in other communities. Almost all municipal providers and smaller commercial service providers are highly guarded about disclosing details about their customer penetrations rates of various services or about penetration rates in different parts of the markets such as residential versus business. Even with public disclosure laws most cities with broadband networks don’t disclose their adoption rates and have found ways to avoid having to do so. Because CCG Consulting has had over 900 clients we know a lot about adoption rates – but we are mostly precluded from specifically discussing any details them with others. We can discuss these better generically than most consultant just due to having such a large base of clients.
**Recommendation for broadband strategies** – Based on consultant’s analysis and feedback from both Cities, conduct analysis of Open Access business models (including funding options) for the Cities to indirectly or directly improve and/or provide broadband services to community. Business model strategies must be based on sound and reasonable business cases that can be demonstrated quantitatively through development of comprehensive financial model. Present various business models to the Cities and potential benefits and risks of each. At a minimum, business models should also identify or describe:

- **Ownership of network.**
- **Management and operation of network, estimated operating and maintenance costs, cooperative opportunities.**
- **Capital investment required (i.e. amount, timeframe, responsible party).**
- **Assets required (alignment with inventory of assets and inventory).**
- **Potential services and partners.**

Before starting the engineering and financial business model analysis, we will work with both cities to define the parameters of the studies you want to consider.

CCG Consulting has the most experience in the country working with existing open access networks and we’ve learned that there are multiple ways that such networks are operated. Consider a few of the following:

- There are different models defining the ownership of network access. The most common open access network has the city owning assets down to the electronics on the side of each end user. But other approaches have been tried and we know of several open access networks where the service providers are expected to own everything from the mailbox including the fiber drop and all customer electronics.
- There are open access networks where the only product sold by the network owner is dark fiber and the service providers are expected to light the fiber.
- At the other end of the spectrum, there are several open access networks where the network owner obtained cable TV and telephone capabilities and provides these products wholesale to service providers along with access to the network.
- There are numerous open access pricing models – selling loops, pricing different by product (charging more for a gigabit connection than a 100 Mbps connection), charging by the service carried (charging the service providers a separate fee for carry voice, video and cable TV).
- There are numerous ways to operate an open access network and defining what the cities will do versus what the ISPs do. In the traditional model the cities maintain their part of the network and the ISPs their portion. However, it’s possible to have other operating models, such as having one of the ISPs maintain the fiber network. There is no right or wrong way to do this as long as any operating solutions work for all of the ISPs will providing the control and security the cities need.

We will work with the cities to understand the pros and cons of each of these models and how the choices made have affected various open access networks.

We also think you should explore more than just open access and think you should consider the following:
• We’ve never met with a municipal client that didn’t want a broadband network to be financially self-sufficient such that the revenues from the network cover the costs of building and operating the network. We always begin our analysis with a model that looks at one of the cities as the ISP, where you would finance and build the network and act as the operator. We think this scenario is mandatory because it allows us to understand the potential overall profitability of operating an ISP in your market. You can’t contemplate open access or partnership scenarios in a market where a standalone ISP can’t be profitable. Those other scenarios divvy profits between multiple entities, and you can only make that work if there is enough profits to support a single operator.

• We also will propose looking at some partnership models. We’ve seen several open access markets that got started by giving exclusive access to one ISP for some period of time before opening the market to many ISPs. There are advantages and disadvantages to that approach, and we’ll want to explore what such partnerships might mean to your financial performance. We also recommend looking at partnership models because you may not attract enough ISPs to create a viable open access market. As an example, the city of Longmont, Colorado wanted to launch an open access network and found no interested service providers. There is no reason to not explore the alternatives to open access while we are modeling the market.

At the beginning of the study process we will discuss the various business model options with you to define the studies you want us to consider. On top of looking at network and business alternatives we can also define the financing method you want to consider. It wouldn’t be unusual for us to create 20 - 30 variations of the financial models so that we can understand the nuances of the proposed business.

**Consultant’s recommended approach to implementation of preferred business model strategies.** Make recommendations regarding the infrastructure approaches to be utilized. These recommendations should include location and sizing of fiber pathways, location of wireless distribution points, distribution technology within the fiber network, connection to a source for bandwidth, distribution equipment, and customer-premise equipment. Provide an estimated timeline based upon current internet usage trends, of how the infrastructure should be developed.

The tasks in this section will be done by Finley Engineering. At the beginning of the project we will gather pertinent information from the cities that will help us to understand the characteristics that will impact the cost of deploying broadband such as the miles of roads, the number and locations of homes and businesses, etc. Ideally, we will be able to obtain a lot of this information from maps, GIS data, shape files or other electronic data.

We also propose an engineering kick-off meeting in the cities where we can meet and talk to city staffs to fully understand what’s needed to undertake our analysis.

Our research also involves talking to existing service providers in the area that own fiber assets, towers or anything else that might benefit your study. To the extent possible we will gather mapping and other information from existing providers if they will provide it.

There are numerous ways to design a fiber network. Finley Engineering believes that network design must conform to IEEE and ITU (primary standards bodies for the fiber and electronics equipment found in an optical network) ODN (optical data network) design standards. When done properly, the network will be
capable of supporting both Passive Optical Network (PON) electronics and Active Ethernet (AON) electronics.

Finley Engineering is vendor agnostic and we will not be proposing a solution for a specific fiber or electronics vendor. We think that should be done as part of future detailed RFPs. We plan to recommend what we think is the best overall network design for the cities. This will include a recommendation about the electronics types to use for fiber (PON, AON or a mix of the two) as well as topology and design for fiber network nodes. If there is a wireless component as part of our design we will identify existing towers that might benefit the project as well as recommend where additional towers are needed.

We never have any preconception about the best design, and this is something we will determine as we get to understand the cities and the type and distribution of potential customers. For this RFP our network designs will anticipate connecting to multiple ISPs for open access.

When doing a feasibility business plan, we recommend conducting high-level engineering with the goal of understanding the overall cost of building a broadband network. This sort of engineering is mostly done from our offices and would involve only one visit to the cities. In this high-level engineering phase, our goal is to make sure we have planned sufficient dollars for the overall project. We don’t want the opinion of probable cost to be too high, so our goal is to get as close as we can to the cost of the network while staying a little conservative.

If you eventually build a network, you’ll need detailed field engineering. That kind of engineering is expensive and our goal at the feasibility stage of the project is to do just enough work to generate a good opinion of probable cost for the network without spending a lot of money doing the detailed field engineering until it has been determined that the project is feasible. Past experience from hundreds of network designs has shown that this method produces a result sufficient for a business plan. Once it is time to build fiber, engineers will look at every foot of the network as part of work necessary to prepare plans and specifications suitable for construction.

What this means for a feasibility study is that we will lay out fiber routes based on our professional opinion from maps and a quick drive through of the cities. It wouldn’t be until later stages of doing full engineering work that we would know for certain if those are the best routes due to things like permitting issues, etc. It is at later stages where you would get details of exactly where fiber routes will take place, locations of pedestals, and many other details. At this early stage we can lay out high level routes and can incorporate anything we find during our investigation about existing telecom facilities that could benefit the network.

In heavily populated areas we often do high level designs for a few specific areas and then extrapolate that information into other areas that are very similar. Past experience has proven that these estimates are just as reliable as if we do high level designs for all areas, but keeps the cost of the feasibility study as low as possible. This way you are not spending more on the study than needed.

We are hoping that the cities have detailed GIS mapping info, because with that even a preliminary high-level design can usually be reasonably accurate. The more we know about the location of businesses, governmental facilities and residences the better our design and pricing.
We will provide any GIS shape files we create for this project to the cities.

This task also asks about a timeline. This would be presented as part of the next task below and is baked into the financial business plans. We develop the timing of construction and customer connections in several ways. One consideration is the method of financing. If the project is likely to be financed with a one-time bond issue, then it’s usually important to build the network and connect customers quickly in order to generate the revenues needed to make the bond payments. However, many cities instead build networks in phases that finance the network over time. Our timing will reflect how you think this will work – or we’ll create several scenarios to quantify the difference of different timing ideas.

The timing also reflects our best judgement about the most efficient way to build a network. Once we understand all of the facts in the city – the amount of aerial versus buried utilities, any physical barriers that affect construction like Interstate highways, railroads, waterways or large parks, we will recommend a realistic construction schedule that best fits your community, seasonal construction seasons, etc.

**Develop network conceptual design** – Ensure that business model is viable and develop network footprint and conceptual design. Footprint should include a major/local roads network (fiber-to-the-mailbox). Conduct thorough cost analysis to provide critical information regarding network capital expenditure estimates, financing alternatives, market penetration, forecasted take rates over time, service rates and service offering information. Develop a ten-year pro-forma financial plan for operating this community broadband network. The financial plan should include detailed projections (by year) of revenue, expense, debt load, subscription rates, subscription take-rates, and build-out timelines. The financial plan should reflect both capital and operating costs.

**Network Costs.** Finley Engineering will prepare our opinion of probable cost using processes that have been successful for us in the past. Since we work nationwide with many different construction contractors and equipment vendors, we maintain a database of recent construction costs in various parts of the country, and of vendor equipment costs. Past projects that have been completely built out have proven that our cost estimates are extremely accurate. But just to ensure that estimates are as accurate as possible, we will talk to construction companies that have worked recently in your area to get the most recent costs for building fiber locally. We will talk to electronics vendors to understand the latest technologies available and the likely pricing you might see in building a network of your size. And finally, we will rely on our own vast experience in designing and then helping to construct fiber networks. We understand the best construction practices and will keep those in mind when determining the cost of the various network alternatives.

We will also look at the other assets needed to build a network. This would include not only the electronics needed to support customers but also the electronics needed to light the network. We will look at issues such as whether you need to build a new building or new huts or cabinets to house the electronics.

Our network design will anticipate future network growth. We will work with staff to understand your long-range vision of how and where the cities might grow or change in the future and our network design will include a network that is robust enough to handle future expansion.
We always build in a construction contingency and we vary this between 5% and 15% percent of the project depending upon how good we feel about all of the assumptions used in preparing the opinion of probable cost of the network. The contingency will be clearly identified in the study.

**Financial Feasibility Models.** CCG Consulting has prepared hundreds of financial business plans for clients. We have studied and helped implement almost every conceivable type of competitive communications network and venture. Through years of this experience, we have refined our business plan models such that they are thorough, focused and grounded in experience. Our business plans are not pie-in-the-sky since we have extensive experience of how companies function after they build the network.

Our business plans will consider all of the research described earlier in this RFP response. We will base our products and prices on what we find from our market research. We will use Finley Engineering’s capital cost projections to construct our financial models. We will add to Finley’s estimated network costs by adding in the cost of other assets necessary to operate the business such as vehicles, computers, servers, spares, inventories, and other operational assets. We will also project the cost of expected software systems.

The financial business plan will include in-depth detail relative to the organization, operating costs, overheads, equipment and materials required to operate the proposed business. This is a normal product of our business plan models due to the way we develop our plans. We build our business plans from the ‘bottom up’ and we make detailed projections for the required staffing, capital and equipment needed to meet the plan objectives. Consider the question of the proper level of staffing. We will not only suggest the right number of employees for the business, but we are going to suggest specific titles and salaries that we think are appropriate for your region.

We normally build our models to coincide with the expected length of the debt to be sure that there are no underlying assumptions that eventually mean trouble. Our models provide the details needed to talk to potential service providers who are interested in using the network. Our models are banker-ready and will be sufficient to seek financing for a fiber project. These models also provide the detailed needed to apply for grants. Many bankers have remarked that ours are the best telecom business plan they have ever seen.

All of CCG's business plans provide monthly level of detail for the first two years of operation. Subsequent years are provided on an annual basis. Our models are so detailed and easy to use that many of our clients often utilize our models as budgetary and ongoing management control tools. The models include the full set of normal financial statements.

We know that one of the most important variables in any financial model is the penetration rate, or the percentage of customers that select a new fiber business. In your case, we will look at the penetration rate in two ways. First, we'll reflect the results of the survey and other market research described above. But we also will calculate what we call the breakeven market penetration rate for each different model. This would be expressed in terms of the percentage of homes and businesses that must subscribe to the network in order for the business to cover all of its costs including debt and capital. We believe that number is the key product of our financial analysis. This number quantifies the risk of each potential business plan option. If the needed breakeven is low, say 30% then you know there is a good chance for a fiber network to be successful. As the breakeven rate moves higher the risk of failure also climbs, and at some point, a
given model is going to be too risky to consider. While it’s important to understand the best case, which would reflect the results of a survey, we think it’s even more important to understand the worst case – how well must you do for a fiber business to not lose money.

We also will perform what we call a sensitivity analysis. This will test each of the most important variables so that you can understand the range of results you might see in actual practice. We know that changes in key variables like customer penetration rate, interest rates on debt, or open access fees will have a big influence on the financial results. Once we’ve created a few base studies we will kick the tires on the key variables so that you can understand how they affect financial performance.

CCG is somewhat unique among telecom consultants in that we specialize in helping projects find funding. Doug Dawson at CCG has been successful over the years in helping to fund numerous fiber and other telecom projects. We’ve found that getting projects funded is the hardest step in launching a fiber business and many otherwise feasible projects have languished due to the inability to raise the needed funding. Because of this expertise, our assumptions used for the cost of debt will be detailed and realistic. We won’t just look at municipal bond financing but will consider other realistic options. We will work with staff to explore any funding options that might be possible.

Our financial format creates GAAP accounting financial reports. This means that in addition to looking at capital and operating costs that we also calculate depreciation and amortization expense, look at the cash needed to float accounts payable, etc.

Our business plans differ from many consultants in that we always account for maintenance and replacement of electronics and other assets over time. Working with hundreds of clients has allowed CCG to understand how long fiber assets actually last (which is often quite different than the expected asset lives as predicted by the typical industry depreciation rates). We will predict the future needs to retire and replace assets to make sure that there is sufficient cash for future operations.

**Evaluate financing and funding availability** – Evaluate financing needs including:

- a. Stakeholder or potential third-party contributors.
- b. Grant funding options.
- c. Millage funding options (municipal bonds).
- d. Establishing a public-private partnership if viable.
- e. Capital, revenue bond and municipal self-funding options.
- f. Provide suggestions on funding sources for the infrastructure buildout.
- g. Based on estimated user fees, describe a sustainable debt repayment method.

CCG Consulting has extensive experience in helping clients obtain financing. We have helped numerous clients raise the money needed to build broadband networks. We work routinely with bankers and other lenders and know what they expect in terms of a project they will support. We have obtained numerous loans and loan guarantees from the federal government and from commercial banks. We’ve helped a number of projects find grant money to pay for portions of fiber projects. It’s not always easy to fund projects from just one revenue source, and so we propose to compile a description of all of the funding sources we have seen other entities use to help pay for fiber projects.
The CCG deliverable for this section of the report will be a written report that talks about all of the creative ways that similar projects have gotten funded, including discussing how structuring the business as a public-private partnership might change the way it can be funded. These discussions will be aimed specifically at your own financial situation with specific recommendations on how to best finance the project. We will talk about the pros and cons of each funding source, specifically as they might apply to your project:

Here are a few of the funding ideas we will consider:

- Traditional municipal general obligation bonds or else revenue bonds secured using the revenues of a fiber project.
- Municipal revenue bonds that have a backstop of tax revenues.
- Using excess municipal cash or ‘borrowing’ from the cities.
- Bank financing, which usually means a consortium of banks working together.
- Loans / bonds supported directly by an increase in tax revenues such as property taxes or sales taxes.
- Grants of various kinds including federal grants, economic development grants, etc. It’s extremely unlikely to get all of a project funded by grants, but funding even a small portion can make a difference. Finley Engineering has extensive experience helping clients win grant funding.
- Federal loan guarantees which guarantee against default and which serve to lower the interest rate for bank borrowing.
- Public-private partnerships where a private partner contributes some of the cost of launching the business.
- Unique funding assistance from mechanisms like New Market Tax Credits or the recently created Qualified Opportunity Zones.
- Up-front cash contributions from each household and business to help fund part of the project.
- Guaranteed anchor tenant revenues from major broadband users who guarantee to use the network for a significant period of time.

We will not only discuss these options, but we’ll demonstrate the impact of a broadband network in your community using the most likely options.

Next Steps – In addition to evaluating potential business model strategies and developing a network conceptual design, recommend next steps that the City can undertake to improve broadband service (i.e. providing premium service at public locations, encouraging broadband deployment in community and competition, adopting public policies to streamline design/installation of infrastructure, etc.). Describe the Business Development Possibilities. Assess the impact of a Fiber initiative on opportunities within the serviced area for economic development, job growth, education, health care improvements, community development, enhanced tax revenue, and other potential benefits of this initiative.

We will address this issue in two ways.

First, we routinely will provide a list of recommended next steps that naturally follow the completion of this feasibility study. Since the purpose of this feasibility study is to see if it’s possible to create an open access network, our first list of next steps will address the next steps to take in meeting that goal.
Your question also asks about alternatives to build a full open access network. Are there other steps the city should consider that would improve broadband for the community that are separate from that goal? You list a few examples in the question, and we will fully explore the topic and suggest ideas that we think make sense for you. Doug Dawson of CCG is one of the most creative people in the broadband industry and will develop a list of interesting ideas to consider.

**Written Report**

The final results of all of our work effort and analysis will be presented in a written report. We propose to generate one comprehensive report at the end of the process that includes the research done as well as the results obtained. This approach lets us write a final report that will focus on the most important facts, issues and results. Our normal process is to create a draft report and then solicit feedback from the client before creating a final report.

The report will specifically include the following:

- An executive summary describing the overall results of our study.
- A summary of our primary findings.
- A discussion on how to use our study as one of the important parts of developing a strategy for implementing a cost-effective broadband solution in a timely manner. Our goal is for our reports to be a roadmap for starting the process of implementing broadband – we don’t want our report to end up on a shelf.
- The report will make specific recommendations based upon our findings. This will include a specific list of next steps to consider after getting our report.
- A description of our research. This will include a description of any existing assets in the community that could benefit a fiber network. This includes looking at the current products and prices in the market. It includes an analysis of actual customer bills in the market. It includes the results of a speed test we would ask citizens to take. It will include the results of discussions with key stakeholders as part of the community outreach effort.
- A discussion of the results of the residential customer survey. This analysis will show the responses to each question asked in the survey. We will also tell you what we think the responses mean, particularly in terms of predicting a range of customer interest in using a new fiber network. Since CCG regularly does similar surveys, we will also be able to provide some context to compare your results with other markets we have studied – were any of your results surprising?
- The report will discuss whatever we found out from area service providers. It’s possible that some of them will ask us to put some of their ideas into a written report, and in those cases we will convey their ideas and put you directly in contact with them to hear more.
- We will include our GAP analysis and discussion. We will focus on the risks as well as the upsides from pursuing a fiber network business. We will provide an estimated range of broadband market penetration on a new network.
- We will include a summary of the discussions we had with you concerning operating models. While your first preference is open access, we know a number of different ways that other are operating open access networks. We will also cover any discussions with had with developing public-private partnerships instead of pursuing open access.
• We will include a full description of the engineering analysis. We will describe the assumptions we made when estimating the cost of the network along with the results of that analysis. We will discuss the technology we’ve chosen and explain why.

• We will develop numerous financial models that will look in-depth at the revenues and costs of operating the various business models you want us to consider. We will discuss the assumptions we used in each of our models. We will discuss the financial results of each study and create a table to allow easy comparisons between the various options considered.

• We will discuss how our models considered the equipment lifetime costs of assets.

• We will discuss the results of the sensitivity analysis that looks at the effect of changing the key variables for the cost drivers of the financials.

• We will include an in-depth discussion of your funding options.

The written report will be authored by Doug Dawson of CCG Consulting. Doug writes these reports in plain English with the target audience being politicians and the public – we do our best to avoid industry jargon whenever possible. Doug has a casual writing style that the public seems to like. We have included web links to two of our completed feasibility studies earlier on page 2 of this RFP response.

Doug also has been writing a daily telecom blog since 2013 called Pots and Pans by CCG, found at https://potsandpansbyccg.com/. You can see more of Doug’s writing style and also the wide range of topics that are covered by CCG.

Presentation of the Results

Our proposal includes a presentation of our findings to the cities. Both CCG Consulting and Finley Engineering will present our findings to any groups or in any settings you wish. We can meet with Staff, the County Council, the public, etc.

Travel and Trips included in our Proposal

We expect to make several visits to the cities as part of this project as follows:

• An engineering kick-off meeting by Finley Engineering to look in detail at local fiber issue, construction issues, etc.

• A final presentation of the results of our analysis.

• Our pricing includes an estimate of travel expenses. We bill actual travel expenses, without mark-up.

Project Schedule

Provide a detailed project schedule highlighting critical path and milestones for completion of the project.

We normally would expect to deliver a draft written report within about four months after we’ve made the engineering visit to the cities. Overall that generally means a final product in four-and-a-half to five months, or less, after signing a contract with the cities for the project.
Our study process doesn’t have many milestones because we only deliver a few things to you before you get the final report. This can include:

- The results of the customer survey. We will share the results of the survey along with how your constituents answered the questions as well as a report on how we interpret the survey results. This survey report will also be included in the final written report.
- If you want it, we’ll provide a summary of the results of the engineering analysis. It’s not unusual that an estimate of the cost of building the network is one of the most anticipated results of our analysis.
- We will also provide a summary of all the financial analysis. This will summarize and compare the financial results for each scenario we studied as well as the sensitivity analysis of key variables.

Other than that, our only other deliverable is the draft written report that covers everything else.

If the client wishes we are always glad to provide status reports of our progress.

CCG Consulting has done hundreds of feasibility studies and we have an internal process for tackling tasks in the proper order to most efficiently get the study done.

I didn’t create a critical path and project plan because the order of the steps are almost self-evident. We gather raw data, use that data to create the needed analysis to understand the market, and then work towards creating a final report. We have done hundreds of similar studies and we know how to get them done on time. The specific order of tasks can vary a bit depending upon the client, but generally go something like the following:

**Immediately After Signing the Contract**

- We try to hold our engineering field visit as soon as possible. This is our first chance to start finding out a lot of facts about the cities that we are going to need to know before undertaking other tasks. Finley will send a list of questions and resources we hope to use before that visit (things like GIS databases). Once data has been gathered, Finley immediately starts the high level design process.

- We also like to start the processes quickly that require staff assistance. That would include things like:
  - We will circulate a draft set of survey questions and work with you to create the final list to be used for the survey.
  - We ask for staff’s help to identify the key stakeholders we should interview.
  - We like to start the process early of creating a speed test site and asking for your help to get the work out to the public to take the speed test. We also need your assistance to ask the public for copies of current telecom bills.
  - We ask for your help for finding the best way to circulate a business questionnaire.
  - We discuss the various operating model alternatives with the cities to determine the list of financial models we should consider and create.
Production Stage (generally the second month)
- We talk to existing service providers, utilities, and neighboring government entities.
- Finley begins creating estimates of network costs based upon the facts we gathered and input from the cities.
- We start making survey calls to households.
- We undertake the product and price research.
- We will interview the key stakeholders.
- We will talk with the cities to understand your cost structures for things like the likely salaries for hiring new employees to operate the network. We will ask numerous questions about other aspects of your costs today as they might apply to operating a network.
- We talk to staff, and possibly your financial advisors, about the types of funding that should be considered in the analysis.

Pulling Together the Results (generally the third month).
- Finley Engineering will provide the results of the engineering analysis to CCG and to the city.
- We will analyze the results of the survey and write a survey report.
- We will analyze the results of the speed tests, customer bill analysis, business questionnaires.
- CCG creates financial models to test the various scenarios. We discuss a summary of this analysis with the cities.
- CCG undertakes the gap analysis

Writing the Report (the fourth month)
- CCG begins consolidating all of the results of the study into the written report.
- Once all of the research has been digested, CCG will then begin analyzing our conclusions of the results of the study.
- CCG will prepare a list of next steps for the cities to consider.
- We present a draft of the written report to the cities once we’ve had it proof-read.

Presenting the Results (timing up to the cities)
- Clients often provide feedback to the written report and ask for modifications or clarifications.
- At this point cities usually look at calendars and decide when and how they want us to make the final presentation of our results.
- We generally have a telephone call to discuss the next steps.
- We present the final results in the cities.

Project Team Listing

Project Team Listing: Provide a listing of team members that will be involved in the process, relevant experience and other material that is pertinent and concise.

Following is the primary staff that would be assigned to this project. We will be using additional employees for various clerical and lower level functions, but the following will be directly responsible for and will do the work required for this project. We would anticipate no change in this staff during the project.
Douglas A. Dawson, president of CCG Consulting. Doug's primary responsibilities at CCG are helping clients realize their potential through detailed needs assessment and strategic planning. Doug has helped devise strategies enabling clients to survive and thrive during the recent telecommunications industry slowdown. Doug brings a broad background to his work with experience in telephone accounting, engineering, regulatory and business planning. He is directly in charge of all client consulting at CCG.

Doug's role in the project will be the hands-on analysis of the data and formulation of ideas and plans. Doug will prepare all financial business models and other analysis for this project. Doug will author the written reports. Doug will be the one presenting results to the County. Doug has done around 300 similar studies, many of which are now operating broadband companies. He has worked with a large percentage of the municipalities in the country that own fiber networks.

Doug has been working in the telecom industry since 1978 at several different companies. He has both a consulting and operational background. Doug has a Bachelor's degree in Accounting from the University of Maryland.

Curtis Dean, has been involved in community broadband for 20 years. At Spencer Municipal Utilities in Iowa, Curtis was closely involved in the planning and implementation of a new municipal broadband utility, approved by Spencer voters in 1997. As part of the leadership team for that project, Curtis developed the business plans for the cable TV, telephone, and high-speed data services that the new utility would offer. In 2011, Curtis joined the Iowa Association of Municipal Utilities as Broadband Services Coordinator, providing support for Iowa's telecommunications utilities. Curtis holds a Bachelor of Arts from Buena Vista University and an Executive Masters of Public Administration from the University of South Dakota.

Curtis's role in the project would be to interview stakeholders.

Christopher Konechne, PE. Project Engineer at Finley Engineering. Chris has worked with a large number of clients designing fiber and wireless networks and assembling the associated opinions of cost, many of which were used in broadband feasibility studies. He has experience working with a variety of clients such as cities, counties, telcos, coops, etc. Chris served in the US Navy as an electrical technician. He has a BS in electrical engineering technology from South Dakota State University with a minor in business. Chris is the project manager for all Finley lead broadband feasibility studies that are run out of the Minnesota office.

Steve Leek, Network System Integrator, Finley Engineering has been with Finley Engineering since 1986. As a Network Systems Integrator, Leek is responsible for providing network designs, design cost estimates, specifications for central office access and transmission equipment, acceptance testing and installation inspection of fiber optic and copper cable networks.

Steve holds an Associate's degree in industrial electronics from St. Cloud Technical Institute and an Associate's degree in telecommunications from Wadena Technical Institute. He began his career in the telephone business as an installer for Northwestern Bell, Leek holds certificates in Cisco Fundamentals of Router Configuration, Calix Systems FTTH Network Management, along with Electrical grounding of
Communications Systems from the University of Wisconsin. He also has broad experience installing and specifying telecom equipment including Tellabs, Oceam, Calix, Cisco and Fujitsu Equipment. Steve also has experience with Active & GPON Fiber-to-the-Home triple play systems; carrying IP or RF Overlay video streams.

**Kathy Uittenbogaard**, Design Technician, Finley Engineering. Kathy has been with Finley since 1994 and performs system planning, design, and budgeting for the integration and implementation of telecommunications, data, and video transport networks and related infrastructure.

Kathy has attended the University of Wisconsin at Madison and has training in numerous telecom technologies.

**About Our Firms**

Preferred candidates will have strengths and experience in the following areas:

*Ability to demonstrate a thorough knowledge of all facets of municipal broadband development, including planning, regulatory, technical and financial/economic feasibility, and deployment.*

We believe that CCG Consulting has more experience working with municipal broadband than any other consulting firm you will consider. We started our business in 1997 and our first client was the City of Chattanooga, Tennessee. We helped them to take advantage of their existing fiber network to serve business customers and carriers in the City – a venture that eventually grew into what is probably the most successful municipal broadband venture. We went on early in our history to help launch some of the earliest municipal FTTP networks like the one in Bristol, Virginia and Lafayette, Louisiana. Since then we gone on to help over 300 municipalities, many which have implemented some sort of fiber solution.

CCG brings on other strengths that you won’t get from consultants who only work for municipalities. We’ve had over 600 commercial clients in our history and working with them has made us develop a sharp focus on profitability. Most small commercial ISPs have to either succeed or fold, and so we’ve learned to have a laser focus on profitability and cash flow. Our municipal clients want to have cash self-sufficient broadband ventures and our experience in the private sector gives us a focus that many other consultants don’t have.

*Direct experience in developing cooperative municipal partnerships (multi-city).*

We have helped groups of cities work together jointly to create broadband networks and businesses. Here are just a few examples:

- We helped several communities in North Carolina (Davidson, Mooresville, and Cornelius) create a multi-city agency that bought the cable TV business when Adelphia Cable went into bankruptcy. The business was structured as MI-Connection and has successfully operated that business and eventually upgraded the network to fiber under the new brand name of Continuum.
- We helped the cities of Champlain and Urbana, Illinois develop a wholesale fiber network in a joint venture that also included the University of Illinois. The group went on to eventually sell the network to a commercial ISP.
- We helped seven cities, two counties and numerous rural townships create a Joint Powers Board in Minnesota and to raise funds to lend to a new cooperative (RS Fiber) formed to bring broadband to the area.

**Experience performing analysis on needs vs. available resources, including through consumer surveys and direct consumer engagement.**

CCG has employed an in-house group to conduct surveys for the last twenty years. We have conducted hundreds of surveys, all associated with broadband and telecom networks and ventures. CCG also routinely interviews key stakeholders in communities as part of feasibility studies and we would estimate that we have conducted a few thousand such interviews over the last twenty years.

**Experience developing network plans that are scalable beyond initial concept.**

More than 50% of our clients have business plans that call for constant expansion over time, and so they routinely build off networks and move on to other nearby opportunities. Many of these clients refer to themselves as fiber overbuilders and it is a model and a design philosophy that we routinely work with.

In this project we are partnering with Finley Engineering. We have partnered with them for perhaps 30 feasibility studies in recent years and continue to work with them because they share our vision. We also have worked with other engineering firms and have our own staff of engineers.

**Experience with identifying current assets, and whenever possible, negotiating with asset holders to incorporate existing infrastructure into a network plan.**

One of CCG’s strengths is that we don’t only do studies. The bulk of our consulting work is what we call implementation and project management support. We have engineers on staff that routinely help clients negotiate to use assets owned by others. That can range from dark fiber, conduit, lit bandwidth service, tower space, land leases, collocation, etc. We also routinely assist our clients in negotiating contracts for such assets, including developing contracts in cases where none exist. We also routinely help clients negotiate for almost every other imaginable product or service such as outsourced customer service, wholesale bandwidth, wholesale triple play products, software support, maintenance agreements, etc.

**Knowledge of digital inclusion programs.**

This is a topic that is often studied by seldom implemented. I can think back to at least a few dozen clients who have had us develop financial models for lifeline products or other ideas for digital inclusion, but almost nobody has ever implemented these plans for various reasons.

We are knowledgeable about the programs offered by the big cable companies and telcos. We know of a few examples of smaller telcos and municipalities that have developed a digital inclusion product.
Extensive knowledge of financing models, with the capability to present breakdowns of cost commitments to all relevant parties through models pursued but not limited to those listed in this RFP.

We are certain that Doug Dawson of CCG Consulting has created far more financial feasibility models than any other consultant in the country. There are numerous broadband ventures, both municipal and commercial that have used our models to obtain financing and operate their businesses. Some of our smaller clients have used our models as ongoing budgets to manage their business. Our models are at a budgetary level of detail and don’t make any broad-brush assumptions like we’ve seen in studies done by some other consultants. We have studied almost every imaginable telecommunication business using a wide range of technologies and different products. We created studies for tiny ventures of a few hundred homes up to NFL cities.

The awarded firm must be properly licensed under the state law governing their disciplines.

CCG Consulting is a Delaware Corporation in good standing and our full corporate name is Nationwide CLEC LLC dba CCG Consulting. We began business as a Maryland C Corporation before reforming as an LLC. We have done work in every state including around 300 municipalities. Our partner, Finley Engineering, has 13 licensed professional engineers that are licensed in a total of over 40 states including Michigan.

CCG CONSULTING Background and Experience

CCG Consulting (CCG) would be the primary contractor for the project. CCG’s full corporate name is Nationwide CLEC, LLC dba CCG Consulting. The company is a Delaware corporation in good standing. As such, we have authority to do business in Maryland and have worked for County governments in Maryland in the past and also were once a consultant to the Public Service Commission of Maryland. CCG Consulting has done work in all fifty states.

When our company started, we had headquarters in Riverdale, Maryland along with two field offices in Texas. Since then our company has gone virtual and we are 100% home-based. Doug Dawson, the president now lives in Asheville, NC. Our website is http://www.ccgcomm.com.

CCG was founded by Doug Dawson in 1997. Since then we have grown to become the largest telecom consulting company in the country in terms of clients. Since our inception we have worked with 900 clients. Among those clients are about 300 municipal clients, with the others being a mix of fiber overbuilders, telcos, cable companies, and wireless companies. This distinguishes us from other consultants that work for municipalities in that many of them don't work for commercial clients – we know that working with commercial ISPs has taught us to have a very strong focus on profitability and efficiency which we think is also essential for municipal broadband projects.

We have assisted many of the largest and most successful municipal clients enter the broadband business including places like Lafayette, LA, Chattanooga, TN and Bristol, VA.
CCG is a full-service telecom consulting firm, meaning that we can help with a broad array of services that are needed by broadband providers. CCG has one of the broadest technical knowledge bases in the industry because we work with almost every kind of network possible including fiber, copper, HFC/coaxial, and a wide variety of wireless technologies. We work with clients that serve farms and rural areas and other clients who work in NFL cities. This wide range of client work means that we have to stay current and on the cutting edge of technology to anticipate the needs of tomorrow. Our company has been named for a number of years by Broadband Properties Magazine as one of the Top 100 Broadband Companies in America.

CCG specializes in the following areas. We specialize in helping businesses to get started, to open new markets and to stay profitable once in the business. Some of our areas of expertise include:

**Planning Services.** Strategic Planning, Policy Development, Business Plan and Feasibility Studies, Assistance with Financing

**Regulatory Services.** Interconnection Agreements, Certification Assistance, Regulatory Compliance, Tariff Creation

**Marketing Services.** New Product Development and Implementation, Market Research, Marketing Plan Development, Development of Pricing, Packaging and Promotional Programs

**Implementation Services.** Timelines and Gantt Charts, Customer Service and Billing Platforms, Hiring and Training, Setting Sales Quotas and Sales Training, Number Portability, Finding Vendors

**Engineering Services.** Facilities-based Network Design and Optimization, Design Central Office Facilities, Network Interconnections, Sizing, Ordering and Implementing the Network, Network Migration Strategies, Detailed Customized RFPs, Vendor Selection

**Contract Negotiations.** Contract Mediation and Dispute Resolution, Local Exchange, Utility and Municipal Agreements, Right of Way and Pole Attachment Fees

**Partnership Opportunities.** Financing Solutions, Strategic Alliances, Third Party Relationships, Outsourcing of Non-strategic Competencies

Doug Dawson, the President of CCG writes a daily telecom blog for small carriers at [http://potsandpansbyccg.com](http://potsandpansbyccg.com). We suggest that you look at the blog and you will see a sample of the wide range of topics we cover. We look not only at the current market, but we are focused on what the industry might become in the next five to ten years. We don't think there are any other consultants that spend as much effort in looking into the future.

For the project, we will have one subcontractor, Finley Engineering, with a description of their company below. We've also included below a short biography of each person that will be working on the project as well as several references. CCG Consulting and Finley Engineering together could provide numerous additional references.
Why Choose Our Team

We think there are a number of reasons why we are the best team for providing the answers you are looking for:

- CCG Consulting is the largest broadband consultant in terms of clients and we’ve helped over 900 clients since our business was founded in 1997.
- CCG and Finley Engineering partner regularly on feasibility studies like this one and we have partnered on more than twenty similar feasibility studies since 2017. We work well as a team and we have refined the process of looking at the feasibility of building and operating a fiber network.
- We don’t think there is another engineering firm in the country with the experience of Finley Engineering. They have been in business designing networks since 1953 and are likely to have more experience than any other engineers you’ll see responding to this RFP.
- CCG has a lot of experience in working with municipalities and has over 300 municipal clients, many which have gone through a similar feasibility study. We are certain that we have more municipal clients that have built and are operating fiber networks than any other consultant.
- While CCG’s experience with municipal clients in important, we have had more commercial for-profit clients during our history. We think that is significant because those clients focus on projects that are financially sustainable and profitable and we think that our focus on profitability makes a difference in our approach.
- We think the biggest advantage of using the combination of CCG and Finley is that you are getting opinions and recommendations from two of the most experienced firms in the industry as opposed to an opinion from only one firm. We provide feedback to each other and this gives the final report more credibility, which in turn gives the County more confidence in moving forward.
- Both of our firms are vendor neutral. That means we don’t have any preconception about the right solution for you. It almost sounds trite, but we’ve learned that no two clients are the same and we strive to find the right solution for you rather than trying to make you fit into a pre-conceived solution in a box – something some of our competitors do.
- One thing you get from us will be a Written Report that is written in plain English. We understand the audience for a written report is not just the technical staff at the County, but also the politicians and the public. We write for those audiences and do our best to keep jargon out of our writing. Doug Dawson of CCG is an accomplished writer and publishes the industry’s only daily blog written for small ISPs and municipalities.
- CCG has considerable experience in the operations side of fiber businesses. Most of our consulting work is involved with helping clients be more efficient in their businesses. This has allowed us to look deep inside the processes at hundreds of small ISPs and that experience allows us to find the best industry practices. Working with our many clients also means that we can stay current with the cutting-edge solutions in the industry. Many other consultants only ‘consult’ and don’t have our deep and broad operational experience.
- CCG specializes in helping companies fund new ventures. This starts with our financial models that are banker-ready. We’ve had numerous lenders and bond houses tell us that ours are the best financial models they have ever seen. But Doug Dawson also has a track record of getting projects financed. He understands both the bond process and also the banking process that would be used by any commercial partner you might find.
- Finally, Finley has a lot of experience in helping clients win broadband grants at both the federal and state level.
FINLEY ENGINEERING Background and Experience

Having begun in 1953, Finley has over 65 years of communications and electric power engineering experience and 37 years of experience with fiber communications, with a variety of client types such as private companies, cooperatives, municipals, large carriers, investor-owned companies, and a variety of other government entities.

The primary services provided by Finley fall into the following industry categories: land services (ROW, easements, permitting, surveying), telecom/broadband (voice, video, & data), IP, electric power, and geomatics. Finley provides these and other services throughout the U.S. and beyond.

Finley is a recognized leader within the communications industry as reflected through our years of membership and active participation in the NTCA-the Rural Broadband Association, Fiber-to-the-Home Council, the Utilities Communication Association (UTC) the National Association of Telecommunications Officers and Advisors (NATOA), MiCTA, APPA, IEEE, and dozens of other associations. Our leadership is noted through awards received over the years including Broadband Properties Magazine’s Top 100 Broadband Companies in America, and ZweigWhite’s 150 Fastest Growing A/E Firms in the US and Canada. Additionally, an independent client satisfaction survey reveals that Finley’s client satisfaction ratings have climbed to 95% which is among the highest in the industry.

Finley has over 200 employees and 13 licensed professional engineers, that when combined, are currently licensed in over 40 states. Our website lists the locations of our offices.

Finley has worked with a variety of network outside plant technologies such as copper, fiber, coax, and wireless, and has implemented many different project types such as full FTTx projects, rural and municipal fiber ring projects, inter and intra county fiber projects, fiber backhaul projects, fiber transport projects, redundant fiber/coax projects, fiber/wireless combination projects, and others.

Finley’s offices typically contain a full complement of Telecom/Broadband project staff including licensed professional engineers, outside plant engineering, IP and equipment/electronics expertise, designers, CAD/GIS staff, quality assurance staff, resident field engineers, inspectors, stakers, field project managers, right-of-way and easement specialists, permitting specialists, environmental filing specialists, and administrative support staff. Finley’s employee count varies between 200 and 300, depending upon the time of year and workload. These resources typically have anywhere from 5 to 40 years of experience in their areas of expertise. With Finley performing so many functions directly in-house, we have much tighter control over schedules and budgets, as opposed to utilizing many subcontractors.

Our website is http://finleyusa.com/
Finley Services

Telephone System Engineering
- Engineering Services
- Technical Evaluations
- Feasibility Studies
- Project Management
- Planning, Design Cost Estimates and Economic Selection Studies
- Specifications and Contracts for Central Office and Carrier Equipment
- Outside Plant Engineering
- Outside Plant Specifications and Contracts
- Construction Management and Inspection
- Acceptance Tests and Work Order Inspection
- Appraisals, Inventories, Traffic Studies
- CPR Records, and Manual and Computerized Records

Environmental Services
- Feasibility Studies
- Agency and Public Scoping
- Route Analysis and Selection
- Environmental Assessments
- Environmental Impact Studies
- BLM and USFS Permit Applications
- USCOE Section 10 Permits
- USCOE Section 404 Permits
- Resource Analysis
- Wetland Studies & Delincations
- Threatened & Endangered Species
- Biological Clearances
- Cultural Resource Inventories
- Permitting and Licensing
- Construction Compliance

Fiber Optic System Engineering
- Engineering Services
- Technical Evaluations
- Feasibility Studies
- Project Management
- Planning, Design Cost Estimates and Economic Selection Studies
- Outside Plant and Field Engineering
- Plans and Specifications
- Construction Staking
- Construction Management & Inspection
- Testing and Final Inspection
- As-Built Drawings

Wireless Telecom
- Engineering Services
- Technical Evaluations
- Feasibility Studies
- Project Management
- Site Evaluation and Selection
- Zoning Planning and Permitting
- Lease Reviews and Site Acquisition
- Site Design
- Construction Management and Inspection

Right-of-Way (ROW) Services
- Title Research and Analysis
- Document Preparation
- ROW Negotiations & Acquisition
- Highway and Street Occupancy Permitting
- Conditional Use & Building Permits
- Zoning Changes and Permits
- Construction Liaison
- Damage Claims and Settlements
- Condemnation
Services (Continued)

**CATV Engineering**
- Engineering Services
- Technical Evaluations
- Feasibility Studies
- Project Management
- Planning and Cost Estimates
- Make-Ready Estimates
- Outside Plant and Field Engineering
- Plans, Specifications, and Material Lists
- Headend Towers and Antennae Programming
- Construction Management and Inspection

**Surveying and Mapping**
- GPS Control Surveys
- Route Location and Profile Surveys
- Cadastral Retracement & Property Surveys
- Topographic Surveys
- CAD Mapping
- Construction Surveys and Staking
- River Crossing & Hydrographic Surveys
- ALTA Surveys
- Aerial Photography and Digital Orthophotography
- GIS Data Collection
- ROW Acquisition Maps and Legal Descriptions

**Electrical Power Engineering Services**
- Rates and Cost of Service
- Outside Plant Engineering
- Long Range Planning
- ROW Clearing Coordination
- Feasibility Studies and Reports
- Construction Plans and Specifications
- Transmission Line Design
- Distribution Line Design
- Feasibility Studies and Reports
- Construction Plans and Specifications
- Transmission Line Design
- Distribution Line Design

**IP Services**
- Network design consulting services
- Network Management
- Network Troubleshooting
- Critical Network Infrastructure Security
- Enterprise Service
FIRM QUESTIONNAIRE

Please give the following information regarding your proposal:

1. Submit three references for similar projects completed within the last three years including project summaries and key contacts for the projects.

Name: Cortez, Colorado Contact Person: Rick Smith, General Services Director

Phone #: (970) 565-7320 E-mail address: rsmith@countyofcortez.com

Provide a brief summary of the project: CCG Consulting and Finley Engineering undertook a similar feasibility study that concluded in 2018, and that included an engineering design estimate, financial business plan analysis and market research including a customer survey. The city is currently in negotiation with a private ISP that is considering building a citywide network using private funding.

Name: Davis, California Contact Person: Sarah Worley, AICP, Business Engagement Manager

Phone #: (530) 747-5882 E-mail address: sworley@cityofdavis.org

Provide a brief summary of the project: This was a full feasibility study completed in 2018 that included an engineering cost, estimate, financial feasibility models, and investigation into various issues. Subsequent to the study the city hired CCG Consulting to conduct a residential survey. The city recently used CCG Consulting and Finley Engineering to help construct a fiber ring in the city in partnership with a regional ISP. The feasibility of offering citywide broadband is still under active consideration.

Name: Noble County, Minnesota Contact Person: Tom Johnson, County Administrator

Phone #: (507) 295-5201 E-mail address: tjohnson@co.nobles.mn.us

Provide a brief summary of the project: This was a full feasibility study performed in 2017. While the study was rural in nature, we include this as a reference because the County was able to create a public/private partnership and is currently constructing a network composed of both fiber and fixed wireless through the rural parts of the County. The feasibility study was based upon a 70% customer penetration rate, but actual customer take rates are over 90%.
2. List states and categories in which your organization is legally qualified to do business:

We are a Delaware LLC in good standing and we have done work in every state in the country.

3. Answer Yes/No to the following. If “Yes” explain. In the last 5 years, has your company:
   
a. Had a contract terminated by a client for cause?

   No

b. Been in litigation, arbitration, mediation or regulatory proceedings related to your provision of the services described herein?

   No

Does your firm provide other Services besides Municipal Broadband Network Assessment & Feasibility analysis services? If “Yes” explain what other services you provide and identify the percentage of its business devoted to exclusively to Municipal Broadband Network Assessment & Feasibility analysis services over the past ten (10) years, as well as any relationships – legally, contractually or otherwise – that could be perceived as a conflict of interest (i.e. – companies involved in the funding, construction or operation of broadband networks).

Yes. See page 26 for a list of services performed.

Municipal feasibility studies represent approximately 15% of our revenue stream over the past 10 years.

We don’t believe we have any conflicts of interest.

5. Describe how your firm stays up-to-date on all code, regulatory and other legal requirements related to this project.

CCG Consulting has a vigorous regulatory practice and we help hundreds of clients navigate the regulatory gauntlet. We follow developments at the FCC and state regulatory commissions. We often cover significant regulatory changes in our daily blog.

6. Specifically identify and explain any and all exceptions to your firm’s compliance with the requirements of this RFP (including insurance) and sample Contract. Failure to specifically identify and explain an exception shall be deemed an express agreement to be bound by the terms of the RFP and Contract.

We anticipate no exceptions from the requirements of the RFP. We can provide the needed insurance coverage. We’ve reviewed the proposed contract and see nothing in there that we would take exception to.
LEGAL STATUS BIDDER

Fill out the appropriate section below for your company and strike out the other three. Provide additional sheets if more space is needed for your responses.

**Limited Liability Company (LLC):**
State and County in which established: We are a Delaware Corporation incorporated at the state level (not at a county level)

Official title of person signing proposal: President

Address of signee: 825C Merrimon Ave, # 290, Asheville, NC. 28804

Full names, addresses and titles of all members and managers of the LLC:

Julie Dawson - Principal

Douglas Dawson - President
SUBCONTRACTOR/SUBCONSULTANT
The contractor shall not sublet, assign or transfer the contract or any portion of any payment due the contractor hereunder, without the written consent of the City. If it is the intention of the bidder to use Subcontractor(s) for any of the work called for herein, the respondent shall provide the information required for each Subcontractor, below.

Name of Firm: Finley Engineering Inc. Contact Person: Mark Mrla

Address/City State: 1981 Engebretson Street, Slayton, MN 56172

Phone: 507-777-2222 Email: m.mrla@finleyusa.com

Brief Narrative of the firm's expertise highlighting completed projects: See background description of Finley Engineering earlier in this proposal. Also Finley was involved in the work provided to the three references listed above by CCG.
FEES PROPOSAL FORM

Proposer shall provide necessary information including but not limited to the information below. Proposer can attach additional pages as necessary to provide additional information or explanation.

PROJECT: MUNICIPAL BROADBAND NETWORK ASSESSMENT AND FEASIBILITY ANALYSIS FOR THE CITIES OF FARMINGTON AND FARMINGTON HILLS, MICHIGAN

OWNERS: CITY OF FARMINGTON HILLS 31555 W. 11 MILE ROAD FARMINGTON HILLS, MI 48336 CITY OF FARMINGTON 23600 LIBERTY STREET FARMINGTON, MI 48335

PRICING TERMS:
Please list below the not-to-exceed amount to complete all items listed under the Scope of Work. Fee is all inclusive and will include all labor (including sub-consultant fees), materials, travel expenses, support services such as secretarial, printing, etc., overhead & profit.

BASE FEES:

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ESTIMATED NUMBER OF HOURS BUDGETED FOR ALL PHASES OF SCOPE: ________________

ADDITIONAL VOLUNTARY ALTERNATES FEES (FOR ITEMS NOT COVERED UNDER THE SCOPE OF WORK BUT SUGGESTED AS VALUE ADDED) to be negotiated by the parties prior to performance. Please note if further description is required please do so on a separate page.

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<th>DESCRIPTION OF VALUE ADDED SERVICE/TASK</th>
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AUTHORIZATION OF PROPOSAL

ACKNOWLEDGEMENT OF OFFICIAL DOCUMENTS

I, Douglas Dawson certify that I have read section 3 (Official Documents) of the request for proposal and that the proposal documents contained herein were obtained directly from the City of Farmington Hills Purchasing Office or MITN website, www.mitn.info and is an official copy of the authorized version.

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE

AUTHORIZATION/ACCEPTANCE

The undersigned hereby declares that he/she has carefully examined all specifications and will provide as described Herein for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services. It is understood that all proposed prices shall remain in effect for at least one-hundred-twenty (120) days from the date of the proposal opening to allow for the award and that, if chosen the successful vendor; the prices will remain firm for 1 year from said date. The proposer affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

By submission of a response, the Proposer agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer’s services, or (2) benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Farmington Hills of City of Farmington. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their proposal. The submission of a proposal hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

NAME OF FIRM: Nationwide CLEC LLC, dba CCG Consulting

BUSINESS ADDRESS OF FIRM: 825C Merrimon Ave, #290, Asheville, NC 28804

BUSINESS PHONE NO: (202) 255-7689 FAX NO: N/A FEIN: 46 - 3295309

WEBSITE: http://www.ccgcomm.com EMAIL: blackbean2@ccgcomm.com

AUTHORIZED SIGNATURE: (Printed: Douglas Dawson

TITLE OF SIGNER: President DATE: August 15, 2019