



REGULAR MEETING AGENDA

1. CALL TO ORDER

Roll Call

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

4. APPROVAL OF ITEMS ON CONSENT AGENDA

- A. Minutes of the City Council - Special - Nov 25, 2014 7:00 PM**
- B. Minutes of the City Council - Special Study Session - Dec 1, 2014 6:00 PM**
- C. Minutes of the City Council - Special - Dec 15, 2014 5:30 PM**
- D. Minutes of the City Council - Regular - Dec 15, 2014 7:00 PM**
- E. Farmington Monthly Payments Report, December 2014**
- F. Public Safety Monthly Report**
- G. Consideration to Renew Southeast Michigan Council of Governments**
- H. Special Event Request - South Farmington Baseball Movie Night**
- I. Special Event Request - Memorial Day Parade**
- J. Consideration to Adopt Emergency Operations Support Plan**
- K. Consideration to Pay SLC Meter L.L.C. for Water Meter Replacement Work Completed December 7, 2014 – January 7, 2015**

5. APPROVAL OF REGULAR AGENDA

6. PRESENTATION/PUBLIC HEARINGS

- A. Special Event Request - Thursday Night Weekly Swing Farmington**
- B. Farmers Market Annual Report - Walt Gajewski**

C. Introduction of New Public Safety Officers

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Consideration of Annual State Trunkline Operating Permit and Indemnification Resolution

B. Consideration to Ratify City Manager Selection of Representatives to Serve on North Parking Lot Ad Hoc Committee

9. DEPARTMENT HEAD COMMENTS

10. COUNCIL COMMENT

11. ADJOURNMENT



**Special City Council Meeting
7:00 PM, TUESDAY, NOVEMBER 25, 2014
City Council Chambers
23600 Liberty Street
Farmington, MI 48335**

DRAFT

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on November 25, 2014, in City Council Chambers, 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 7:04 PM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

City Clerk Halberstadt
Attorney Schultz

2. APPROVAL OF AGENDA

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

3. OPENING COMMENTS - MAYOR GALVIN

Mayor Galvin read the following comments into the record:

This evening marks an historic moment in Farmington. Our city manager, Vince Pastue, has announced he will leave employment by May 31, 2015. He has cooperatively asked council to begin seeking a new city manager. Tonight, we begin that process.

The City of Farmington has been very fortunate. We have had a total of four....FOUR...city managers over the past 54 years. It has been eleven years since City Council hired Mr. Pastue and he took his ceremonial oath on February 17, 2003. This infrequent transition is due to Farmington's

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status as a stable, destination employer for the position of city manager.

As a matter of historical reference, in 2003 City Council consisted of Mayor Jim Mitchell, Mayor Pro Tem Arnie Campbell and Council Members Mary Bush, Mike Harrison and Joanne McShane.

2003 was when the Space Shuttle Columbia was lost to disaster. The eastern portion of the continental United States lost power, including all of Farmington. And a flip style cell phone was state-of-the-art technology because the iPhone was still four years away from being released.

But now we turn to the future.

Over the past several months as part of our regular discussions, City Council began to review various organizational issues. Ironically enough, over the past 2 ½ years we have experienced a great deal of usual and positive transition in management of the city. In that time span we have four new Council Members, a new Superintendent of Public Works, a new Community and Economic Development Director, a new Assistant to the City Manager, and most recently a new Director of Public Safety and many other promotions within the city.

The past couple of years have proven to our citizens that Farmington is financially and organizationally strong and healthy.

I hope I can speak on behalf of the entire City Council when I say, it is our intent to continue to improve upon that.

I have a great deal of confidence in this group of City Council members to seek out the best field of candidates and hire the best qualified city manager for Farmington's long term prosperity.

4. NEW CITY MANAGER SEARCH PROCESS

A. New City Manager Search Process. Review of Proposed Search Process and Draft Request for Proposal for an Executive Search Firm

Clerk Halberstadt read a report outlining the process for the recruitment and appointment of a city manager as provided in the City Charter.

Mayor Galvin opened the floor for discussion.

McShane stated she would like the search firm that is chosen to focus their time and attention on finding eligible candidates within the state of Michigan.

Discussion followed regarding the general scope of services that would be provided by a search firm including meeting with community leaders and citizen groups and city staff leadership.

Schneemann noted this is an important moment in Farmington's history. He pointed out the current city manager, Vince Pastue, was able to keep Farmington financially sound, allowing the city to look forward to the future with some optimism. He stated at the same time, along with the community, he was able to establish a vision. The city has seen many, many projects during Pastue's tenure which have helped to strengthen the fabric of the city and position us well for the future. He stated Pastue's replacement will have some big shoes to fill, but will be taking over at a time where they will have a lot of tools with which to work. He would like to see someone who is a visionary.

Cowley stated he would like to see someone hired with a strong Michigan background, but the search should also expand outside the state. He asked if relocation expenses have been built into the budget. He would like to see five qualified candidates as finalists.

Discussion followed regarding whether the Request for Proposal (RFP) should include a strong desire for Michigan candidates.

City Attorney Schultz recommended against placing this provision in the RFP, but suggested it could be part of the interview process.

Galvin discussed the timetable for the RFP which included instructing the Clerk to send out the RFP electronically on November 26th with a deadline for responses of December 10th at 4:30 p.m.

Discussion followed regarding the interview process and expectations for the finalists including in-person interviews.

Galvin advised that at the December 15th study session Council would review the responses to the RFP and select three finalists.

Council agreed the response to the RFP should include both an electronic and hard copy.

Discussion followed regarding the timeframe for the recruitment and hiring of a new city manager. Galvin noted he does not feel the pressure to hire by May 31st which is the absolute final date of Pastue's employment.

Cowley stated he would like the new hire to have some time to spend with Pastue before he leaves.

McShane would like to see a broad section of the community involved in the search process.

Council discussed possible dates in which to conduct interviews of the three finalists.

Council agreed to include the following schedule in the RFP:

December 10, 4:30 p.m.	Deadline for RFP response
December 15 (study session)	Review RFP's
December 18, 19 & 22	Possible dates to conduct interviews

Galvin advised interviews do not necessarily need to be restricted to evenings only.

Cowley advised relocation expenses still needed to be addressed.

Galvin responded relocation costs do not necessarily need to be included in the RFP, but can be part of the interview process.

Schultz advised broad language could be included in the RFP regarding relocation expenses, but advised against providing any specifics. He discussed how the chosen search firm would proceed in the recruitment process.

Schultz will include broad language regarding relocation expenses in the RFP.

Galvin identified a short list of search firms to receive the RFP, including BidNet.

Motion to approve the Request for Proposal including broad language regarding relocation expenses and schedule for RFP submission and interview process; and authorize the City Clerk to send the RFP to various search firms as reviewed and agreed upon by City Council.

The votes were taken in the following order: Galvin, McShane, Schneemann, Scott, Cowley.

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

5. PUBLIC COMMENT

No public comment was heard.

6. COUNCIL COMMENT

Cowley stated a timeline should be established for the city manager search. He ideally would like to have someone on board by May 1st to allow Pastue to work with him/her for a month.

Schneemann stated this is an important time for our community. He noted the city manager plays an important part in shaping our community. He advised it is not only important for Council to engage in the search process, but the involvement of the public as well.

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Discussion followed regarding the confidentiality of the candidates.

7. ADJOURNMENT

1. Motion to adjourn the meeting.

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

The meeting adjourned at 8:05 p.m.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of Nov 25, 2014 7:00 PM (APPROVAL OF ITEMS ON CONSENT AGENDA)



DRAFT

SPECIAL STUDY SESSION MEETING MINUTES

A Special Study Session meeting of the Farmington City Council was held on December 1, 2014, in City Council Chambers, 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 6:00 PM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Late	

City Administration Present

- Director Christiansen
- City Clerk Halberstadt
- Assistant to the City Manager Knowles
- City Manager Pastue
- Attorney Schultz

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENT

Susan Lightner, Farmington Hills resident and volunteer at the Farmers Market, noted the focus of the city's visioning plan was to build on an historic Downtown. She would hate to see the city return to a strip mall mentality.

Art Nikkila, Market volunteer, expressed concern Fresh Thyme Market would adversely affect the Farmers Market.

Pam Nikkila questioned why Fresh Thyme needs to move into the Downtown

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Farmington Center when there are a number of other locations available in the city.

4. DISCUSSION

A. Discussion - Farmington Road Streetscape

Present: Matt Parks and Scott Emmons, OHM; Sue Grissim, Grissim Metz Andriese Associates

Pastue introduced this agenda item and provided a brief overview of aspects of the project that will be presented.

Matt Parks indicated OHM began its preliminary work on the project once the federal grant was approved. He stated they have been working on the design since late summer including identifying needed easements and addressing design challenges. He indicated because the project is funded through a federal grant, the city must follow a very structured process.

Parks stated a grade inspection that must be submitted to the State which will be done in either late December or early January. Given this timeframe, the final submittal to MDOT would not occur until sometime in March. The final submittal would include the necessary easements, signed paperwork and adopted council resolutions. He stated the two resolutions that need passage included: dedication of funds to the project by the city and designation of an agent that is allowed to sign paperwork on behalf of the city.

Parks noted Scott Emmons from his team was present to answer any technical questions. He indicated that Annette Knowles has been reaching out to local businesses in an effort to identify necessary easements.

Parks is presently working on obtaining quotes to take care of the staircase at the corner of Grand River and Farmington Road that leads to a basement business. He provided a hand-out to delineate how the road will be changing.

Sue Grissim discussed proposed plans for the streetscape including: increasing the width of the sidewalks, landscaping, pedestrian walkways utilizing brick pavers, and bike parking. She discussed placement of drains in the streetscape. She talked about changes in and around the Village Mall that includes an eight-foot wide walkway with a narrow planting bed between the walk and the edge of the road. She stated SHPO (State Historic Preservation Office) dictated the type of tree that can be used in the streetscape. She noted SHPO also denied planting an evergreen hedge in front of the ornamental fence.

Grissim detailed the changes going south on Farmington Road including a bike rack at Fitness 19 and closing a driveway at both Chase Bank and CVS Pharmacy. She indicated a 10-foot sidewalk is planned in front of Page's. She also detailed the installation of new lighting as well as landscaping. The floor was opened for questions from the Councilmembers.

Schneemann questioned the lane width on Farmington Road immediately south of Grand River.

Parks responded the changes will include a 12-foot center turn lane, with the northbound lane fluctuating a bit between 11 to 12 feet. He stated they made an effort to shrink the lanes as much as possible in order to maximize the sidewalk area.

Schneemann then asked why the center lane couldn't be 11 feet as well. Emmons responded he would look into it.

Schneemann then inquired about the parking area next to the former Hershey Ice Cream Store.

Grissim responded the driveway would be closed and that hopefully in the future a pocket park would be located there.

Pastue indicated the property owner has not shown an interest in making a commitment to that area. The city would most likely fund a project on that site outside of the grant.

Schneemann then asked about the probability of closing the drive at Chase Bank.

Grissim responded that Knowles is still working with Chase concerning that closure. Parks confirmed that final easements should be in place by the March timeframe and further discussion was held.

Schneemann inquired about the hybrid Elms and asked if they would match what is currently in place on Grand River.

Grissim responded they will not be the same species as that poses a threat of disease infiltration. She stated that having different species would provide uniqueness to each street with common elements.

Responding to a question from McShane, Parks stated the pedestrian walk across Farmington Road would be made of stamped concrete.

Responding to a further question from McShane, Parks stated pavers for the pedestrian walk are not permitted due to past experience where they did not hold up well on heavily travelled roads.

McShane asked about planned lighting for Farmington Road and whether it would cover the length of the streetscape.

Grissim responded that it will be ornamental lighting that is currently on Grand River. However, the crosswalk will have taller lights to provide better lighting. McShane expressed strong support for the project, citing it will be a great addition to the streetscapes of Grand River and Grove Street.

Responding to a question from Scott, Parks advised left turns would still be allowed at the crosswalk in front of Firestone.

Scott asked about options if CVS Pharmacy does not want the number of curb cuts reduced.

Parks responded that he would discuss the benefits of the streetscape with CVS, but also advising them that a portion of their current parking is in the right of way and modifications would need to be made. He stated if they do not agree to the reduction in curb cuts, the center boulevard would have to be modified and further discussion was held.

Scott expressed his concern regarding the proposed drains within the streetscape and the ongoing need to unclog them.

Grissim responded that Farmington Road has a really good slope from north to south which allows for great flow and also the drains will have larger slots. She then indicated that they are attempting to narrow driveways and not allowing for excess width.

Scott then addressed the secondary curbing around the plantings and noted that the ones near Los Tres Amigos are already starting to deteriorate. He stated they should be evaluated to make sure they are sustainable. Grissim responded she would look into that.

Responding to a question from Cowley, Pastue advised the total cost of the project is \$1.4 million, \$607,000 in grant funds, and \$800,000 from the General/Capital Improvement Funds.

Cowley inquired how many additional parking spaces would be gained from this project. Parks responded 10 on-street spaces at the present time.

Responding to an additional question from Cowley, Knowles stated \$5,000 has been set aside to promote businesses during the construction period along with providing good directional signage.

Cowley expressed his preference for planting arborvitae over low plantings. He stated this is a great project that will complete the cross streets of Farmington and Grand River. He is looking forward to an on time completion of the project so that it doesn't create an undue burden on the businesses.

Schneemann expressed concern that the proposed closure of one of the CVS access points was still unresolved.

Knowles responded there had been a change in management and she was still attempting to reach the district manager to discuss the proposed closure.

Schneemann pointed out the City has already expended funds and he had hoped to see all parties on board at this point in the process with no open-ended issues.

Pastue stated that they will be sending a "rattle the cage" letter to evoke a response from CVS.

Discussion followed regarding the staging of the equipment to allow for the project to begin immediately following Founders Festival.

Responding to a question from Galvin, Pastue stated the City Manager would assume the role of project manager.

Referring to Cowley's earlier question, Pastue advised costs may run higher than originally budgeted which may require a reduction in the scope of the project.

Schneemann stated he would like to have a strategy by the next meeting for addressing the closures of the CVS and Chase Bank access points.

5. DISCUSSION

A. Discussion - DIA Inside/Out Program

Knowles advised the city submitted an application to participate in the DIA Inside/Out Project, a joint effort with the Farmington Hills Cultural Arts Division as well as other organizations. She stated their application was accepted for a late summer installation and would run through October/November. She is excited to welcome the DIA back into the city and the opportunity to partner with Farmington Hills.

Responding to a question from McShane, Knowles stated the DIA has requested fifteen sites for the art.

McShane asked whether this project would include an art walk. Knowles responded they have been in touch with various organizations and details have not yet been worked out. McShane stated a walk would bring more attention to the city and could end at a restaurant where participants could dine. Knowles indicated Drake Park, Warner Mansion, Downtown Library Branch, Shiawassee Park, and the Power House property are possible sites.

Cowley stated he would like this project marketed to the schools including Our Lady of Sorrows.

Responding to a question from Galvin, Knowles stated art would be selected that is appropriate to the environment.

Council took a ten-minute recess beginning at 7:10 p.m.

6. DISCUSSION

A. Discussion - KIMCO (Fresh Thyme) Planned Unit Development Agreement

Present: Rob Nadler, Scott Tucker, and Chuck Czhan, KIMCO Properties

Pastue introduced this agenda item and turned it over to Christiansen for discussion.

Christiansen advised the city has been working with Fresh Thyme and KIMCO regarding a location in the Downtown Farmington Center. He provided a background of the center and 1982 easement agreement between the city and KIMCO. He noted the proposed location for Fresh Thyme has been vacant for quite some time.

Christiansen discussed the proposed Planned Unit Development (PUD) agreement PUD plan. He discussed the four steps in the PUD process. He stated the first step, a pre-application conference, was held with Fresh Thyme earlier in the year. He advised a formal application and preliminary or conceptual site plans were then submitted followed by the establishment of a draft Development Agreement.

Christensen stated the Planning Commission then held a preliminary review and public hearing. The Commission approved the preliminary plan and recommended it to the City Council. He stated that they are now at the third step in the process wherein the City Council reviews the preliminary PUD plan, as well as the draft Development Agreement. He advised the meeting tonight is in preparation for action by Council at their December 15th meeting. He noted the fourth step in the process would return the project to the Planning Commission for final site plan approval.

Attorney Schultz stated that the proposed PUD and Easement Agreements are only drafts at this time.

Christiansen discussed the momentum of Fresh Thyme in establishing new stores in the midwest, stating they are looking to open eight new stores by the end of 2014 in the Ohio, Michigan, Illinois area, having a strong emphasis on fresh produce.

Christiansen discussed a recent trip to a Fresh Thyme store in Chicago with Knowles. He provided a power point presentation of the store.

Easement Agreement

Attorney Schultz briefly discussed the history of the easement agreement, going back to the 1950's. He reviewed the changes that have occurred in the agreement over time. He stated the proposed version of the agreement includes language that clarifies the responsibilities of the parties.

Responding to a question from Schneemann, Schultz stated it is likely that the approval of the easement agreement would be contingent on the approval of the PUD agreement.

Schneemann then asked whether the easement agreement would run with

"Fresh Thyme" or any tenant.

Schultz responded the agreement would run with any tenant in that space. Further discussion was held on the language of the easement agreement.

McShane confirmed that the agreement would ride with the property and not the business. Schultz indicated this issue would be addressed when discussing the PUD Agreement.

PUD Agreement

Pastue gave a brief overview of what is addressed under the PUD Agreement.

Attorney Schultz stated that most provisions in the PUD agreement are structured in the same way as other previous agreements with Balfour, Flanders property, etc. He advised most of the provisions would ride with the land. He indicated there are certain provisions within the agreement that are limited to Fresh Thyme as the user.

McShane inquired whether Ollie's or another discount store could occupy the space if Fresh Thyme was not successful. Schultz responded not under the terms of the draft agreement presented to Council.

Scott questioned whether the project meets one of the standards for a PUD which is the development is considered a public benefit to the city. He also noted the deficiency of the proposed landscape plan.

Christiansen advised the Planning Commission found the proposed agreement did meet PUD standards.

Responding to a question from Schneemann, Christiansen stated a detailed landscape plan would be provided in the final site plan.

Pastue noted the City Zoning Ordinance provides standards for landscaping and pointed out the plan before Council is only a conceptual one.

Pastue provided a brief overview of Articles III and IV of the agreement. Scott stated the language of Article III appeared to be disingenuous and Galvin concurred. Further discussion was held.

Pastue discussed the proposed modifications to the parking lot and confirmed they would be paid for by KIMCO. He noted, however, ongoing maintenance would be the City's responsibility.

Scott expressed concern regarding the deadline for completing the parking lot reconfiguration and the possibility it would not be ready for the Founders Festival. He would like to see the language in the agreement tightened up as far as defining a specialty store.

Cowley noted the proposed changes to the parking lot are an improvement.

Schneemann raised a question regarding the egress just south of Firestone Tire business. Pastue advised that access point is outside of the property area included in the current discussion.

Schultz clarified that the amendment to the current easement agreement will not encumber any more property than what is currently provided in the agreement.

Pastue discussed the impact of the proposed easement agreement on downtown events including: Founders Festival, Art on the Grand, and Riley Park activities. Cowley confirmed with Pastue that DDA event strategies would not be severely limited.

Responding to a question from Cowley, Pastue stated the tax benefit from a new building could mean an additional \$40,000 in revenue.

Schneemann raised the question of the no-build area of the proposed easement agreement and further discussion was held. Galvin stated the no-build zone could hinder development of other parcels not owned by KIMCO and that this is a critical point. Scott concurred with Galvin's comments and stated concern over future events being impacted.

McShane discussed the impact of a no-build provision to the city.

Pastue stated that a balance must be achieved between the city and KIMCO with regard to this project in order to make it a win/win proposition.

Galvin expressed his views with regard to moving events to other locations in the city.

Orchard Street Parcels

Pastue discussed how the six lots on Orchard Street would be impacted by Fresh Thyme. He stated functionally KIMCO has use of the west lot which includes three parcels. The east lot would still be available for parking and the city would retain the option for any future development of that lot. He indicated Grove Street would be the primary truck route and that a cart corral area would have to be part of the final site plan approval.

McShane inquired about the three dumpsters on the east side of the parking lot. Christiansen responded that there is a new iteration that depicts where the dumpsters will be located.

McShane then asked about a wall on the east side between the dumpster and a residential home. Christiansen responded the final site plan will address that issue.

McShane stated Council must be mindful that these lots abut three residential areas and must use caution in reaching any agreements. She commented the

south side of the plaza needs to be cleaned and maintained.

Galvin would like to see a buffer of some sort between the residential areas and the dumpsters.

Schneemann would like to see eight foot walls around the dumpsters.

Scott would like language clarified in the agreement regarding designated areas for trash and recyclable bottles.

Cowley discussed a commercial downtown recyclable strategy.

Christiansen advised there are no enclosures currently on the property and those that are proposed will have to meet site plan approval which has masonry requirements that meet city standards. He also stated the proposed plan for unloading is a marked improvement over what is currently done at the center.

Responding to a question from McShane, Christiansen stated there will be an internal area and outside corrals for cart storage.

Responding to a question from Scott, Christiansen stated trash enclosures are a requirement.

Pastue gave a brief overview of the remainder of the Agreement, addressing outdoor displays, signage, stormwater management, water and sanitary sewer, building elevations, architectural requirements, exterior lighting, waste receptacles, loading/unloading area at rear of building, Farmington Road Streetscape, construction staging and general provisions.

Christiansen provided a power point presentation of the proposed site plan.

Responding to a question from Scott, Schultz stated currently there is nothing in the proposed agreement regarding repeated violations, but it could be included.

Scott questioned how to remedy debris in the parking lot from flyers. Schultz responded language to address those violations could be added to the agreement.

Schneemann addressed the issue of maintaining a safe pedestrian environment and expressed concern over an August 31st completion date.

Galvin recognized former Farmington Mayor, Alton Bennett, in the audience and allowed him to speak regarding the Fresh Thyme PUD proposal.

Bennett stated as a resident of Charlestown Condominiums he had concerns regarding the PUD proposal. He expressed those concerns to management and was gratified that city staff, Council and Kimco addressed each of them to his satisfaction.

McShane questioned the number of cars expected at Fresh Thyme in a 24-hour

period.

Christiansen responded there will be 100 employees at Fresh Thyme with 30 workers per shift. He stated employees will be instructed to park in the south lot and thirty spaces in the Downtown Center parking will be set aside for customers.

Rob Nadler, from KIMCO, addressed the typical parking ratio.

McShane raised the issue of moving Fresh Thyme building next to Fitness 19 and putting the pass-thru to east of Fresh Thyme and further discussion was held.

Nadler clarified that the current drafts of the agreements have not been reviewed or approved by KIMCO and Fresh Thyme. He stated there are a few critical open issues that need to be addressed. He suggested scheduling another working session to achieve acceptable agreements from both sides. He stated the project would be in jeopardy if full municipal approvals for the project are not in place by February 3, 2015.

Cowley asked if Fresh Thyme was comparable to Trader Joe's. Nadler responded they are more in line with Whole Foods than Trader Joe's and further discussion was held.

Schneemann asked about similar stores to Fresh Thyme in downtown environments and Nadler cited some examples.

Scott inquired about KIMCO's plans for the remainder of the center. Nadler responded they are trying to ignite interest in the center with the occupancy of Fresh Thyme and further discussion was held.

McShane read the following statement:

I would like the public to know that I support a grocery store in our downtown, possibly Fresh Thyme Market, as much as they do. KIMCO is requesting conditions and considerations that are quite restrictive. There has never been a business in Farmington that has asked for such considerations. What we have received from most of our businesses is unending support, financial contributions and their volunteer time. The conditions and environment they have helped to create have set the stage and given Farmington the ability to become a destination.

We are experiencing good strong development, we have a master plan and a community vision and I don't want to throw these to the curb. I would like to see KIMCO support and contribute to our city. I would like to bring Fresh Thyme to downtown Farmington and will look for ways to make that happen. However, I have to ask KIMCO not just what it wants from Farmington, but what they can give us as well. What is KIMCO willing to offer in order to help us not only create and sustain their vision with Fresh Thyme and further growth, but they need to look

at Farmington’s master plan and vision and join with us to achieve a compromise where this project works for both of us.

Galvin expressed support for the Fresh Thyme Project, but noted the issues involved. He expounded on the opportunities ahead for Farmington, not just in the downtown but city-wide. He expressed appreciation to the KIMCO representatives for their presence at the meeting.

7. OTHER BUSINESS

No other business was heard.

8. COUNCIL COMMENT

Schneemann stated it’s important for the public to understand the issues involved with the Fresh Thyme project. He would love to have a specialty market in downtown Farmington, but would like to ensure that the City retains the right to maintain the downtown as they see fit. He thanked the proponent for being present tonight to answer questions. He appreciated the patience of the public as well as the proponent as they work through the issues. He thanked the administration for their efforts on this project.

Cowley expressed his support for this project. He stated it will contribute to the city’s ability to sell more PUD opportunities in the downtown. He also commented on the importance of this TIF project and the opportunity for jobs. He also commented on the continuing issue of parking in the downtown area.

Scott commented that this is not really about Fresh Thyme, but rather addressing the city’s vision for the downtown center. He expounded on the expectations of the citizens of Farmington and the reality of the project.

9. ADJOURNMENT

1. Motion to adjourn the meeting.

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

The meeting adjourned at 10:14 p.m.

William E. Galvin, Mayor

Minutes Acceptance: Minutes of Dec 1, 2014 6:00 PM (APPROVAL OF ITEMS ON CONSENT AGENDA)

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of Dec 1, 2014 6:00 PM (APPROVAL OF ITEMS ON CONSENT AGENDA)



Special City Council Meeting
5:30 PM, MONDAY, DECEMBER 15, 2014
Conference Room
Farmington City Hall
23600 Liberty St
Farmington, MI 48335

DRAFT

SPECIAL MEETING MINUTES

A Special meeting of the Farmington City Council was held on December 15, 2014, in the Chamber Conference Room, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 5:35 PM by Mayor William Galvin.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENT

No public comment was heard.

4. REVIEW OF PROPOSALS FOR CITY MANAGER SEARCH

Mayor Galvin identified proposals received in response to a Request for Proposal(RFP) sent out to Executive Search Firms on November 26, 2014:

- Slavin Management Consultants
- Waters & Company
- GOVhr USA - Voorhees Assoc.
- Michigan Municipal League
- S. Renee Narloch & Assoc.
- David Gomez & Assoc.
- Mercer Group

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Colin Baenziger & Assoc.

Galvin requested Council identify 3-4 firms they would like to call back for interviews.

Discussion followed regarding the merits of each proposal, methods firms use to attract candidates, value of extending the search outside of Michigan, warranties offered by the firms, how the firms maintain the confidentiality of the candidates and whether there is a need to conduct interviews before making a decision.

Galvin requested Council list on an index card up to three firms they would like to invite back for an interview and then give the card to the Clerk. The Clerk reported the top three vote getters were: MML - 5, Slavin - 3, and GOVhr USA - 2.

Discussion followed regarding the need to take action as soon as possible given the tight timeframe for the recruitment process.

Galvin requested a motion on the next step in the selection process.

Motion to accept a proposal from the Michigan Municipal League in an amount not-to-exceed \$17,000 to conduct an executive search for a city manager and authorize the mayor to sign on behalf of the city..

RESULT:	APPROVED [4 TO 1]
MOVER:	Greg Cowley, Councilmember
SECONDER:	JoAnne McShane, Councilmember
AYES:	Greg Cowley, JoAnne McShane, Steve Schneemann, Jeff Scott
NAYS:	William Galvin

The votes were taken in the following order: Galvin, McShane, Schneemann, Scott, Cowley.

Mayor Galvin clarified that his "no" vote was not based on a lack of confidence in the MML, but rather his preference that the top firms be interviewed prior to Council making a decision. He has great confidence in the ability of MML and looks forward to working with them.

5. REVIEW OF MANAGER'S RECOMMENDED VACATION LEAVE CREDIT FOR NON-UNION SUPERVISORY AND PROFESSIONAL PERSONNEL

Pastue advised that "consideration to approve a one-time credit of additional vacation leave for non-union supervisory and profession personnel" is on the regular agenda. He pointed out earlier in the year Council had expressed interest in recognizing the additional efforts department heads have made over the past years given the reduction in personnel plus expanding services. In light of this, he recommended that the City Council approve a one-time, one-week credit of vacation leave for non-union supervisory and professional personnel who do not

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receive overtime pay. He noted the vacation credit could be used before June 30, 2015 or converted to compensation during the same period.

Council concurred the proposed vacation credit was warranted.

6. OTHER BUSINESS

Referring to another regular agenda item, Consideration to Accept Bids for Sanitary Sewer Lining Project and Award to Low Qualified Bidder, Pastue advised Orchard Hiltz & McCliment (OHM) is recommending Pipeline Management based on a qualification-based selection process. He noted their bid was somewhat higher than the lowest bid.

Also regarding the regular meeting agenda, Pastue requested Council remove the agenda item concerning the Farmington Road Streetscape. He advised his office has received revised budget numbers regarding the project and as a result more time is needed to address those cost increases.

7. COUNCIL COMMENT

Responding to a question from Cowley, Pastue advised DDA Board President, Melissa Andrade, and Annette Knowles will meet with the Greater Farmington Area Chamber of Commerce regarding the 2015 Founders Festival.

8. ADJOURNMENT

Motion to adjourn the meeting.

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

The meeting adjourned at 6:40 PM.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

Minutes Acceptance: Minutes of Dec 15, 2014 5:30 PM (APPROVAL OF ITEMS ON CONSENT AGENDA)



**Regular City Council Meeting
7:00 PM, MONDAY, DECEMBER 15, 2014
City Council Chambers
23600 Liberty Street
Farmington, MI 48335**

DRAFT

REGULAR MEETING MINUTES

A Regular meeting of the Farmington City Council was held on December 15, 2014, in City Council Chambers, 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 William Galvin.

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Greg Cowley	Councilmember	Present	
William Galvin	Mayor	Present	
JoAnne McShane	Councilmember	Present	
Steve Schneemann	Mayor Pro Tem	Present	
Jeff Scott	Councilmember	Present	

City Administration Present

- Director Christiansen
- Director Demers
- Superintendent Eudy
- City Clerk Halberstadt
- Assistant to the City Manager Knowles
- City Manager Pastue
- Attorney Schultz
- Treasurer Weber

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Tom Wilkinson.

3. PUBLIC COMMENT

No public comment was heard.

4. APPROVAL OF ITEMS ON CONSENT AGENDA

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

- A. Minutes of the City Council - Special Study Session - Oct 6, 2014 6:00 PM**
- B. Minutes of the City Council - Special - Oct 20, 2014 6:00 PM**
- C. October 21, 2014 Joint Meeting Minutes**
- D. Minutes of the City Council - Special Study Session - Nov 3, 2014 6:00 PM**
- E. Minutes of the City Council - Special - Nov 17, 2014 6:00 PM**
- F. Minutes of the City Council - Regular - Nov 17, 2014 7:00 PM**
- G. Public Safety Monthly Report**
- H. Farmington Monthly Payments Report, November 2014**
- I. Consideration to Renew Michigan Municipal League Membership**
- J. AAA Michigan Traffic Safety Equipment Grant**

5. APPROVAL OF REGULAR AGENDA

Motion to approve the agenda as amended, removing Item 8A, Farmington Road Streetscape Grant Project, and renumbering the following items accordingly.

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

6. PRESENTATION/PUBLIC HEARINGS

A. YMCA Update - Tom Wilkinson

Present: Tom Wilkinson, Farmington YMCA

Mr. Wilkinson provided an update on activities and events of the Farmington YMCA.

B. Proclamation for Vicki Barnett

This agenda item was postponed to a later time.

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7. UNFINISHED BUSINESS

A. Consideration of Resolution to Adopt Farmington Grand River CIA Development Plan

City Administration recommended approval of a resolution to adopt the Farmington Grand River Corridor Improvement Authority Development and Tax Increment Financing Plan. Pastue noted a number of taxing entities that have elected to opt out of the tax increment finance capture. He further noted Farmington Hills has adopted their Plan and has received similar opt out notifications.

Motion to approve a resolution, as presented, adopting the Farmington Grand River Corridor Improvement Authority's Development and Tax Increment Financing Plan. [SEE ATTACHED RESOLUTION NO. 12-14-030].

The votes were taken in the following order: Galvin, McShane, Schneemann, Scott, Cowley.

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

8. NEW BUSINESS

A. Consideration to Accept Bids for Sanitary Sewer Lining Project and Award to Low Qualified Bidder

Administration advised bids were solicited to televise, clean, and line-in-place two sanitary sewer segments in the Farmington system.

Responding to a question from McShane, Pastue stated the work will begin in January and will not involve street closings.

Responding to a question from Cowley, Eudy explained the sewer lining process which will extend the life of the sewer line by 50 years.

Motion by Cowley, seconded by Scott, to accept bids for a Sanitary Sewer Lining Project and award the bid to Pipeline Management Company of Milford, MI in the amount of \$305,899.25.

The votes were taken in the following order: McShane, Schneemann, Scott, Cowley, Galvin.

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

B. Consideration to Pay SLC Meter L.L.C. for Water Meter Replacement Work Completed November 11, 2014 - December 7, 2014

Administration advised at the November 17, 2014 Council meeting approval was granted for SLC Meter L.L.C. of Pontiac, Michigan to proceed with the electronic water meter replacement. The current invoices submitted are for November 11, 2014 through December 7, 2014.

Motion to issue payment in the total amount of \$29,574.54 (invoices 241288 & 241289) to SLC Meter L.L.C. for water meter replacement work.

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

C. Consideration to Approve a One-Time Credit of Additional Vacation Leave for Non-Union Supervisory and Professional Personnel

Administration recommended the City Council approve a one-time, one-week credit of vacation leave for the non-union supervisory and professional personnel that can be used as vacation leave or turned in for compensation any time prior to June 30, 2015.

McShane stated the offer of additional vacation leave to designated staff is warranted. She pointed out these staff members worked with the city through very difficult economic times. She noted they lost 5% of their wages and have gained some, but not all of it back.

Cowley agreed with McShane's comments and stated it is important to let staff know that their hard work is appreciated.

Galvin stated it was the desire of Council to recognize the work of those employees who are not compensated with overtime, but are required to put in many extra hours. He thanked Pastue for developing a fair and equitable plan to recognize employee efforts. He pointed out Pastue is not on the list to receive this benefit due to a raise he received last year.

Motion to approve a one-time, one-week credit of vacation leave to non-union supervisory and professional personnel that may be used before June 30, 2015 or converted to compensation during the same period in recognition of additional work in the past along with recognition of additional responsibilities as part of the upcoming city manager transition.

The votes were taken in the following order: Scott, Cowley, Galvin, McShane, Schneemann.

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

9. DEPARTMENT HEAD COMMENTS

Demers thanked Council for the warm reception shown during the swearing in ceremony at the last council meeting for Public Safety Department promotions and the addition of a new officer. He stated it was a proud day for both the department and city. He cautioned residents regarding an increase in telephone scams.

Chuck Eudy advised the ice rink is almost ready for the season; department crews are preparing equipment for the winter; and the leaf program was completed on time.

Pastue pointed out the major accomplishments of the city over the past year. He stated there are more significant projects on the horizon for next year. He thanked Council for their ongoing support.

10. COUNCIL COMMENT

Galvin advised that in the earlier study session Council reviewed proposals from search firms for recruitment of a new city manager. He stated a Request For Proposal was sent out to a number of search firms and eight proposals were received. He advised Council elected to move forward with the proposal submitted by the Michigan Municipal League.

Galvin thanked all community volunteers for their efforts throughout the year.

Cowley congratulated everyone associated with the lighted parade held in the downtown earlier in December. He stated it was well attended and expressed appreciation to all those who built floats.

McShane noted all of the accomplishments the city has achieved over the past year. She expressed appreciation to city staff for all they have done. They have taken on

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extra work and worked hard, enabling the city to achieve many goals She also thanked Council for the time and effort they have given over the past year.

11.CLOSED SESSION - LAND ACQUISITION

1. Motion to enter closed session to discuss land acquisition.

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

Council entered closed session at 7:33 PM.

2. Motion to exit closed session.

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

Council exited closed session at 8:50 PM.

12.ADJOURNMENT

1. Motion to adjourn the meeting.

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

The meeting adjourned at 8:50 P.M.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: _____

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**Farmington City Council
Staff Report**

Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1765)**

Submitted by: Vincent Pastue, City Manager

Description: Farmington Monthly Payments Report, December 2014

Requested Action:

Approve Farmington Monthly Payments Report

Background:

See attachment

Agenda Review

Review:

Vincent Pastue Pending

City Manager Pending

City Council Pending 01/20/2015 7:00 PM

CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT**MONTH OF DECEMBER 2014**

FUND #	FUND NAME	AMOUNT:
101	GENERAL FUND	\$ 399,624.74
202	MAJOR STREET FUND	\$ 52,798.75
203	LOCAL STREET FUND	\$ 7,072.94
204	MUNICIPAL STREET FUND	\$ 0.00
244	CORRIDOR IMPROVEMENT AUTHORITY FUND	\$ 336.11
592	WATER & SEWER FUND	\$ 376,762.18
595	FARMINGTON COMMUNITY THEATER FUND	\$ 41,688.44
640	DPW EQUIPMENT REVOLVING FUND	\$ 109,504.62
677	SELF-INSURANCE FUND	\$ 1,250.00
701	AGENCY FUND	\$ 21,005.31
736	PUBLIC EMPLOYEE HEALTH CARE FUND	\$ 62,534.55
	TOTAL CITY PAYMENTS ISSUED:	\$ 1,072,577.64
136	47TH DISTRICT COURT FUND	\$ 242,946.16
248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 58,456.29
296	SWOCC FUND	\$ 19,059.14
	TOTAL OTHER ENTITIES PAYMENTS ISSUED:	\$ 320,461.59
	TOTAL PAYMENTS ISSUED	\$ 1,393,039.23

A detailed Monthly Payments Report is
on file in the Treasurer's Office.

CITY OF FARMINGTON - ACH PAYMENTS REPORT**MONTH OF DECEMBER 2014**

TRANSFER FROM:	TRANSFER TO:	DESCRIPTION:	AMOUNT:
Agency Tax	Farmington Public Schools	Tax Payment #12	346,700.50
Agency Tax	Oakland County	Tax Payment #12	86,490.46
Agency Tax	Farmington Comm. Library	Tax Payment #12	27,228.18
General Fund	Chase (Payroll Acct)	Direct Deposit Payroll	291,958.60
General Fund	Federal Gov't	W/H & FICA Payroll	107,527.33
General Fund	MERS	November Transfer	36,306.54
General Fund	MERS HCSP	Nov/Dec Transfer	3,897.50
	TOTAL CITY ACH TRANSFERS		900,109.11
Court Fund	Chase (Payroll Acct)	Direct Deposit Payroll	121,533.91
Court Fund	Federal Gov't	W/H & FICA Payroll	42,798.67
SWOCC Fund	Chase (Disbursing Acct)	Dir.Dep. Pay & W/H & FICA	23,928.64
	TOTAL OTHER ENTITIES ACH TRANSFERS		188,261.22

**Farmington City Council
Staff Report**

Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1763)**

Submitted by: Frank Demers, Director of Public Safety

Description: Public Safety Monthly Report

Requested Action:

Approve Farmington Public Safety Monthly

Background:

See attachment

Agenda Review

Review:

Frank Demers Completed 01/09/2015 10:22 AM

City Manager Pending

City Council Pending 01/20/2015 7:00 PM



MONTHLY REPORT DECEMBER 2014

LARCENY OF MAIL

On December 1st a Farmington Plaza Apartments resident came to this department to report that sometime between November 28 - 29, unknown suspect(s) pried open the lock on his mailbox in the common area. This prompted the resident to check the status of a delivery that he was expecting that would not fit in a mailbox. The resident learned that he had a package delivered on November 25th that went missing. The resident is now having his mail delivered elsewhere.

CARRYING A CONCEALED WEAPON

On December 4th, at approximately 11:07 p.m., an officer on patrol stopped a vehicle in the area of Grand River and Orchard Lake for driving with inoperable brake lights. Upon further investigation revealed an odor of Marijuana emitting from inside the vehicle. The driver consented to a voluntary search of his vehicle and admitted to the officer that he had a loaded pistol on his person. The driver does not have a concealed pistol license and was arrested for being in possession of a weapon. Further investigation revealed that the driver had Marijuana in his possession also. The driver was housed at the Farmington jail.

MALICIOUS DESTRUCTION OF PROPERTY (MDOP)

On December 5th an officer responded to a Larkspur address and met with the reporting party (RP) who advised that sometime between 11:00 a.m. to 12:30 p.m., she noticed that her dog was barking at something but didn't know what. Upon investigating the RP noticed that a window facing Flanders Street had been shot at with a BB gun. There are no suspects in this matter and there was no further suspicious activity located in the area.

RETAIL FRAUD

On December 5th an officer responded to Alexander's True Value and met with the owner who advised that at 12:45 p.m. a white male in his thirties came into the store to have some keys made and while they were being made, went around the store and stole \$79.96 worth of merchandise. The suspect then picked up a surge protector that was on sale and paid for it and the keys with a credit card. A letter has been sent to the owner of the credit card in order to interview him reference this matter.

OPEN INTOXICANTS IN A MOTOR VEHICLE

On December 5th, at 11:04 p.m., an officer stopped a vehicle on Grand River and Power for driving over the lane markings. The officer made contact with the driver and noted an odor of intoxicants coming from inside the vehicle. The driver admitted to drinking alcohol, and when questioned about alcohol inside his vehicle, he produced an open bottle of Gray Goose Vodka. The driver and passenger had two red cups that they were drinking mixed alcoholic beverages. The officer administered field sobriety test but the driver did not exhibit a level of intoxication that would have been over the legal limit. The intoxicants were dumped out in front of the patrol car and the occupants were released with citations.

LIGHT UP THE GRAND PARADE

On December 6th the city hosted the inaugural "Light Up The Grand" parade on Saturday evening. The parade was a success and featured emergency vehicles and floats decorated with lights as well as musical performances by the Farmington High School marching band and a visit from Santa!

OPERATING WITH A HIGH BLOOD ALCOHOL LEVEL "SUPER DRUNK"

On December 7th, at 3:02 a.m., a sergeant stopped a vehicle on Nine Mile at Gill for weaving and striking a curb. The sergeant made contact with the driver and noted a strong odor of intoxicants on the driver's breath. He also observed the driver to have bloodshot/watery eyes and slurred speech. The driver stated that he had a few drinks at Shots Bar in Farmington Hills. The sergeant administered field sobriety tests and the driver was arrested. It was later learned that the driver had a blood alcohol level of .20, which is considered to be an extremely high level according to Michigan's "Super Drunk" law. The driver was lodged in the Farmington jail until he could post bond and deemed sober.

OPERATING WITH A HIGH BLOOD ALCOHOL LEVEL "SUPER DRUNK"

On December 7th, at 3:05 a.m., an officer was on patrol eastbound M-5 near Farmington Road when he observed two vehicles stopped in front of him. One vehicle then proceeded to drive off. The officer contacted the stopped vehicle and the driver indicated to the officer that he was cut off and almost struck by the other vehicle. The officer caught up to the second vehicle and observed the vehicle driving erratically. The officer stopped the vehicle and made contact with the driver. The officer noted a strong odor of intoxicants on the driver's breath. The driver had slurred speech and upon exiting the vehicle, he had poor motor skills. The officer attempted to administer field sobriety tests, but the driver stated he could not perform them because he was too intoxicated. The driver was arrested for Operating While Intoxicated and transported to the Farmington jail. The driver submitted to a breath test. The driver was charged under Michigan's "Super Drunk" law for operating with a high blood alcohol level of .17. The driver was housed until he could post bond and deemed sober.

POSSESSION OF MARIJUANA

On December 7th, at 9:22 p.m., an officer stopped a vehicle on Grand River near Orchard Lake Road for having defective break lights. The officer made contact with the

driver and noted the odor of burnt Marijuana coming from inside the vehicle. The driver denied possessing or smoking Marijuana. The driver was asked to step from the vehicle and he was searched. Inside his pocket was a cigarette pack containing a partially smoked Marijuana cigarette. When asked about the joint, the driver stated that his friend had left the empty cigarette pack on the floor of his car, and since he likes to keep a clean car, he picked it up and put it in his pocket. When asked if he smelled the overwhelming odor of burnt Marijuana, he stated "no". The vehicle was searched and the officer located another baggie of Marijuana inside another cigarette pack. The driver stated that this Marijuana was also not his. The officer asked if he had ever been arrested in the past. The driver stated that he had been arrested for possession of Marijuana a few years ago. The driver was lodged in the Farmington jail.

SUSPICIOUS CIRCUMSTANCES

On December 8th officers were dispatched to the 32000 block of Loomis Street on a report of suspicious circumstance. The homeowner called to report that his daughter was home earlier when she heard the back door open. When she called out to see who was there, the door shut. The homeowner stated his daughter did not see anyone. Officers checked the area and found no one around.

RETAIL FRAUD

On December 8th officers responded to True Value Hardware on a report of a Retail Fraud. An employee observed a white male subject in his thirties acting suspicious. Another employee noticed that the subject was the same person who had stolen from them just recently. The subject left the store before police arrived. Upon review of their security cameras, the suspect is seen removing an item from its packaging and concealing it. The suspect then left without paying for the item.

UNLAWFUL DRIVING AWAY OF AN AUTOMOBILE (UDAA)

On December 10th a resident of Drakeshire Apartments reported that sometime overnight, unknown suspect(s) stole his 2014 Honda Accord from the parking lot.

POSSESSION OF MARIJUANA/WARRANTS

On December 11th, at 2:14 a.m., a sergeant stopped a vehicle on Freedom Road at Farmington Road for an equipment violation. The sergeant made contact with the four occupants and during his discussion about the violation, he detected an odor of Marijuana coming from inside the vehicle. The four occupants, two of which had arrest warrants, were removed from the vehicle. The vehicle was searched and inside the driver's backpack, the officers located two baggies of suspected Marijuana. The agencies holding the warrants declined to pick up. The driver was arrested for Possession of Marijuana and lodged in the Farmington jail until he could post bond. The other three passengers were released.

ODOR INVESTIGATION

On December 11th a Folkstone Street resident called in an electrical burning smell in her home. Officers, along with Engine 3, responded to the call and learned from the

resident that she heard a popping noise prior to the smell. The source of the smell was not located, but the odor dissipated considerably while on scene.

FIREARMS TRAINING

On December 11th dayshift officers completed department firearms qualifications and training. The training took place at the Farmington Hills Police Department due to their range having the ability to accommodate rifle rounds.

DRIVING WHILE LICENSE SUSPENDED (DWLS)

On December 12th, at approximately 8:10 p.m., an officer on patrol stopped a vehicle in the area of Grand River and Drake Road for having a dangling ornament obstructing the driver's view. Further investigation revealed that driver had a suspended driver's license and two warrants for her arrest out of Dearborn and Roseville. The woman was arrested for DWLS and was housed at the Farmington jail.

HARASSING TEXT MESSAGES

On December 12th, at approximately 11:19 p.m., an officer was dispatched to a report of a woman receiving harassing text messages from an ex-boyfriend on the 22000 block of Hawthorne Street. The officer contacted the ex-boyfriend and advised him to no longer contact his ex.

OPERATING WHILE INTOXICATED (OWI)

On December 12th, at approximately 11:54 p.m., an officer on patrol stopped a vehicle in the area of Drake and Freedom Road for improper lane use. Further investigation revealed that the driver had been talking on the phone with his wife, attempting to get her to come pick him up because he felt too intoxicated to drive. The man exhibited signs of intoxication and advised that he had been drinking at an office Christmas party in Novi. The driver failed several sobriety exams and was arrested for OWI. The man was transported to the Farmington jail where he submitted to a breath test. The man's BAC was a .17. The man was housed at the Farmington jail.

LARCENY FROM AUTOMOBILE

On December 13th a resident came to the station to report a larceny from vehicle that occurred in the 32700 block of Grand River. The victim stated the vehicle was parked in the parking lot of her apartment complex overnight. When she came out to her car, she noticed that someone removed a sensor from her front bumper, also causing damage.

GAS LEAK

On December 14th officers responded to the 24000 block of Farmington Road on a gas leak. Consumers Energy was called to the scene and they were able to fix the leak.

POSSESSION OF NARCOTICS

On December 14th, at approximately 10:01 p.m., an officer on patrol stopped a vehicle in the area of Nine Mile and Gill Road for driving with a defective brake light. Further investigation revealed an odor of Marijuana emitting from inside the vehicle. The driver of the vehicle had an invalid driver's license and a search of his person revealed a small

fold containing Cocaine. The driver was arrested for being in possession of Cocaine and the passenger was arrested for having a warrant for his arrest out of another jurisdiction and for being in possession of narcotics (pain killers). Both subjects were housed at the Farmington jail.

WARRANT ARREST

On December 14th, at approximately 11:39 p.m., a commander on patrol stopped a vehicle in the area of Orchard Lake Road and Ten Mile for having a brake light out. Further investigation revealed that the driver had a warrant for his arrest out of Warren. Warren police were contacted and they advised that they were unable to pick up the driver. The driver was released at the scene and advised of his warrant.

SUSPICIOUS CIRCUMSTANCES

On December 15th a concerned parent came to this department after looking at her son's Instagram account and finding a picture of a young man who took a "selfie" of himself holding what appeared to be a real pistol and pointing it at a mirror. It was determined that the young man was a Harrison High School student and the matter was turned over to Farmington Hill's school liaison officer.

LARCENY

On December 15th an officer responded to a Wesley Street address where the resident reported that two packages had been delivered to her home on December 10th, but she never received them and believes that they were stolen from her porch. Amazon.com had already reimbursed the resident but she wished to make the department aware of the situation. There are no suspects in this matter.

DRIVING WHILE LICENSE SUSPENDED (DWLS)/WARRANTS

On December 16th, at 10:57 p.m., an officer was on patrol southbound on Farmington Road near Nine Mile. He was behind a Pontiac Bonneville and upon checking the license plate through LEIN and SOS, learned that the plate was improper. The license plate was registered to a Pontiac Grand Prix. The officer stopped the vehicle and questioned the driver. The driver had taken the plate off of an old vehicle and placed same onto a new vehicle. The driver also had six current suspensions on his license and a warrant for his arrest. The driver was arrested and lodged in the Farmington jail until he could post bond.

OBSTRUCTING POLICE

On December 17th, at 1:54 a.m., a sergeant stopped a vehicle on Nine Mile at Cora for speeding on Freedom Road. As soon as the vehicle stopped, a younger black male, wearing a blue and silver jacket and baseball cap, exited the front passenger seat and ran south bound to Grand River. The sergeant advised dispatch, and officers from Farmington and Farmington Hills responded to assist. When questioned by the sergeant, the driver gave up the name of the subject who had fled. The subject who ran had multiple warrants for his arrest for dangerous drugs and child support. A perimeter

was established and a K9 officer from Novi responded to assist. After a lengthy K9 track, it was determined that the subject had been picked up by a vehicle. The driver was released with a citation and an arrest warrant was presented to prosecutor's office for the passenger.

ASSIST OTHER LAW ENFORCEMENT AGENCY

On December 18th, at approximately 1:51 a.m., two officers assisted the Farmington Hills Police Department in searching the area of Orchard Lake Road and Twelve Mile for a larceny suspect.

OPERATING WHILE INTOXICATED (OWI)

On December 18th, at approximately 1:57 a.m., an officer on patrol stopped a vehicle in the area of Grand River and Cass for improper lane use. Further investigation revealed that the driver had an odor of intoxicants on his breath and exhibited signs of intoxication. The driver admitted to drinking alcohol at a party and was heading home. The man failed several sobriety exams and was arrested for OWI. The man was transported to the Farmington jail where he submitted to a Datamaster breath test. The man's blood alcohol level was a .16. The man was housed at the Farmington jail.

SUSPICIOUS CIRCUMSTANCES

On December 18th officers responded to the area of Farmington Road and Maplenut for a report of suspicious circumstances. The caller stated she saw a young white male wearing a dark coat and jeans, checking windows on the house. The caller also stated she saw the person go to the back of a house and did not see where he went from there. Officers checked the area and did not see anyone or any homes disturbed.

SUSPICIOUS PERSONS

On December 18th officers were called to the 21700 block of Farmington Road for suspicious persons. The caller stated a white van pulled into their driveway and an unknown person came up to the door and knocked. The caller did not go to the door or get a description of the person. After a short time the person got back in the van and left the area. The caller was not expecting anyone. Officers checked the area and did not locate the van.

ASSIST OTHER LAW ENFORCEMENT AGENCY

On December 18th, at approximately 7:56 p.m., officers assisted the Michigan State Police in shutting down the M-5 expressway due to slippery road conditions.

LARCENY

On December 19th a Farmington High School student reported to the school liaison officer that he had lost his wallet while at school. An unknown student turned in the lost wallet to the office, but when the owner retrieved it he noticed that his Chase credit card was missing. The student was advised to contact Chase to cancel the account. There are no suspects in this matter.

POSSESSION OF MARIJUANA, OPEN INTOXICANTS IN A MOTOR VEHICLE/ WARRANT ARREST

On December 20th, at 1:25 a.m., an officer stopped a vehicle on Drake Road near Grand River for improper lane use. The officer contacted the driver and upon speaking with same, detected an odor of Marijuana and intoxicants. The driver stated that he had an open beer in the car and Marijuana for which he was not licensed to use. The driver also had an outstanding warrant for his arrest. The driver was arrested and transported to the Farmington jail.

DRIVING WHILE LICENSE SUSPENDED (DWLS)/WARRANTS

On December 20th, at 11:11 p.m., an officer stopped a vehicle on Nine Mile Road near Farmington Road for defective equipment. The officer contacted the driver and advised him as to the reason for the stop. Upon checking the driver through LEIN and SOS, it was learned that the driver had eight current suspensions on his license and a Friend of the Court warrant. The subject was more than \$44,000 in the rear on child support. The subject was arrested for DWLS and lodged in the Farmington jail.

JUVENILE POSSESSION OF MARIJUANA/MINOR IN POSSESSION (MIP) OF ALCOHOL

On December 21st, at 11:30 p.m., an officer stopped a vehicle on Grand River near Drake Road for failure to activate its headlights. The vehicle contained five juvenile occupants. The officer detected an odor of Marijuana and intoxicants coming from the interior of the vehicle. A subsequent search of the vehicle located a glass container of Marijuana concealed by a rear juvenile passenger. A second juvenile passenger was found to have consumed alcohol with a PBT of .07(4). The two juveniles were arrested for Possession of Marijuana and MIP by consumption respectively. The parents were contacted and a juvenile petition was forwarded to Juvenile Court for authorization. The juveniles were subsequently released to their parents after being interviewed.

FAMILY TROUBLE

On December 22nd officers handled a family trouble between a boyfriend and girlfriend at the Brookdale Condominium complex.

MALICIOUS MISCHIEF

On December 22nd, at approximately 9:30 p.m., officers and Engine 3 were dispatched to the area of Birchwood and Flanders for a report of flames shooting up from the sidewalk. Upon arrival, officers noted that someone had lit a Nerf ball on fire. Officers extinguished the fire and removed the Nerf ball.

LARCENY

On December 23rd a citizen came to the front desk of the police department to report a larceny of a package that occurred in the 35000 block of Drakeshire. The victim stated that a cell phone was ordered on line and to be shipped via USPS. The victim tracked

the package and learned that it was delivered on December 18th. The victim states the package was not there on the 18th and nothing since has been delivered. The victim believes the package was stolen before she returned home on the 18th.

HARASSING MESSAGES

On December 23rd a citizen came to the front desk of the police department to report harassing messages via the computer. The victim states that she and her family have been getting messages via social media outlet from a former boyfriend. It is believed the suspect does not live nearby.

CREDIT CARD FRAUD

On December 23rd a citizen came to the front desk of the police department to report a credit card fraud. The victim stated that her bank called to ask if she had made recent purchases at a grocery store. The victim had not been to that store and did not make any of the purchases. It was learned that the victim still was in possession of her credit card and it is unknown how the suspects obtained her credit card number.

OPERATING WHILE INTOXICATED (OWI)/CHILD ENDANGERMENT

On December 25th an officer observed a vehicle travelling at a high rate of speed on eastbound Grand River near Farmington Road. Moving radar confirmed 49 mph in a 25 mph zone. A traffic stop was conducted on Grand River near Farmington Road. The driver had a twelve year old passenger in the vehicle. The officer detected an odor of intoxicants coming from the interior of the vehicle. The driver admitted to drinking alcohol at a friend's residence in Detroit. The driver failed field sobriety tests and submitted to a PBT with a result of .23. The driver was arrested for OWI and Child Endangerment. The vehicle was impounded by Hadley's Towing and the twelve year old was turned over to his mother at the station. The driver refused a breath test and a search warrant for blood was obtained. The driver was held and the case submitted to the Oakland County Prosecutor's Office for OWI and Child Endangerment.

OPERATING WHILE INTOXICATED (OWI)/PBT REFUSAL

On December 26th an officer observed a vehicle travelling at a high rate of speed with bright lights activated on southbound Orchard Lake Road north of Grand River. Moving radar confirmed 47 mph in a 35 mph zone. A traffic stop was conducted at Orchard Lake Road and Grand River. The officer detected an odor of intoxicants coming from the interior of the vehicle. The driver admitted to consuming some Vodka. The driver failed field sobriety tests and refused a PBT. The driver was arrested for OWI and the vehicle was impounded. The driver refused a breath test and a search warrant for blood was obtained. The driver was cited for OWI and PBT refusal and held pending receipt of bond money or morning arraignment.

RECOVERED STOLEN AUTOMOBILE

On December 29th, at approximately 3:01 p.m., an officer made a traffic stop on a vehicle that was going too slow in the fast lane travelling eastbound on M-5 near Farmington Road. A LEIN/SOS check on the registration of the vehicle revealed that the vehicle was reported stolen out of Westland and was also wanted out of Livonia for a fleeing and eluding case. The driver was arrested for receiving and concealing the stolen vehicle. Upon interviewing the driver he claimed to have no knowledge of the vehicle being stolen. After further investigation it was learned that the stolen auto report in Westland was a false report and that it was a different suspect involved in the fleeing and eluding case in Livonia. The driver was then released without charges.

MISSING PERSON

On December 29th, at 7:13 p.m., a resident who lives in Jamestown Apartments was reported missing. The mother of the mentally handicapped subject stated that he did not return from his adult day care. Officers obtained a description of the subject and advised surrounding police agencies. A press release was provided to local media and officers searched the area. A few hours later, the subject was located by police officers from the Green Oak Township Police Department in Livingston County. They had located the missing subject on Kensington Road near I-96. With the assistance from Green Oak officers, the subject was safely returned home.

LARCENY

On December 30th a Chatham Hills Apartment resident came to this department to advise that somebody had stolen a package that contained a cell phone that was left at his door by UPS. After not receiving his phone in a timely manner, the resident checked the tracking of his package and learned that it had been delivered to his door on December 11th. There are no suspects in this matter. UPS requested that the resident make a police report in order to obtain reimbursement.

OPERATING WHILE INTOXICATED (OWI)

On December 30th, at 11:13 p.m., a sergeant stopped a car for making an illegal left turn from southbound Farmington Road onto eastbound Grand River. The sergeant made contact with the driver who stated that she was lost and was looking for the Rams Horn Restaurant. The sergeant detected an odor of intoxicants. The driver admitted that she had been drinking at a bar on Eight Mile Road in Detroit. The driver was given sobriety tests which she failed. A preliminary breath test of .16 indicated that she was OWI (twice the legal limit). The driver was arrested and lodged in the Farmington jail until sober and she could post bond.

FIRE ALARM

On December 31st, at approximately 9:59 p.m., officers and Engine 3 was dispatched to the Zap Zone on Grand River Avenue for a fire alarm. Upon arrival it was learned that an alarm pull station had been damaged several days earlier and has been malfunctioning. No problems were noted on the scene.

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1766)**
Submitted by: Vincent Pastue, City Manager

Description: Consideration to Renew Southeast Michigan Council of Governments

Requested Action:

Move to authorize payment in the amount of \$1,568 to the Southeast Michigan Council of Governments (SEMCOG) to continue membership.

Background:

Enclosed is an annual membership invoice from the Southeast Michigan Council of Governments (SEMCOG) in the amount of \$1,568. The annual membership for SEMCOG begins January 15. City Administration supports the continued membership with SEMCOG since we have utilized many of their services.

Agenda Review
Review:

Vincent Pastue	Pending
City Attorney	Pending
Treasurer	Pending
Historic Commission	Pending
City Manager	Pending
City Council	Pending

01/20/2015 7:00 PM

SEMCOG
Southeast Michigan Council of Governments
 1001 Woodward Ave. • Suite 1400 • Detroit, Michigan 48226
 (313) 961-4266 • FAX (313) 961-4869

Sales Order # :

201

City Of Farmington

MEMBERSHIP NOTICE

	Invoice Date	
LOCAL-A	01/01/2015	01/01/2015
	2015 Membership Dues	\$1,568.00
		Invoice Amount

SEMCOG, serving local units of government and education in the seven-county region of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne

INVOICE
Annual Membership in
Southeast Michigan Council of Governments

For the Period From January 15, 2015
 To January 15, 2016

[The annual contribution is established by the by-laws and action of the General Assembly]

Payment Options:

Checks Payable & Mailed to: SEMCOG
 1001 Woodward Ave, Ste 1400
 Detroit, MI 48226

Electronic Funds Transfer:

If you wish to remit payment via ACH, please send an inquiry to AccountsReceivable@semcog.org. We will respond with the necessary banking information.

\$1,568.00

Membership Fee

SEMCOG's Federal Tax ID Number is 38-6005001

\$1,568.00

Balance Due

Please enclose yellow copy with remittance to ensure proper credit

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1768)**
Submitted by: Vincent Pastue, City Manager

Description: Special Event Request - South Farmington Baseball Movie Night

Requested Action:

Move to approve special event permit application to hold South Farmington Baseball Movie Night on Saturday, May 30, 2015

Background:

The South Farmington Baseball League has requested authorization to hold a movie night for friends and families of the league on Saturday, May 30, 2015 in Shiawasse Park from 7:00 p.m. - 11:00 p.m. Marketing director Matthew Trevarthen is ordering a viewing screen for 500 people. The viewing screen will be installed next to the walking track between diamonds 3 and 4. Folks will bring their own chairs and blankets for seating as well as their own refreshments. There will be no need for concessions or vendors. Finally they would like to have additional trash cans to keep the park clean.

Recommendation

Approve the request from South Farmington Baseball League to hold their movie night on Saturday, May 30, 2015

Agenda Review
Review:

Vincent Pastue	Pending
City Manager	Pending
City Council Pending	01/20/2015 7:00 PM

City of Farmington Special Event Application

Directions: 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 30 days prior to the starting date of the event.

Sponsoring Organization's Legal Name SOUTH FARMINGTON BASEBALL Phone (734) 781-6090

Organization Address _____

Organization's Agent Matt Theurath Phone (734) 781-6090

Agent's Title Marketing Director

Agent's Address 59627 TWIN PINES DRIVE, NEW HUDSON, MI

Event Name SFB1 Movie Night

Event Purpose celebrate end of baseball season with a movie night.

Event Dates Saturday May 30th 2015

Event Times 7pm - 11pm

Event Location Shiawassee Park

1. TYPE OF EVENT: Based on Policy Section 2, this event is:

- City Operated Event
- Co-sponsored Event
- Other Non-Profit Event
- Other For-Profit Event

2. ANNUAL EVENT: Is this event expected to occur next year [YES] [NO]

If YES, you can reserve a date for next year with this application (See Policy Section 15). To reserve dates for next year, please provide the following information:

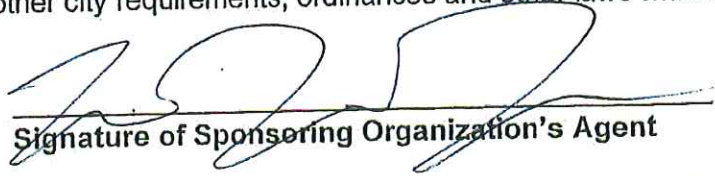
8. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Policy Section 10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section 12)
 - 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 11)
 - 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 13)
 - 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 Sections 11 and 16)
 - 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 3 and 4.

As the duly authorized agent of the sponsoring organization, I hereby 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

1/13/2015

Signature of Sponsoring Organization's Agent



RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

**City Manager's Office
23600 Liberty Street
Farmington MI 48335**

Phone: 248 474-5500-221

Normal Event Schedule
(e.g., third weekend in July)

Saturday after Memorial Day

Next year's specific dates:

June 4th 2010

3. **An EVENT MAP** [is] [is not] attached. If you 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 lot that you are requesting to be blocked off.

4. **VENDORS:** Food Concessions [YES] [NO] Other Vendors [YES] [NO]

If yes, refer to Policy Section 13 for license and insurance requirements.

5. **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 illustration sheet on page 4 and include with the application.**

6. **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:

7. **OTHER REQUESTS:** Please have 2 more
trash cans in movie area.

One is not enough, want to
make sure we keep the park
clean.

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1769)**
Submitted by: Vincent Pastue, City Manager

Description: Special Event Request - Memorial Day Parade

Requested Action:

Move to approve the 2015 Memorial Day Parade allowing use of Grand River on Monday, May 25, 2015 from 9:00 a.m. to 1:00 p.m. for this purpose. In addition, the City of Farmington holds the State of Michigan Department of Transportation harmless from any liability that may result from the closing of Grand River and authorize the Public Safety Department to file for the permit with MDOT for the closing of Grand River.

Background:

The City of Farmington received a special event request from Kevin Hammer, Director, Xemplar Club of Farmington & Farmington Hills for the 2015 Memorial Day Parade. The Xemplar Club of Farmington & Farmington Hills and the American Legion Groves Walker Post 346 will coordinate the event.

The Xemplar Club is planning to celebrate Memorial Day on Monday, May 25, 2015. The parade will begin at 10:00 a.m. from the intersection of Mooney Street and Grand River and will end at Oakland Avenue. The parade will terminate at Memorial Park across from City Hall. At its conclusion, the parade will have a memorial service.

Agenda Review
Review:

Vincent Pastue	Pending
City Manager	Pending
City Council Pending	01/20/2015 7:00 PM

THE FARMINGTON MICHIGAN

memorial DAY

Parade

Sponsored by American Legion Groves-Walker Post 346 and the Xemplar Club of Farmington & Farmington Hills

www.americanlegionpost346.org • www.memorialdayparade.us • www.xemplarclub.org • info@memorialdayparade.us

January 6, 2015

Vince Pastue
City Manager
City of Farmington
23600 Liberty Street
Farmington, MI, 48335

Re: Farmington Memorial Day Parade

Dear Vince:

On behalf of the Xemplar Club of Farmington & Farmington Hills and American Legion Groves-Walker Post 346, we are pleased to bring the annual Memorial Day Parade to downtown Farmington in 2015.

Through the joint efforts of many Veterans Organizations within the local community, we are planning to celebrate Memorial Day in Farmington on Monday, May 25, 2015. There will be many activities that day, beginning with the parade. On behalf of the Parade Committee, we hereby request the City of Farmington apply to the State of Michigan for a parade permit to be issued for the use of Grand River Avenue.

The following information may be useful in planning for the events on May 25th:

- Parade participants will begin staging at 9:15 a.m. at various locations on streets to the north and south of Grand River Avenue, immediately west of Orchard Lake Road.
- The parade will begin at 10:00 a.m. from the intersection of Mooney Street and Grand River Avenue.
- The parade will travel west on Grand River Avenue, ending at Oakland Avenue.
- A memorial service will be held at the War Memorial Monument immediately following the parade.
- All festivities should end by 11:30 a.m., after which the community is invited to the Groves-Walker Post for lunch.
- Veterans, non-profit community organizations, schools, clubs and elected officials wishing to march in the parade can register online at www.memorialdayparade.us.
- Volunteers who would like to assist with the event can also sign up on the parade web site.

On behalf of American Legion Post 346 and the Xemplar Club, we thank the City of Farmington for the enthusiastic support it provides in bringing this important event to our community. We look forward to hosting this solemn day of remembrance for those who have made the ultimate sacrifice for our freedoms - while also honoring our veterans and servicemen and servicewomen - again this year and for many years to come.

Please feel free to call me with any questions or comments, or if I can be of assistance in any way. I can be reached at 248-321-2521

Sincerely,



Kevin Hammer

kevin@memorialdayparade.us

Chairman, Farmington Area Memorial Day Parade
Director, Xemplar Club of Farmington & Farmington Hills

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number**
Submitted by: Frank Demers, Director of Public Safety

Description: Consideration to Adopt Emergency Operations Support Plan

Requested Action:

Move to Adopt Emergency Operations Support Plan in support to the Oakland County Emergency Operations Plan

Background:

The Oakland County Homeland Security Division provides support to the City of Farmington to ensure emergency preparedness and to facilitate funding to the City in the event of a large-scale emergency incident or disaster. After discussions regarding compliance with the State of Michigan, Emergency Management and Homeland Security Division, Oakland County highly encourages communities with populations between 10,000-25,000 to have a current Emergency Support Plan to the Oakland County Emergency Operations Plan. Failure to have a complete Emergency Support Plan may jeopardize the City's ability to receive emergency funding in the event of a disaster.

City of Farmington has elected to be incorporated into the Oakland County Emergency Management Program. By becoming part of the county emergency management program, the City of Farmington and Oakland County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the City of Farmington and Oakland County in regards to emergency management activities. It also provides for the City of Farmington government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this support plan shall be accomplished every four years.

Agenda Review
Review:
Frank Demers Completed 01/13/2015 10:57 AM
City Manager Pending
City Council Pending 01/20/2015 7:00 PM

RESOLUTION NO. (ID # 1756)
CITY OF FARMINGTON
OAKLAND COUNTY, MICHIGAN

**A RESOLUTION OF THE FARMINGTON CITY COUNCIL TO ADOPT
THE CITY OF FARMINGTON EMERGENCY OPERATIONS SUPPORT
PLAN.**

At a meeting of the City Council of the City of Farmington, Oakland County, Michigan, held on the day 20th of January, 2015, at the City Hall, 23600 Liberty Street, Farmington, Michigan 48335.

The following resolution was offered by _____
and seconded by _____.

WHEREAS, the City of Farmington has elected to be incorporated into the Oakland County Emergency Management Program and that by becoming part of the Oakland County Emergency Management Program, the City of Farmington and Oakland County have certain responsibilities to each other.

WHEREAS, this Emergency Operations Support Plan has been developed to identify the responsibilities between the City of Farmington and Oakland County in regards to emergency management activities.

WHEREAS, the plan provides a framework for the City to use in performing emergency functions before, during, and after a natural disaster, technological incident, hostile attack or other emergency.

WHEREAS, this support plan is to be used in concurrence with the Oakland County Emergency Operations Plan as it is a supporting document.

WHEREAS, the support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this support plan shall be

accomplished every four years.

NOW, THEREFORE, the Farmington City Council hereby adopts the Emergency Operations Support Plan in support to the Oakland County Emergency Operations Plan.

AYES:

NAYS:

ABSTENTIONS:

STATE OF MICHIGAN)
)ss
OAKLAND COUNTY)

I, SUE HALBERSTADT, the duly-qualified Clerk of the City of Farmington, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Farmington at a duly-called meeting held on the 15th day of December, 2014, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed by official signature this ____ day of _____, 2014.

City of Farmington

Emergency Operations Support Plan

A Support Plan to the Oakland County Emergency Operations Plan

January 20, 2015

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SIGNATURE PAGE

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the City of Farmington in support to the Oakland County Emergency Operations Plan. The plan provides a framework for the City to use in performing emergency functions before, during, and after a natural disaster, technological incident, hostile attack or other emergency.

This plan was adopted by the Farmington City Council under Resolution No. _____ dated January 21, 2015 . It supersedes all previous plans.

Signature of Chief Executive Official

Date

CITY OF FARMINGTON

INTRODUCTION TO THE PLAN

I. Purpose

City of Farmington has elected to be incorporated into the Oakland County Emergency Management Program. By becoming part of the county emergency management program, the City of Farmington and Oakland County have certain responsibilities to each other. This Emergency Operations Support Plan has been developed to identify the responsibilities between the City of Farmington and Oakland County in regards to emergency management activities. It also provides for the City of Farmington government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the current standards of the Oakland County Emergency Operations Plan. Review of this support plan shall be accomplished every four years.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. Each agency that has a supported role in this plan or its elements should have developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions. In addition to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educating the public on awareness activities, and the use of appropriate land use planning decisions for mitigation and prevention purposes as well. Through this plan, the City of Farmington continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the City of Farmington every four years, or whenever the CEO changes and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and reviewed/updated to maintain currentness with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials and the county emergency management office.

IV. Emergency Management Program Oversight

The City of Farmington has appointed the Director of Public Safety to serve as the municipal emergency management liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management. Pursuant to the requirements in P.A. 390, of 1976, as amended, Section 19, Oakland County has adopted a resolution that incorporates the City of Farmington into its emergency management program, which is necessary for diaster assistance.

CITY OF FARMINGTON

BASIC INFORMATION

I. Community Profile

The City of Farmington is situated in the southwest section of Oakland County. The community has a population of 10,423 residents. Of this number, approximately 16% are identified as individuals with functional needs. Many of these individuals reside in congregate care centers, but others reside in non-group homes where help is provided as needed or on-call. The city's major industry is mixed retail, employing approximately 700 people. Due to this industry, the City is concerned with potential Natural Disasters associated with the industry.

According to the County's Hazard Mitigation Plan, the community is most vulnerable to natural disasters. Areas within the community which are more of a concern as a result of these hazards include Farmington Place Apartments and White Pines Rehabilitation. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are approximately 8 sites that contain hazardous substances. Of these sites, one (1) contains extremely hazardous substances (AT&T building Grand River & Power Rd). Pursuant to SARA Title III, off-site emergency response plans have been developed by the Oakland County Local Emergency Planning Committee (LEPC) to prepare the public safety department(s) to respond to the specific extremely hazardous substances on the sites. In addition, the owners of the sites have reported the types of hazardous substances that are housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

II. Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the municipal CEO may declare a local state of emergency for the City of Farmington. In the CEO's absence, pursuant to local legislation, the Director of Public Safety is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the CEO to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

By resolution 01-07-015, the City of Farmington has adopted the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the City continues to implement the concepts of the NIMS through training, planning, and exercising activities.

III. Response Resources

The city of Farmington maintains two (2) departments (Department of Public Safety & Department of Public Works) responsible for providing public safety and welfare to the community. The two departments are comprised of qualified emergency personnel, and maintain equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. Under circumstances, if the incident requires additional resources beyond the capability of the City of Farmington, the CEO may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

IV. Emergency Management Organization

The City of Farmington emergency management organization consists of two (2) departments responsible for conducting activities in response to emergencies within the community. These departments have been assigned to specific emergency functions which the municipality has identified as necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance; a more precise list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care in an emergency.

The Director of Public Safety serves as the incident manager for municipal coordination. At his/her side includes the emergency management liaison (Commander), a planning chief (Commander), finance chief (City Treasurer), operations chief (Fire Marshal), and logistics chief (Superintendent of Public Works). The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned agencies, primary point of contact, and phone number.

Function	Agency	Primary Contact	Phone
Direction and Control	Department of Public Safety	Francis Demers Director	248-474-5500 Ext: 2235
Fire Services	Department of Public Safety	Francis Demers Director	248-474-5500 Ext: 2235
Law Enforcement	Department of Public Safety	Francis Demers Director	248-474-5500 Ext: 2235
Warning and Communications	Department of Public Safety	Francis Demers Director/or Designee	248-474-5500 Ext: 2235
Public Information	Department of Public Safety	Francis Demers Director/or Designee	248-474-5500 Ext: 2235
Damage Assessment	City Manager's Office/ Director Economic Development	Director Kevin Christiansen	248-474-5500 Ext: 2226
Public Works	Farmington Department of Public Works	Charles Eudy Public Services Superintendent	248-473-7250
Emergency Medical Services	Department of Public Safety	Francis Demers Director	248-474-5500 Ext: 2235
Human Services	Department of Public Safety	Francis Demers Director	248-474-5500 Ext: 2235

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2 nd Alternate	3 rd Alternate
Department of Public Safety	Cmdr. Theodore Warthman	Cmdr. Justin DuLong
Department of Public Works	Assistant Superintendent Joshua Leach	
Agency	4 th Alternate	5 th Alternate
Department of Public Safety	Cmdr. Bob Houhanisin	Cmdr. Todd Anderson

CITY OF FARMINGTON

GENERAL EMERGENCY MANAGEMENT GUIDELINES

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the City of Farmington. Being that emergency planning is a work in progress, guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local Emergency Operations Center (EOC) when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the county Emergency Operations Plan (EOP), and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- d) Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
- e) Assist in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments/agencies.
- h) Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the municipal emergency management liaison and the county emergency management coordinator.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the CEO regarding protective actions.
- o) Utilize MI-CIMS or other systems to record and log significant events throughout the duration of the emergency, as well as the decisions made by the incident commander and municipal CEO.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response agencies are considered to be available to respond.

CITY OF FARMINGTON

EMERGENCY RESPONSE PROCEDURES

The following are procedures that the City of Farmington conducts and coordinates with the county in response to a local state of emergency.

- a) Ensure that the municipal emergency response agencies, elected officials and the county emergency management coordinator are notified of the situation.
- b) Municipal agencies assess the nature and scope of the emergency or disaster.
- c) If the situation can be handled locally, do so, using the following sequenced guidelines:
 - a. The emergency management liaison advises the CEO and coordinates all emergency response actions.
 - b. The CEO declares a local state of emergency and notifies the county emergency management coordinator of this action; a written local state of emergency declaration is forwarded to the county within 72 hours of the on-set of the emergency/disaster event.
 - c. The Director of Public Safety activates the Emergency Operations Center (EOC). The EOC is located at Department of Public Safety 23600 Liberty. If this location is unavailable an alternate location is at Department of Public Works 33720 Nine Mile Rd. If this location is unavailable, the Director of Public Safety and the CEO will determine the appropriate location for the EOC.
 - d. Emergency response agencies are notified through smart-messaging or telephone, by the municipal Director of Public Safety to report to the EOC.
 - e. The CEO directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
 - f. The CEO issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
 - g. Notify the public of the situation, through the Public Information Official, and take appropriate actions.
 - h. Keep the county emergency management coordinator informed of the situation and actions taken.
- d) If municipal resources become exhausted or if special resources are needed, request county assistance through the county emergency management coordinator.
- e) If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County may also take the following steps:

1. Activate the County Emergency Operations Center
 2. Activate the County Emergency Operations Plan
 3. Respond with county resources as requested
 4. Activate mutual aid agreements
 5. Coordinate county resources with municipal resources
 6. Notify Michigan State Police/Emergency Management & Homeland Security District (MSP/EMHSD) Coordinator
 7. Develop a jurisdiction situation report and a damage and injury assessment report via MI-CIMS and submit to the MSP/EMHSD
 8. Assist the municipality with prioritizing and allocating resources
- f) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the CEO of City of Farmington if the situation occurs solely within the confines of the municipality.
- g) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the county emergency management coordinator and municipal emergency management liaison, assess the disaster or emergency situation and recommend the necessary resources that are required for its prevention, mitigation, or relief efforts.
- h) After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- i) The State Director of Emergency Management and Homeland Security notify the Governor and make recommendations.
- j) If state assistance is granted, procedures are followed in accordance with the Michigan Emergency Management Plan and the County Emergency Operations Plan.

ADDENDA

CITY OF FARMINGTON

EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

- Attachment A: Direction and Control
- Attachment B: Fire Services
- Attachment C: Law Enforcement
- Attachment D: Warning and Communications
- Attachment E: Public Information
- Attachment F: Damage Assessment
- Attachment G: Public Works
- Attachment H: Emergency Medical Services
- Attachment I: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes in the official responsible for implementation.

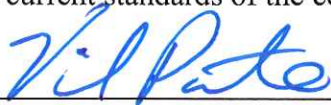
DIRECTION AND CONTROL

The **City Manager's Office**, with support from the Emergency Management Liaison, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that the CEO and liaison must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the county emergency management office.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activate and maintain the local emergency operations center.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain liaison with state and federal officials.
- j) Coordinate with County officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepare and maintain an emergency plan for the municipality subject to the direction of elected officials; review and update as required.
- m) Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with State and federal officials in collecting and sharing terrorism related information.

The executive official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.





Signature of official

date

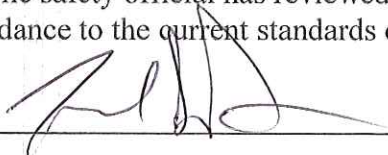
FIRE SERVICES

The **Public Safety Department**, is responsible for fire service activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
- b) Coordinate fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Incident Management Team, Regional Response Team, MUSAR, and BOMB Squad.
- c) Coordinate with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
- d) Assume primary responsibility for emergency alerting of the public.
- e) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- f) Provide resources for fire services response and rescue operations.
- g) Assist in salvage operations and debris clearance.
- h) Advise elected officials about fire and rescue activities.
- i) Conduct safety analysis of the emergency, inform and recommend corrections to the CEO.
- j) Respond to hazardous materials spills in accordance to the procedures in Appendix 1 below.
- k) Assist in search and rescue operations.
- l) Assist in searching for bombs and/or explosive devices in connection with WMD events.

The public safety official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



1/12/15

Signature of official

date

APPENDIX 1:

FIRE SERVICES

HAZMAT RESPONSE GUIDELINES

The **Public Safety Department** is responsible for the response to hazardous materials spills. Response will be acted in accordance to the following procedures:

- a) Assume incident command upon arrival at the scene.
- b) Establish scene security or coordinate with other available agencies to establish scene security.
- c) Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
- d) Inspect possible sources of contamination.
- e) Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
- f) Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
- g) Make protective action recommendations based on severity and complexity of incident type.
- h) Ensure PPE is fit-tested to responders.
- i) Prior to proceeding with cleanup, analyze and evaluate the safetiness of the spill and contamination by a certified Safety Officer/technician.
- j) Decontaminate equipment and gear.

The fire services official has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

Signature of official

1/12/15

date

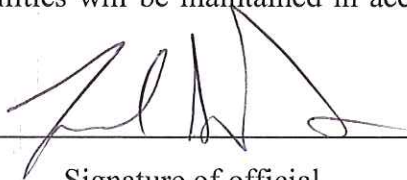
LAW ENFORCEMENT

The **Public Safety Department**, is responsible for law enforcement activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Develop and maintain procedures for the public safety department.
- b) Coordinate security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
- c) Establish security and protection of critical facilities.
- d) Provide traffic and access control in and around affected areas.
- e) Assist with emergency alerting and notification of threatened populations.
- f) Assist with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- g) Perform search and rescue operations.
- h) Implement any curfews ordered by the CEO.
- i) Provide access control to affected areas.
- j) Provide emergency assistance to persons with functional needs.
- k) Assist the medical examiner with mortuary services.
- l) Coordinate urban search and rescue activities.
- m) Investigate incident and provide intelligence information to state and federal officials.

The law enforcement official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

1/12/15

date

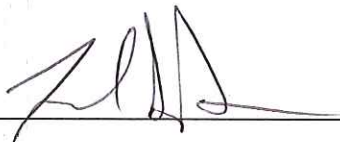
WARNING AND COMMUNICATIONS

The **Public Safety Department** is responsible for warning and communications activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Warn the following individuals via telephone, pager, or smart messaging.
 - Municipal Chief Executive
 - Municipal Emergency Management Liaison
 - County Emergency Management Coordinator
 - Municipal Emergency Operations Center representatives
- b) Ensure all agencies represented in the municipal Emergency Operations Center have communications to their staff at their department offices and at the incident site. This equipment consists of radios, telephone, cell phones, pagers, LEIN, or MDC.
- c) Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is LEIN, telephone, fax, pagers.
- d) Establish communications with the Incident Command Post, if established.
- e) Activate the public warning system in accordance to the procedures listed in General Order 2005-7 Emergency Alert System (E.A.S.).
- f) Ensure the public warning system provides notification to functional needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of Oakland County "OakAlert" Sirens, Nixle, Southwest Oakland Cable Commission (SWOCC), door-to-door, email alert and social media.
- g) Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of personal contact, Nixle, telephone, or telephone fan out.

The Director of Public Safety has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

1/12/15

date

PUBLIC INFORMATION

The **Director of Public Safety or his/her designee**, is responsible for public information activities. The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Function as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
- c) Prepare news releases/instructional information to be disseminated to the local media, considering how to communicate to non-English speaking populations.
- d) Conduct press tours of disaster area(s) within the community.
- e) Establish a Joint Information Center at a facility to be determined appropriate to the situation, to become the central point from which news releases are issued.
- f) Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
- g) Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
- h) Assist the county in establishing a joint information center (JIC).
- i) Assist the county with establishing a Rumor Control Center.
- j) Assist the municipal emergency management liaison in developing and distributing education material on the hazards that face the municipality.
- k) Develop and maintain Emergency/Public Information procedures.
- l) Maintain a log and file of all information released to the media.

The Director of Public Safety has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

1/12/15

date

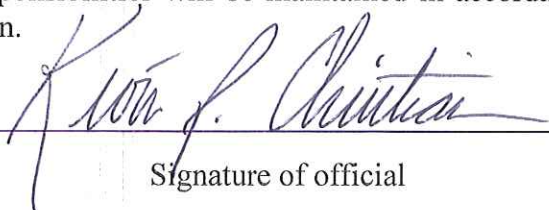
DAMAGE ASSESSMENT

The **Director Economic Development**, is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Record initial information from first responders such as law enforcement, fire services, and public works.
- b) If necessary, activate the damage assessment team which consists of the following agencies:
 - 1. Director Economic Development - responsible for public damage assessment
 - 2. Director Economic Development - responsible for individual damage assessment
- c) Provide information to the municipal Emergency Management Liaison. The Liaison will then provide assessment data to the county for preparation of a jurisdictional situation report via MI-CIMS.
- d) If the situation warrants, assist the municipal CEO with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
- e) Prepare a request for county assistance in conjunction with the municipal emergency management liaison.
- f) Plot damage assessment information on status boards in the municipal Emergency Operations Center.
- g) Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
- h) Prepare reports for the municipal public information official.
- i) Collect information and forward to the County so that the county can complete the Damage and Injury Assessment information through the jurisdiction’s situational report via MI-CIMS.

The Director Economic Development has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county’s emergency plan.



Signature of official

1/12/15
date

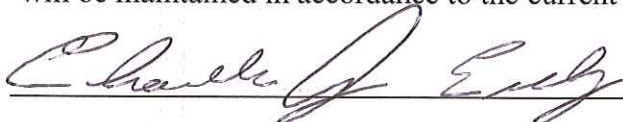
PUBLIC WORKS

The **Public Works Department** is responsible for damage assessment activities. The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Maintain transportation routes.
- b) If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
- c) Coordinate travel restrictions/road closures within the municipality.
- d) Identify evacuation routes.
- e) Provide emergency generators and lighting.
- f) Assist in conjunction with Public Safety with traffic control.
- g) Assist in conjunction with Public Safety with access control.
- h) Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
- i) Assist private utilities with the shutdown and restoration of gas and electric services.
- j) Assist with transportation of essential goods, i.e., food, medical supplies, etc.
- k) As necessary, establish a staging area for public works.
- l) Report damage information to the Damage Assessment Team.
- m) If necessary, assist with damage surveys for the federal public assistance grant program.
- n) If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
- o) Notify Law Enforcement of the location(s) of disabled vehicles.
- p) Inspect critical infrastructure and other public utilities for safety.

The public works official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



11/12/15

Signature of official

date

APPENDIX 1:

PUBLIC WORKS

HAZMAT RESPONSE GUIDELINES

The **Public Works Department** will support the Public Safety Department in response efforts according to the following:

- a) Assist the fire department in the cleanup of contaminated soils and transport to appropriate dump sites.
- b) Evaluates inland water conditions and make recommendations to the Director of Public Safety on response actions.
- c) Provide heavy equipment and diking materials to support the public safety departments's response to hazardous materials incidents.
- d) Advise the incident commander of any safety concerns.
- e) Ensure personnel use adequate personal protection equipment.
- f) Decontaminate equipment and gear.

The public works official has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



1/13/15

Signature of official

date

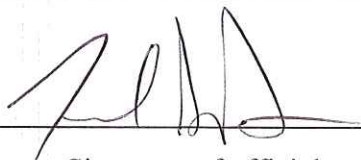
EMERGENCY MEDICAL SERVICES

The **Director of Public Safety or his/her designee** is responsible for emergency medical service activities. The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Evacuate nursing homes, hospitals, and other medical facilities.
- b) Assist with decontamination.
- c) Coordinate and provide emergency medical care to victims.
- d) Establish a staging area for emergency medical equipment.
- e) Identify a facility to be used as a temporary morgue if necessary.
- f) Coordinate with hospitals and shelter managers to staff medical teams at shelters.
- g) When appropriate, coordinate field units' participation in damage assessment activities.
- h) Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.

The emergency medical official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

1/12/15

date

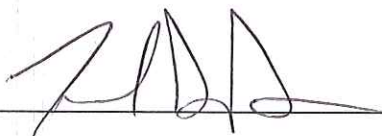
HUMAN SERVICES

The **Director of Public Safety or his/her designee** will serve as the Human Services Liaison and is responsible for human services activities. The liaison will coordinate and/or keep informed regarding human services activities occurring within the municipality. In addition, they will coordinate with County & other Human Service Agencies. The following guidelines represent a checklist of actions that the liaison must consider for providing an effective response to an emergency or disaster situation.

Emergency Guidelines:

- a) Coordinate activities of municipal agencies/departments to insure that human services are provided.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters in the municipality.
- d) Set up canteen (s) to feed emergency workers in the municipality.
- e) Provide food to municipality workers and victims of disaster residing in the municipality.
- f) Assist the county with establishing a Rumor Control Center.
- g) Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
- h) If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Health and Human Services.
- i) Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.
- j) Coordinate efforts to provide transportation for disaster victims. (Consider local school buses, council on aging, canoe liveries, USFS, volunteers, etc.)

The human services official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Signature of official

1/12/15

date

APPENDIX 1

HUMAN SERVICES:
RESOURCES AND SUPPORT SERVICES

TRANSPORTATION RESOURCES	TYPE
Farmington Public Schools	Transportation
Smart Bus	

SHELTERS	MAXIMUM OCCUPANCY
To be determined as situation dictates with American Red Cross and other agencies.	

FOOD AND FAMILY CARE RESOURCES	TYPE OF SERVICE
To be determined as situation dictates with American Red Cross and other agencies.	food, clothing, counseling

FUNCTIONAL NEEDS CARE SERVICES	TYPE OF SERVICE
To be determined as situation dictates.	equipment, translator, mobility

PLAN DISTRIBUTION

This Emergency Operations Plan is provided to all municipal departments. Non-municipal departments may contact the Municipal Emergency Management Coordinator to obtain a copy of the plan. Additionally, this plan will also be provided to the Oakland County Homeland Security Division as support to the Oakland County Emergency Operations Plan. A distribution record will be maintained so as to provide future updates/revisions.

PLAN DEVELOPMENT AND MAINTENANCE

The municipal operations plan will be maintained in accordance with current standards of the Oakland County Emergency Operations Plan (EOP) and in accordance with municipal government guidelines. Deficiencies identified in exercises and actual use, or organizational changes will stimulate revisions to the plan as well. Revisions of the plan will be forwarded to all organizations/agencies assigned responsibilities in the plan. Directors of supporting agencies have the responsibility for maintaining internal plans, Standard Operating Procedures (SOP), and resource data to ensure prompt and effective response to emergencies.

RECORD OF CHANGES

Date of Change	Plan Component	Signature	Date

AUTHORITY AND REFERENCES**State**

- a. **Act 390 of 1976, Michigan Emergency Management Act**
- b. **Michigan Emergency Management Assistance Compact**
- c. **Michigan Emergency Management Plan, January 2006 ed.**

Local

- a. **Oakland County Emergency Operations Plan**
- b. **() NIMS Resolution, adopted (date)**
- c. **(Insert any local mutual aid references)**

SUPPORTING PLANS AND PROCEDURES

- a. **(Insert other plans and procedures here that support this plan, ie. SARA Title III Off Site Response Plans, () Oakland County Hazard Mitigation Plan, etc.**

**Farmington City Council
Staff Report**

Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1771)**

Submitted by: Chuck Eudy,

Description: Consideration to Pay SLC Meter L.L.C. for Water Meter Replacement Work Completed December 7, 2014 – January 7, 2015

Requested Action:

Move to pay Invoice #241443 in the amount of \$13,706.56. To SLC Meter L.L.C. for water meter replacement work.

Background:

At the November 17, 2014 Council meeting approval was granted for SLC Meter L.L.C. of Pontiac, Michigan to proceed with the electronic water meter replacement. The current invoice submitted are for December 7, 2014 through January 7, 2015 for installation charges only. This included 220 meter installations and 14 field conversions of existing meters. SLC Meter has completed installation of 746 of the scheduled 840 water meters this fiscal year.

Agenda Review

Review:

Chuck Eudy Pending

City Manager Pending

City Council Pending 01/20/2015 7:00 PM

Remit Payments to:
SLC Meter, L.L.C.
595 Bradford
Pontiac, MI 48341



Invoice

Date	Invoice #
1/8/2015	241443

Ph. 1-800-433-4332
www.slcmeter.com

Bill To

FARMINGTON CITY
33720 W.NINE MILE RD.
FARMINGTON, MI 48354

Ship To

CITY OF FARMINGTON DPW
33720 W NINE MILE RD.
FARMINGTON, MI 48354
ATTN: JOSHUA LEACH

Rep	S.O. No.	P.O. No.	Terms	Project
JFT	29045		Net 30	

Item	Description	Prev. Inv	B/O	Invoiced	Rate	Amount
1/REPLACE	FROM DETAILS ON SPREADSHEET LABELED FARMINGTON INVOICE 3, WEEK 12-7-2014 to 1-07-2015					
1/REPLACE	FIELD SERVICE: 220 - 5/8" AND 4 -1" WATER METER REPLACEMENTS AT VARIOUS LOCATIONS	475		220	58.10	12,782.00
1/REPLACE	FIELD SERVICE: 14 REGISTER & RADIO INSTALLATIONS AT VARIOUS LOCATIONS			14	66.04	924.56

Thank you for your business!
SLC Meter accepts Visa, Mastercard, Discover, American Express and E-Checks.
1.5% Finance Charge on all accounts 30 days past due.
25% Restocking Charge. No returns after 90 days or without prior authorization.

A credit memo shall be issued to your account for any discrepancies.
Brass products or components that are not marked "N-L" "E-B" or "NSF-61" may contain lead and are not for use in potable or drinking water systems. Please go to www.slcmeter.com for further details.

Total \$13,706.56

Payments/Credits \$0.00

Balance Due \$13,706.56

Attachment: Inv_241443_from_SLC_METER_LLC_6840 (1771 : Consideration to Pay SLC Meter LLC for Water Meter Replacement)

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1767)**
Submitted by: Vincent Pastue, City Manager

Description: Special Event Request - Thursday Night Weekly Swing Farmington

Requested Action:

Move to approve special event request for Swing Farmington, Inc. scheduled every Thursday, May 1 through October 22, 2015, 7:30 - 11:30 p.m. with the following conditions:

1. Music will discontinue at 11:00 p.m. except for evenings during the summer months.
2. Waive the City Sound Ordinance to allow Swing Farmington, Inc. to extend operation until 11:30 p.m. from the end of the school year June 18 through the September 3.
3. Approve charge of \$25/week to defray the cost of maintenance.

Background:

The City received a special event request from Alexander Steward, President for Swing Farmington, Inc. Since 2006 Mr. Steward and a group of about 100 young people assemble in Sundquist Pavilion every Thursday evening for swing dancing. This year he would like to utilize the pavilion from May 1 through October 22 from 7:30 - 11:00 p.m.

Mr. Steward would like to extend the hours of this event to 11:30 p.m. beginning June 18 through September 3. Therefore he is also requesting a waiver of the city sound ordinance Article V, Section 19-130. - Radio and musical instruments which states:

*It shall be unlawful for any person to play any radio, television set, phonograph or any musical instrument in such a manner or with such volume, particularly during the hours between **11:00 p.m.** and 7:00 a.m., or at any time or place, so as to annoy or disturb the quiet, comfort or repose of persons in any office or in any dwelling, hotel, other type of residence or of any persons in the vicinity.*

Finally, Mr. Steward is requesting approval for next year as follows: May 5, 2016 through October 20, 2016.

Agenda Review
Review:

Vincent Pastue Pending
City Manager Pending
City Council Pending 01/20/2015 7:00 PM

City of Farmington Special Event Application

Directions: 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 30 days prior to the starting date of the event.

Sponsoring Organization's Legal Name Swing Farmington INC. Phone 313-231-2046
 Organization Address 1998 Pollyanna Dr. Livonia MI 48152
 Organization's Agent Alexander Steward Phone 313-231-2046
 Agent's Title President
 Agent's Address 1998 Pollyanna Dr. Livonia MI 48152
 Event Name Thursday Night weekly swing dance
 Event Purpose swing dancing

Event Dates Every Thursday from May Through October 22, 2015
 Event Times 7:30-11:30pm
 Event Location Walter E. Sadegrist Pavilion and Riley Park

1. TYPE OF EVENT: Based on Policy Section 2, this event is:

<input type="checkbox"/> City Operated Event	<input type="checkbox"/> Co-sponsored Event
<input checked="" type="checkbox"/> Other Non-Profit Event	<input type="checkbox"/> Other For-Profit Event
2. ANNUAL EVENT: Is this event expected to occur next year [YES] [NO]

If YES, you can reserve a date for next year with this application (See Policy Section 15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July) Every Thursday from May through October 2015

Next year's specific dates: Every Thursday 5/15/16 through 10/20/16 2016

3. **An EVENT MAP** [is] [is not] attached. If you 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.

4. **VENDORS:** Food Concessions [YES] [NO] Other Vendors [YES] [NO]

If yes, refer to Policy Section 13 for license and insurance requirements.

5. **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 illustration sheet on page 4 and include with the application.**

6. **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:

7. **OTHER REQUESTS:** Exemption of City sound ordinance to allow us to go till 11:30 from June 18th, 2015 to September 3, 2015.

8. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. A certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Policy Section 10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section 12)
 - 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 11)
 - 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 13)
 - 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 Sections 11 and 16)
 - 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 3 and 4.

As the duly authorized agent of the sponsoring organization, I hereby 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.

1/13/15
Date

Alexander Semel
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days prior to the first day of the event to:

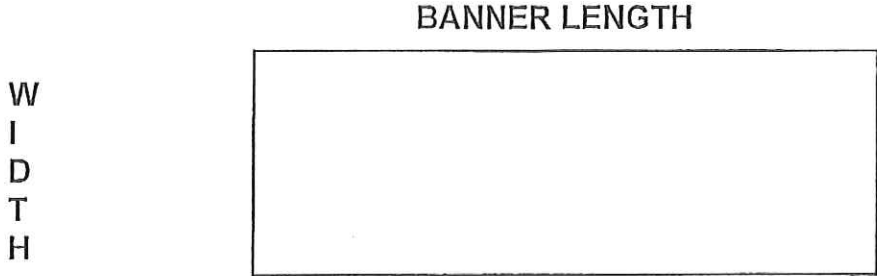
City Manager's Office
23600 Liberty Street
Farmington MI 48335

Phone: 248 474-5500-221

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.

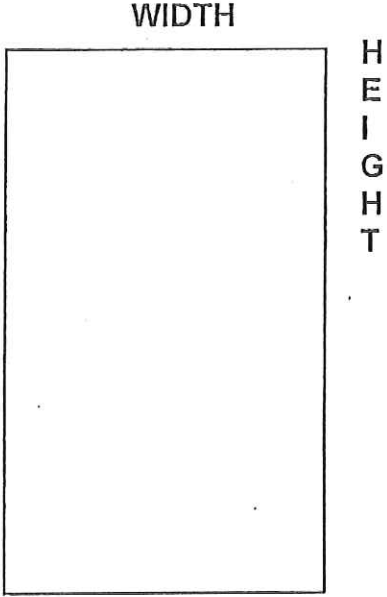
Total square footage of the banner cannot exceed 32 square feet.



Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet.

Stand-up A Frame sign



Write sign copy inside sign area.

**Farmington City Council
Staff Report**

Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1772)**

Submitted by: Vincent Pastue, City Manager

Description: Farmers Market Annual Report - Walt Gajewski

Requested Action:

Background:

Agenda Review

Review:

Vincent Pastue Pending

City Manager Pending

City Council Pending 01/20/2015 7:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1764)**
Submitted by: Frank Demers, Director of Public Safety

Description: Introduction of New Public Safety Officers

Requested Action:
Background:

The Farmington Public Safety Department welcomes Cody Hawkins and Lisa Kobernick as our newest public safety officers. PSO Hawkins was sworn in by Clerk Halberstadt on January 5th and PSO Kobernick was sworn in on January 12th. Both officers have begun their field training programs and will attend a ten (10) week fire academy beginning in March. We're happy to welcome Cody and Lisa to the Farmington family and we wish them all the best in their careers as Farmington Public Safety Officers.

Director Frank Demers will administer the Farmington Public Safety Code of Honor to both officers before City Council.

Agenda Review
Review:

Frank Demers	Completed	01/12/2015 12:00 PM
City Manager	Pending	
City Council	Pending	01/20/2015 7:00 PM

**Farmington City Council
Staff Report**
Council Meeting Date:
January 20, 2015

**Reference
Number**

Submitted by: Vincent Pastue, City Manager

Description: Consideration of Annual State Trunkline Operating Permit and Indemnification Resolution

Requested Action:

Move to approve resolution regarding annual permit application with MDOT for Miscellaneous Operations within State Trunkline Right of Way, and to adopt MDOT Performance and Indemnification Resolution.

Background:

The City of Farmington has a full maintenance contract for Grand River Avenue from the east intersection of M-5 to Gill Road, and is responsible for winter maintenance only from Gill Road west to Halsted Road. The Michigan Department of Transportation (MDOT) reimburses the City for its actual labor and material expenses for all work done under the contract. The City further secures annual permits from the State to do maintenance work on the road and City utilities as well as install banners within the trunkline right-of-way.

The Department of Transportation requires that the City, by resolution, indemnify the State from any liability, which may occur as the result of work that the City is performing or banners that have been hung within the State right-of-way. The City resolution further authorizes the City Manager and the Director of Public Services to make application to the Michigan Department of Transportation for necessary permit work within State trunkline right-of-way on behalf of the City. The remaining provisions within the resolution are relatively standard.

The attached resolution needs to specify individuals within the City that are authorized to apply for the right-of-way permits. This would include the Public Works Superintendent Chuck Eudy, City Manager Vincent Pastue, and Matt Parks with Orchard Hiltz and McCliment

Financial Impact

The City has historically received between \$50,000 and \$80,000 per year to maintain Grand River within the City limits. The amount will vary depending on weather conditions and other maintenance issues.

Agenda Review**Review:****Vincent Pastue Pending****City Manager Pending****City Council Pending 01/20/2015 7:00 PM**

RESOLUTION NO. (ID # 1773)

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipality an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent he DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

NAME AND/OR TITLE

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by
 the _____
 (Name of Board, etc)
 of the _____ of _____
 (Name of GOVERNMENTAL AGENCY) (County)
 at a _____ meeting held on the _____ day
 of _____ A.D. _____.

SIGNATURE	TITLE	PRINT NAME
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Farmington City Council Staff Report

Council Meeting Date:
January 20, 2015

**Reference
Number
(ID # 1774)**

Submitted by: Vincent Pastue, City Manager

Description: Consideration to Ratify City Manager Selection of Representatives to Serve on North Parking Lot Ad Hoc Committee

Requested Action:

Move to ratify City Manager's selection of representatives to serve on North Parking Lot Ad Hoc Committee

Background:

At the January 5, 2015 study session, the City Manager discussed the formation of an ad hoc committee to review the parking challenges in the parking lot north of Grand River between Farmington Road and Warner Street which will likely include parking meters. As I mentioned at the study session, there are two factors that have added to an existing long-term problem: more businesses and second, their success. The starting point is establishing clear short and long term goals and objectives for this lot. The details would involve identify all parking stakeholders, identify the various parking needs of the individual businesses in the area by meeting with them, determine the parking demand based on day of week and time by conducting parking counts, and research various parking technologies along with their capital and operating costs. This concept was discussed with the DDA Board at its January 7 meeting. The DDA Board supported the concept and four members expressed a willingness to participate.

The intent of the ad hoc committee is to focus on the north parking area and present a report to the City Council and DDA Board at a joint meeting in early April. Based on the business surveys, parking counts, and available parking technologies, the report will recommend regulations to manage parking in the north lot. Additionally, the report will estimate the impact on other public and private parking lots, address enforcement based on the regulations and technology use, estimate capital and operating costs, and recommend a long-term governance solution for not just the north parking lot but for the entire Downtown. Contained in the report will be a plan of communication, the new regulations to the public and a schedule for implementation.

The following individuals have expressed a desire to be part of the ad hoc committee:

Valerie Greer, DDA Member and business representative
 Rachel Gallagher, DDA Member and business representative
 Tom Buck, DDA Member and property owner
 Melissa Andrade, DDA Chairperson
 Greg Cowley, City Council member and property owner
 Annette Knowles, Assistant to City Manager/DDA Director
 Kevin Christiansen, Economic and Community Development Director
 Scott Freeman, Civic Theater General Manager
 Frank Demers, Public Safety Director
 Vincent Pastue, City Manager

Agenda Review**Review:****Vincent Pastue Pending****City Manager Pending****City Council Pending 01/20/2015 7:00 PM**