



Regular City Council Meeting  
7:00 p.m., Tuesday, Feb. 21, 2023  
City Council Chambers  
23600 Liberty Street  
Farmington, MI 48335

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## REGULAR MEETING AGENDA

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**
4. **APPROVAL OF ITEMS ON CONSENT AGENDA**
  - A. **Accept City of Farmington Board and Commission Minutes**
  - B. **City of Farmington Minutes**
  - C. **Farmington Monthly Payments Report**
  - D. **Farmington Public Safety Monthly Report**
  - E. **Approve and ratify use of donation by the Shirley V. Richardson Revocable Living Trust payment of the Streetscape Pocket Park**
  - F. **Payment to 23534 Farmington Road, LLC, for corrective foundation work in connection with the Streetscape**
5. **APPROVAL OF REGULAR AGENDA**
6. **PRESENTATION/PUBLIC HEARINGS**
  - A. **Public Safety Promotions:**
    - a.) **Sergeant Shane Wash to Commander**
    - b.) **Public Safety Officer Cody Hawkins to Sergeant**
  - B. **Pathways Committee Year-end Report**
7. **NEW BUSINESS**
  - A. **Classification and Compensation Study**
  - B. **Cost estimate from Summit**
  - C. **Consideration to amend fiscal year 2022-23 budget**
  - D. **Farmington Road brick paver improvements**
  - E. **Nine Mile Retention Environmental Quality Basin**
  - F. **DPW and Public Safety entrance door replacement**
8. **CITY COUNCIL COMMENTS**
9. **ADJOURNMENT**

*The City will follow its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk (248) 474-5500, ext. 2218 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: February 21, 2023</b>	<b>Item Number 3A</b>
<b>Submitted by:</b> Melissa Andrade, Assistant to the City Manager		
<b>Agenda Topic:</b> Accept Minutes from City's Boards and Commissions		
<p>CIA: January 2023 DDA: January 2023 Historical: January meeting canceled Parking: November 2022 Pathways: January 2023 Planning: January 2023 ZBA: February meeting canceled Library: December 2022 Commission on Aging: December meeting was canceled Farmington/Farmington Hills Arts Commission: January meeting canceled Commission on Children, Youth and Families: January 2023 Emergency Preparedness Committee: November 2022</p>		

**CITY OF FARMINGTON  
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY  
MINUTES  
January 12, 2022**

**CALL TO ORDER**

The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:05 a.m. by Vice Chairman Carron.

Members Present: Carron, Acceturra, O'Dell, Thomas  
Members Absent: Bowman, Graham, King  
Staff: Christiansen

**APPROVAL OF AGENDA**

Motion by Thomas, supported by O'Dell to approve the agenda. Motion approved unanimously.

**APPROVAL OF MINUTES**

Motion by Thomas, supported by O'Dell to approve the December 29, 2022 minutes. Motion approved unanimously.

**ELECTION OF OFFICERS**

Nomination Motion by O'Dell, supported by Acceturra for King to continue serving as Chairperson for 2023, for Carron to continue serving as Vice Chairperson for 2023, and for Thomas to continue serving as Secretary for 2023. Motion approved unanimously.

**GRAND RIVER CIA 2022-2023 WORK PLAN**

Director Christiansen presented and reviewed the 2022-2023 Work Plan with the CIA Board. The Board discussed and commented on the work plan and the priorities for the Corridor, including a Marketing Plan, and a Branding Study.

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

None.

**ADJOURNMENT AT 9:08 am**



8:00AM Wednesday, Jan 11, 2023  
City Hall Conference Room  
23600 Liberty Street  
Farmington, MI 48335

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## MINUTES

The meeting was called to order by Craft at 8:05am

### 1. Roll Call

**Present:** Craft, Deskins, Halas, Singleton, Bowman, Perko

**Absent:** Pascaris, Buck, Williams

**Others Present:** Knight, Westendorf

### 2. Approval of Items on Consent Agenda

a. **Minutes: December 7, 2022 Regular Meeting**

b. **Minutes: November 29, 2022 DDA Organization Committee Meeting**

c. **Minutes: December 8, 2022 DDA Design Committee Meeting**

**Motion by Bowman to approve the items on the consent agenda, second by Singleton.  
Motion passes unanimously.**

### 3. Approval of Regular Agenda

**Motion to approve the items on the regular agenda by Halas, seconded by Deskins.**

**Motion passes unanimously.**

### 4. Public Comment

**Opened and closed at 8:05am.**

### 5. Executive Director Update

- Streetscape- electrical wiring happening now. Couldn't be happier with our team. Will be closed for six weeks in the Spring to complete last tasks, including sidewalk on west edge of street, electrical, and painting.
- Capital Investment administrative meeting in a couple weeks for the entire City, including Downtown. Time to update Downtown Master Plan: last edition was published in 2017, and we are in midst of executing major capital projects.
- Pocket Park fundraiser in progress with amazing support from the community. Dinan Family, Richardson Family. Movie series at FCT. Tournament at 1 UP and other programs for fundraising and community engagement.

### 6. Consideration to Allocate Harvest Moon 2022 Proceeds to MEDC Crowdfunding Campaign through Patronicity

**Motion by Perko to authorize allocation of Harvest Moon Celebration revenue at the maximum MEDC-permitted level of \$10,000 toward the Patronicity crowdfunding campaign in support of the Enterprise Pocket Park, through MEDC's Placemaking grant program, seeking up to \$75,000 in matching funds. second by Singleton. Motion passes unanimously via roll call.**

**Ayes: 6, Perko, Singleton, Halas, Craft, Bowman, Deskins.**

**Nays: 0**

**Absent: 3, Williams, Buck, Pascaris**

### 7. Consideration to Ratify Holiday Lighting Installation

Motion by Singleton, seconded by Deskins, that the Board shall ratify the expenditure of \$16,200 paid to Holiday Lighting Service, for installation of nine large trees along Grand River in December 2022, from 248-759.00-801.006. Motion passes unanimously via roll call.

Ayes: 6, Perko, Singleton, Halas, Craft, Bowman, Deskins.

Nays: 0

Absent: 3, Williams, Buck, Pascaris

**8. Approval of Main Street Accreditation Agenda**

**Motion by Halas, Second by Deskins. Motion passes unanimously.**

**9. Draft DDA Work Plan FY2023-2024**

**Overview by Knight. Executive committee to meet on 1/18 to discuss. Break out into main street committees and meet prior to February Board Meeting.**

**10. Committee Updates:**

**a. Design Committee**

Reviewed design for Cannelle, a patisserie from Matt Knio. Advisory comments were passed forward to Planning Commission.

**b. Organization Committee**

Meeting next week.

**c. Public Art Committee**

Have not met. Meeting scheduled in late January. Determined that there would be no in-person event for Heart the Art due to staff capacity. Opportunities for volunteer growth here. Talked about structure and goals for 2023.

**d. Promotions Committee**

Several great Metromode articles- being a part of the interregional tourism is wonderful. Also accomplished two waterbill inserts. Discussion of telling our story as the DDA.

**e. Business Development Committee**

Committee selected businesses to receive construction mitigation grant impacted by Farmington Road Streetscape.

**11. Other Business**

None

**12. Board Comment**

Halas: Thank you to staff.

Craft: Please note the dates at the bottom of the agenda and thank you for your additional time next week for the Main Street accreditation review.

**13. Adjournment**

Motion by Halas, second by Singleton. Motion passes unanimously.

City of Farmington Parking Advisory Committee  
November 16, 2022

Regular meeting of the Farmington Parking Advisory Committee was held on November 16, 2022, at Farmington City Hall, 23600 Liberty Street, Farmington, MI.

**Time:** 7:00pm

**Present:** Crutcher, Houhanisin, Mantey, McAvoy, Murphy, Singleton, Taylor

**Absent:** None

**Approval of Agenda**

- Motion by Singleton. Seconded by Crutcher to approve the agenda
- Motion carries unanimously

**Approval of the September 2022 Parking Advisory Committee Minutes**

- Motion by Taylor. Seconded by Singleton to approve the September 2022 minutes
- Motion carried unanimously

**Public Comment**

- No public comment

**Streetscape update (Murphy)**

- Will continue with brick pavers at least until mid-December
- Road will be opened at that time
- Maybe the East side sidewalk will open as well
- West side sidewalk will not be done until Spring
- Will include on street parking

**Walkway between Fresh Thyme and old Fitness 19 streetlights update**

- Streetlights are still out because of construction on Farmington Rd
- DTE and contractor working to fix this
- One wall light on Fresh Thyme wall is still out

**EV Charger Update (Murphy)**

- Council has approved a grant for two (2) EV chargers to be installed
- Chargers will take up two (2) parking spots when installed
- Murphy will investigate restriping on Grove Street due to the installation
- Expected to be installed end of November

## **Introduction of Public Safety Deputy Director Bob Houhanisin**

- Officer Houhanisin will oversee the parking officer

## **Public Safety Update (Houhanisin)**

- Total violations issued: 14
- Total Warnings issued: 12

## **The Value of Parking (Taylor)**

- Taylor read section on parking requirements as impact fees

## **Committee Comments**

- Taylor proposes newest member of the committee does the value of parking reading
- Murphy said it is time for CIP. Requested committee members think on this and submit recommendations in next two weeks
  - Taylor suggested adding property acquisition plan

## **Items for January meeting**

- Murphy will get back to the committee with verbiage to change parking ordinances due to the EV charging stations
- Discuss the time-honored tradition of the City Council member doing the Value of Parking reading
- Election of officers

## **Adjournment**

- Motion to adjourn by Singleton. Seconded by Mantey to adjourn the meeting
- Motion carries unanimously



## FARMINGTON PATHWAYS COMMITTEE

7:00 p.m.

Minutes

January 9, 2023

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1. CALL TO ORDER - by Susan Arlin at 7:03 pm
2. ROLL CALL

Present:

Susan Arlin  
Tim Prince  
Sue Lover  
Kevin Christiansen  
Joe VanDerZanden  
Brent Bartman  
Maria Taylor  
Chris Weber

Absent:

Bill Gesaman

3. APPROVAL OF AGENDA - Tim moved to approve and was supported by Maria, unanimously approved
4. APPROVAL OF MINUTES
  - a. MEETING MINUTES, DECEMBER 14, 2022 -Sue moved to approve the Minutes and was supported by Brent, approved unanimously
5. ELECTION OF EXECUTIVE COMMITTEE (Majority Vote)

- a. Chairperson – Run meetings, establish subcommittees, prepare Annual Report  
Maria nominated Sue Lover, declined  
Tim was nominated and unanimously supported.
- b. Vice-Chairperson – Run meetings in Chairperson’s absence  
Maria nominated Sue Lover. Sue accepted, unanimously accepted.
- c. Secretary – Take and prepare minutes, prepare correspondence  
Joe was nominated, accepted, and unanimously supported.

At this point Tim took over running the meeting as the new Chairperson, as Susan Arlin was thanked for her time on the committee and as chairperson as she is stepping down from both. New committee member will join at next meeting.

6. OLD BUSINESS

- a. PRESENTATION TO COUNCIL – Tim shared that he and Brent have begun work on a powerpoint presentation based on Tim’s presentation from last year,



decided best to start with using the one page project summaries. Discussed which projects to include in the presentation, considering:

Safe Routes to School

9 Mile Non-motorized Trail

Sidewalk project

M-5 Overpass Update

Maxfield Training Center Project

Paving Flanders Riverwalk

New crosswalks on Gill Rd., using social media post

Discussed getting pictures of the projects to include in the presentation

b. 9 MILE PATHWAY UPDATE

Received some citizen feedback, One response preferring the Shiawassee route over using Grand River as a route.

Committee identified their own findings that a bike route up the hill on Shiawassee cannot work due to the narrow road making it necessary to divert from Shiawassee likely at Power then either turning on Grand River downtown or going through the neighborhood south of Grand River.

c. SEMCOG BICYCLE AND PEDESTRIAN MOBILITY

Bill has not received response about meeting in May, reached back out this week.

d. CROSSWALK AT KRAZY KRAB ON GRAND RIVER UPDATE

Kevin spoke with OHM about Pathways Committee's suggestions of alternative crosswalk locations to School Street -in front of Krazy Krab or near the Side Car Slider Bar location. They stated they could support an alternative location and pursue with MDOT, consider needed changes such as change of speed limits. It was noted that there is escrow funding from Krazy Krab for this project.

e. COMMUNITY INPUT ON EXISTING AND ADDITIONAL PROJECTS

- Chris reviewed feedback and comments from Pathways Committee's first Facebook post, about the new Gill Rd. crosswalks. – Responses about the crosswalk were positive.

- One commenter asked about adding a crosswalk to enter the parking lot at the top of Shiawassee Park to access on foot. Committee discussed feasibility and limitations including lack of a stop sign, no sidewalks, and existence of the curb. Also discussed that that parking lot may not remain when the park is redone, which currently is in planning.

- Another comment mentioned safety concerns/need for stop signs on Grove St traveling north and south to protect pedestrians crossing Grove St between the shopping centers. Committee agreed that traffic issues in these area are common, members having frequently seen drivers not yielding to pedestrians and having conflict over right away as well as instances of people driving the wrong way.

- Committee unanimously decided to recommend the city add stop signs on Grove St. both north and south of the pedestrian crosswalks between shopping centers and that public safety and traffic engineers explore additional signage regarding one way traffic.

- Susan shared that she was approached in person with a request to bring up the possibility of increased policing of drivers exceeding speed limits and not yielding to pedestrians in order to increase safety. Maria shared that city council had discussed and requested this months prior but is unsure why there has not yet been follow-up. Maria shared that the current, updated ordinance is that drivers must stop if pedestrians are standing on the ADA curb, not requiring that they be in the crosswalk for drivers to have to stop.

- The possibility of increased lighting at crosswalks was discussed to further explore.

f. SHIAWASSEE ROAD CAR COUNTER UPDATE

- Brent stated he would bring data to next meeting to provide an update
- g. FARMINGTON ROAD STREETScape UPDATE  
Chris - Farmington is fully open again, finish work will commence in May requiring closing the road for 2 weeks to finish, uncertain if it is both sides that will be closed.  
Suggested city consider making an isolated left turn lane on west bound Grand River to turn south onto Farmington Rd. to improve traffic flow and safety
    - i. Enterprise Park – 32k in donations so far that the state will match and also an additional 15k not eligible to be matched. Naming rights donation received as well, total of 47k raised so far.  
Grant from DTE funds gift cards for downtown Farmington businesses for \$25 donations on the fundraising website.
  - h. MAXFIELD TRAINING CENTER DEVELOPMENT UPDATE
    - i. Riley to Shiawassee Park Pathway  
Project reduced one more unit, due to being too close to edge of the hill, down to 53 units allowing for space for the recommended pathway across the north side of the site connecting to the path from the south.  
It was shared that the planning commission received and considered the Pathways Committee's suggestions.  
Project currently in 4<sup>th</sup> step of development in front of city council to go through Brownfield redevelopment before developer closes on the site and begins site remediation. Project continues to move forward.  
Reviewed proposed design for pathway to Shiawassee Park including a sloping path that would not include stairs and other possibilities to replace and maintain stairs.
    - i. FARMINGTON HILLS REPRESENTATIVE  
Chris spoke with Ellen in special services for Farmington Hills about a city representative participating in the Pathways Committee and sent her information about the committee, have yet to hear back from her, have not yet determined which month will attend meeting.

## 7. NEW BUSINESS

- a. ANY NEW CITY CONSTRUCTION PROJECTS?  
Sidewalk flags on the driveway to Nail Bytes identified as broken in past meeting, has been noted and marked for replacement.  
Cannelle Patisserie replacing Kickstart Farmington. Will be retail, not baking on site. Will be improving outside area, sidewalk and connectivity, use public right of way sidewalk along the side of the building for outdoor patio seating.
- b. ANY NEW TARGET AREAS?
  - i. Resident Request to Pave Shiawassee Park Paths  
A resident suggested paving the paths on Shiawassee to make accessible to wheelchairs. It was acknowledged that this could open up to more users, would then add snow clearing and maintaining work and costs, could be considered in park renovation plans.
  - ii. Maria – suggestion of a bump out section on Gill
  - iii. Gill Rd. at Arundel stop signs. Kevin – Chuck is aware, will need study and justification to make that change including vehicle and pedestrian counts. Committee recommending this location be studied for adding stop signs to slow down traffic and increase pedestrian safety including that it is a school route.
- c. NEW COMMITTEE MEMBER – Council to make appointment 1/17/23  
Opening was posted on facebook, received just one application and will be considered by City Council on 1/17.

## 8. PUBLIC COMMENT - None

9. COMMITTEE MEMBER COMMENT - None

10. ADJOURNMENT - 8:59 pm, moved by Brent and seconded by Maria

Next meeting: FEBRUARY 8, 2023

FARMINGTON PLANNING COMMISSION PROCEEDINGS  
23600 Liberty Street  
Farmington, Michigan  
January 9, 2023

Chairperson Majoros called the meeting to order in Council Chambers, 23600 Liberty Street, Farmington, Michigan, at 7:00 p.m. on Monday, January 9, 2022.

**ROLL CALL**

Present: Crutcher, Kmetzo, Majoros, Mantey, Perrot, Waun, Westendorf

Absent: None

A quorum of the Commission was present.

**OTHER OFFICIALS PRESENT:** Director Kevin Christiansen; Recording Secretary Bonnie Murphy, Brian Golden, Director of Media Relations.

**APPROVAL OF AGENDA**

MOTION by Crutcher, seconded by Perrot, to approve the agenda.

Motion carried, all ayes.

**APPROVAL OF ITEMS ON CONSENT AGENDA**

**A. December 12, 2022 Minutes**

MOTION by Perrot seconded by Crutcher, to approve the items on Consent Agenda.

Motion carried, all ayes.

**ELECTION OF OFFICERS**

Chairperson Majoros introduced this item and turned it over to the Commission.

Commissioner Crutcher asked if the slate of officers could be maintained as it stands and Christiansen replied it could if the officers accepted their nominations.

MOTION by Crutcher, supported by Mantey, to maintain the current slate of officers, Chairperson Steve Majoros, Vice Chairperson Geoff Perrot, Secretary Miriam Kmetzo.

The officers accepted their nominations.

Motion carried, all ayes.

**SITE PLAN AMENDMENT/FAÇADE MODIFICATION – CANNELLE FARMINGTON,  
33304 GRAND RIVER AVENUE**

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

Director Christiansen wished Happy New Year to everyone. He stated the City is working with the new property owner, Cannelle Farmington, of the former Kickstart Farmington

building regarding proposed changes and improvements and upgrades to the existing building. The proposed changes include an exterior change to the existing building façade. The building is located in the CBD, Central Business District and requires review and approval by the Planning Commission. No changes regarding building dimensions or other site improvements are proposed at this time. The Downtown Development Authority Design Committee recommended approval of the submitted site plan and the proposed changes and improvements and upgrades to the existing building at their December 15, 2022 meeting. A copy of those minutes are attached with your staff packet. Attached for your review as well and for your consideration is a copy of the site plan, the location of the proposed site plan submitted by the Applicant, again for the proposed building façade improvements and there are some other items here for your information as well. We do have the Applicant, Mr. Matt Knio, is here, he is the owner of Cannelle Farmington. His architect, Mr. Bert Koseck, is here as well. Christiansen went over the items submitted in the packet on the screen.

Chairperson Majoros thanked Christiansen for the overview asked Commissioner Crutcher who serves on the DDA Design Committee for his input.

Crutcher stated that there is a future potential in developing the strip of sidewalk on the east of the building with the refurbishing of the former Avalon Studios and working with the DDA and the City to develop that for sidewalk seating.

Commissioner Westendorf asked if there would be a need for variances and Christiansen replied because this is an existing building, a pre-existing condition, and no changes need to be made to facilitate those changes.

Commissioner Kmetzo asked if there would be indoor seating and the Applicant replied there are approximately ten seats inside.

Commissioner Crutcher asked if signage would be brought back before the Planning Commission and Christiansen replied as long as they are Code compliant there is not a necessity to come back before the Commission.

Chairperson Majoros invited the Applicant to the podium.

Matt Knio, Cannelle Farmington, came to the podium. He stated this will be their fourth location, that he has been coming to the Farmer's Market for ten years and during that time he noticed how much the market had grown and talked to the Farmer's Market

people and Kate McKnight to help him find the building, that he loves the City of Farmington and wants to be a part of it. He said Cannelle is 100% artisan, everything is made by themselves. They have a warehouse at Nine and Hoover in Warren where they

will ship the goods out at 4:00 a.m. and arrive by 5:00 a.m., with the store opening at 6:00 or 6:30 a.m. and close at 8:00 p.m. and 11:00 p.m. on weekends. They will have live music and are very excited about this project.

Majoros asked about the forecasted hours of operation and Knio responded saying the peak time at their Birmingham location is at 7:00 p.m. and it gets very busy around 10:00 or 11:00 p.m. They are hoping to open in May as the equipment is already in storage and the people are waiting for the green light to demo the building.

Majoros opened the floor for questions from the Commissioners.

Commissioner Perrot asked about parking and the spaces abutting up to the building and the access to the north lot and Christiansen replied those are public spaces and the City is looking to maintain whatever parking there is and if any change is to be considered it would have to be done through the City Manager and Parking Committee and City Council, but that the City has no interest in eliminating the spaces.

Majoros stated the Grand River side has a round area and a crosswalk and is there any future consideration for outdoor seating and Christiansen replied that this is a very unique location on the end of the first group of buildings and that the Applicant is looking to take advantage of all of that.

Perrot asked the Applicant if they were leasing and Knio replied they own the building and that the space doesn't give them a lot of seating so they're hoping for future outdoor seating.

Chairperson Majoros called for a motion from the Commission.

MOTION by Waun, supported by Perrot, to approve the Site Plan Amendment/Façade Modification – Cannelle Farmington, 33304 Grand River Avenue, as submitted.  
Motion carried, all ayes.

Majoros thanked the Petitioner.

### **DISCUSSION OF 2023 PLANNING COMMISSION WORK ITEMS/PROGRAM**

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

Christiansen stated included with your staff packets every January is the Annual Report from the prior year and it includes the City's records of Planning Commission activities for the year and satisfies the Redevelopment Ready requirement. He said the Planning Commission should be proud of the body of work, that there was a lot of activity with repurposing and a lot of new businesses that opened in 2021/2022. He continued this year the City will have similar circumstances for redevelopment of existing buildings, such as the Shell Gas Station who will have a Special Land Use Hearing next month, as well as the Castle Dental property, the Winery. He noted there were two meetings held for Hillside Townes and the final site plan will come back before the Planning Commission. He then invited the Commissioners to participate in training through the MAAP, that there is money in the budget available for training.

### **UPDATE – CURRENT DEVELOPMENT PROJECTS**

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

Director Christiansen gave an update on the continuing development projects in the City.

Commissioner Crutcher inquired about the former Fitness 19 property and Christiansen replied that the management company had secured a new tenant for that space, who brought in rollaway dumpsters and started doing their work until they were advised of the proper protocol for doing so. He stated there is an interest for a salon to go into that space with individual tenant spaces, cubed areas for multiple service providers, plans for a "salonominium" and further discussion was held.

### **PUBLIC COMMENT**

None heard.

### **PLANNING COMMISSION COMMENT**

None heard.

### **ADJOURNMENT**

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

The meeting was adjourned at 7:48 p.m.

City of Farmington Planning Commission  
January 9, 2023  
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Respectfully submitted,

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Secretary



**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. – December 8, 2022  
DRAFT**

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Board Members Present:       Murphy, Stryd, White, Brown, McClellan

Board Members Absent:       Doby, Hahn, Duron-Willner

Staff Members Present:       Siegrist, Showich-Gallup, Peterson

Staff Members Absent:       None

**CALL TO ORDER**

The Board Meeting was called to order at 6:03 p.m. by Board Vice President McClellan.

**APPROVAL OF AGENDA**

**MOTION** by Murphy to approve the Agenda for the December 8, 2022 Board meeting with additional Public Comments session added after Approval of Minutes was supported by White.

**Vote: Aye: All in favor (5-0)**

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held on November 10, 2022, was supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**OPERATING BILLS**

**MOTION** by Brown that the Board of Trustees approve October expenditures totaling \$402,374.63 was supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**MOTION** by Brown that the Board of Trustees receive and file November financial reports was supported by White.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**FRIENDS' REPORT** (Stacey Charlebois)

- Friends made \$3,656 on November book sale (November 18-20). More than 50 volunteers worked. Thank you to Sarah Zitter Masindi for marketing effort.
- Friends will give \$108,000 to library for programming and resources in FY 2022-23. This is nearly a record.

**LIBRARY DIRECTOR'S REPORT** (Kelley Siegrist)

- K. Siegrist, J. Purdue, and J. O’Hara attended annual FPS ESL Cultural Thanksgiving.
- Staff Day (November 11) included work on strategic plan and breakout sessions around such topics as Microsoft Teams, Marketing Library Services, and the evaluation process.
- FCL staff participated in Light Up the Grand holiday celebration in Farmington on December 3.
- Compensation Study will move forward with two days of work with ElementOne to evaluate each job (February 7 and 8).
- Meeting with Robin Daniels of Senator Gary Peters’ office was held December 5. Senator’s office voicing support for library and patrons.
- Space Utilization Study to be presented at the January board meeting.
- **Facilities Report** (submitted by Donald Wrench)
  - Chiller units at Twelve Mile passed mechanical inspection and are awaiting electrical inspection. D. Wrench will update board at January meeting.
  - Fire curtain door has been ordered.
 D. Wrench is investigating:
  - replacing stairwell carpet going down to Children’s at Twelve Mile
  - replacing HVAC unit in Maintenance Office
  - getting Liberty Street Fire Alarm System monitored, as Twelve Mile currently is.
 Projects on hold:
  - Conveyor System quote
  - EV charging station

**COMMITTEE REPORTS**

**Strategic Planning**

- No report.

**Personnel Committee** (Ernie McClellan)

- Director Siegrist is rated “exceeding expectations” on her evaluation.

**UNFINISHED BUSINESS**

- None.

**NEW BUSINESS**

- None

**BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

None

**CORRESPONDENCE**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

**MOTION** by White to adjourn the Board Meeting was supported by Murphy.

**Vote: Aye: All in favor**

**Opposed: None**

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**Motion passed.**

The Board meeting was adjourned by Vice-President McClellan. The next meeting of the Library Board is scheduled for Thursday, January 12, 2022 at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees

MINUTES  
FARMINGTON/FARMINGTON HILLS  
COMMISSION ON CHILDREN, YOUTH and FAMILIES  
January 5, 2023  
Community Room, Farmington Hills City Hall,  
31555 W. Eleven Mile Rd., Farmington Hills, MI. 48336

- 1) Call to Order 6:00 pm.

Meeting was called to order by Sharon Snodgrass at 6:00 p.m.

Members Present: Tammy Luty, Sharon Snodgrass, Rod Wallace, Jordan Scrimger, Ed Cherkinsky, Marie Sarnacki, Colleen Coogan

Members Absent: Brian Spitsbergen, Bette Rose, Adam Whitfield

Others Present: Matthew Gale, Tanya Murphy, Patrick Spelman, Lauren Janowicz, Jim Nash, Marla Parker, Kristel Sexton, Mary Newlin, Onisia Martin

- 2) Approval of Agenda

Rod Wallace approved the agenda, Marla Parker seconded, and motion carried unanimously.

- 3) Approval of November 3, 2022 Minutes

Jordan Scrimger approved the minutes, and Marie Sarnacki seconded, motion carried unanimously.

- 4) Youth Division Update

Lauren said the program is going well. They have added a game room next to the club room for students. Students are also going to be able to join music club where they can practice after school in the performing arts theater room. They are still hiring for the after-school program and looking for volunteers as well.

The youth division is hiring their own bus drivers and FPS is proving the buses. The drivers are then on the city payroll versus the school system. This has helped to fill the gap as the city is able to provide more funding to employees for this service. Fall enrollment in the program was capped at 110 but they are opening more slots in the upcoming semester to increase enrollment.

- 5) Issues Committee Update

We discussed that we needed to outline a budget for the fiscal year with estimates of our yearly project costs, so we have an idea of what funding we have for new ideas. Matt sent five years of history data to the issues committee to review so they can put together a potential project budget to discuss based on projects that we know will happen yearly. We discussed that we needed to draft a process of members joining and resigning so we understand and have a full

commission. We have open spots on the Farmington Hills side currently.

Marie gave an update on the wait until 8<sup>th</sup> program. She has had a good response with FPS on this, but the next step is for someone to meet with the FPS principals to discuss the program and answer questions. This meeting would be during the day, and she needs someone that can attend since she will be teaching class during this time.

We discussed getting more students involved again and a suggestion came to reach out to the mayor's youth council, Marie will investigate this.

We are planning on doing career night again this year. We discussed possible dates in April of the 19<sup>th</sup> or 26<sup>th</sup>. We also discussed moving the event to Harrison Hall vs Auditorium and Black Box theater. Harrison Hall might be a better location since we changed the format last year and don't need an auditorium as we just have people go speak directly to vendors. This also has WIFI access and a TV where we can have information during our event.

Jim Nash mentioned that the event last year was excellent, and several participants signed up for job shadowing based on our event.

Jordan discussed a new idea of, an end of the school year/start of the school year open to community meeting to get more feedback from our community and also help to find out the needs in our community. We would use a larger space and provide food. This might be considered for June or September.

Sharon mentioned that she was able to visit the Kindness Garden recently and how nicely it was done. She suggested that we continue to support it with a possible yearly event at the garden.

## 6) Communications Update

Sharon wanted us to make sure to get some of our newer projects and pictures on the website so the community can see the work our commission is doing.

The videos that the commission did in the past were discussed and Sharon mentioned that Marla Parker had a nice video on the sobriety court program, which we wanted to share with members and the community. [\(316\) CYF Spotlight Sobriety Court - YouTube](#)

## 7) Volunteer Recognition Program

Marla discussed the program since it had not happened since 2019 due to the pandemic. Nominations are taken in various categories and then people are selected as winners. Plaques are purchased for the winner, but everyone nominated gets a certificate. The recognition happens at a FH City Council meeting, but we hope to have elected officials from both Farmington and Farmington Hills. Jordan had already created some forms in an online format vs paper forms for taking nominations and we will distribute this to organizations for nominations. Ed and Colleen offered to help with getting this program running with Marla for a May celebration.

## 8) New Business and Announcements

Jordan Scrimger – With Bette announcing that she would be leaving the commission, she raised the issue of electing officers. Election of officers will take place at the next commission meeting.

Kristel Sexton – Kristel gave an update on the exciting things happening at the day long MLK celebration, check the website for times and details.

Marla Parker – She gave an update on the court some procedures are still being done remotely. This is something that may continue to happen into the future.

She discussed that the sobriety court is still going strong and that when someone participates in this program, they are less likely to have a new offense.

Jim Nash – They are looking for employees and are offering apprenticeships and job shadowing opportunities.

He also discussed the state grant that they received to assist lower income community members with support on water bills. This program will be something like the electric and gas programs that already exist with other companies.

Onisia Martin – Introduced herself as the mental health coordinator for FPS. She was asked to bring some data to the next meeting on homelessness in our student population and any information on mental health that she can share to our commission as having this information might help us to determine what projects to work on.

Patrick Spellman – Farmington is still looking at hiring more cadets.

Tanya Murphy – The Farmington Hills YMCA is in phase 2 of the remodel at the facility. The Y is also doing a first Saturday of the month movement program with the FH library which is open for all ages.

Tammy Luty – She mentioned that a teacher in West Bloomfield high school that lives in Farmington Hills after learning about our program for the Kindness Rock Garden was able to incorporate it into the school U Matter week there. Students painted rocks in afterschool programs and then they were placed in the hallway for students to pick up that week. It was great that a program we did as a commission had an impact in a neighboring community as well. Also, the Farmington Community library senior outreach program gave her a box of rocks they had seniors paint at programs that will be placed in the garden in the spring.

## 9) Public Comments

None

## 10) Adjournment

7:35 pm.

Colleen Coogan motioned to adjourn, and Marie Sarnacki seconded, motion carried unanimously.

All future meetings will start at 6 p.m. in the Community Room, Farmington Hills City Hall,

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023

June 1, 2023

Minutes drafted by: Secretary Tammy Luty

**MEETING MINUTES**  
**FARMINGTON / FARMINGTON HILLS EMERGENCY PREPAREDNESS COMMISSION**  
**NOVEMBER 07, 2022**  
**FARMINGTON HILLS CITY HALL – VIEWPOINT ROOM**  
**31555 W. ELEVEN MILE RD.**  
**FARMINGTON HILLS, MI 48336**

**CALLED TO ORDER BY:** CHAIR AVIE AT 5:00 PM

**MEMBERS PRESENT:** SWEENEY, NELSON, SLOAN, ECHOLS, WECKER, AVIE, SCHERTEL, SIEGRIST

**MEMEBRS ABSENT:** YUSKOWATZ, HOPFE, CIARAMITARO, NELSON

**OTHERS PRESENTB. Hohanisin (FPS), J. Piggott (FHPD), K. Massey (FH City Council)**

**APPROVAL OF AGENDA:** Motion by Wecker, support by Sweeney, to approve the agenda as submitted. Motion carried unanimously.

**APPROVAL OF MINUTES – September 12, 2022**

Motion by Sweeney, support by Schertel, to approve September 12, 2022 meeting minutes as submitted.

Motion carried unanimously.

**BUDGET ITEMS:**

- No change in budget

**UNFINISHED BUSINESS:**

- EPC Member pictures – all members have had their pictures taken. Pictures need to be put on the website now.

**NEW BUSINESS:**

- Farmington Hills City wide open house – good turnout
- Narcan Training – Hope Not Handcuffs ([familiesagainstnarcotics.org/family-coaching](http://familiesagainstnarcotics.org/family-coaching)) is a non profit that provides narcan training and assistance. Discussion around sponsoring / promoting narcan classes either in conjunction with CPR classes or at The Hawk.

Motion by Wecker that the EPC sponsors a quarterly narcan education event, second by Sweeney. Discussion included where the training will be held, who will participate, etc.

Motion carried unanimously.

- Finalize meeting dates for 2023 – discussion about dates and availability. Formal schedule to be sent to FH City Clerk. (January 9, March 6, May 1, June 5, July 10, August 7, November 6)
- Tip of the Month – discussion to bring back the Tip of the Month to the Farmington and Farmington Hills City Council Meetings



- Discussion of EPC Goals – Schertel would like to set goals during the January meeting for the EPC for 2023

**MICHIGAN AND REGIONAL CERT ACTIVITIES:**

- Working on defining CERT activities with the police departments. There is an ongoing liability / accreditation concern. It would make sense to host the CERT team under the fire department and not the police department.

**COMMITTEE REPORTS:** (none)

**LIAISON REPORTS:**

- **FHPD (Piggott)** – (no report)
- **FPS (Hohanisin)** – made an arrest in last Tuesday’s shooting. Big Kudos to the members for finding the suspect. Arraigned on 1M bond and is at Oakland County Jail. Light up the Grand is coming up (Saturday, December 3, stepping off at 1730).
- **FH City Council (Massey)** – construction project in Spring on 696 from 275 to Lahser. This project will impact traffic from 2023 to 2025. Veteran’s Day is this Friday, November 11<sup>th</sup>. At 0730 am, there is a young man who plays the saxophone and plays the Star Spangled Banner every Friday while the flag is raised. He is taking donation money and buying donuts and coffee. From 11am – 1pm, the Costic Center is hosting Salute to Veterans. Optomist Club is hosting a breakfast at 0730 at The Farmington Hills Golf Club restaurant, Pine Grill, on Wednesday morning for veterans.

**PUBLIC COMMENT:** (none)

**COMMISSIONER COMMENTS:**

- **Wecker** – Stop the Bleed training is going well. Trained Flex Tech staff in CPR and Stop the Bleed.

**NEXT MEETING DATE:**

It was confirmed that the next meeting date is on Monday, January 9, 2023 in a room TBD at Farmington Hills City Hall.

**ADJOURNMENT:**

Chair Avie adjourned the meeting at 6:09 pm.

*Minutes drafted by Secretary Echols*



**Regular City Council Meeting**  
**7:00 p.m., Tuesday, January 17, 2023**  
**Council Chambers**  
**23600 Liberty Street**  
**Farmington, MI 48335**

**DRAFT**

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## **REGULAR MEETING MINUTES**

A regular meeting of the Farmington City Council was held on January 17, 2023 at Farmington City Hall, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:00 p.m. by Mayor Bowman.

### **1. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Johnna Balk	Councilmember	Present	
Sara Bowman	Mayor	Present	
Joe LaRussa	Mayor Pro Tem	Present	
Steve Schneemann	Councilmember	Present	
Maria Taylor	Councilmember	Present	

#### **City Administration Present**

Superintendent Eudy  
City Clerk Mullison  
City Manager Murphy  
City Attorney Schultz

### **2. PLEDGE OF ALLEGIANCE**

### 3. APPROVAL OF ITEMS ON CONSENT AGENDA

- A. Accept City of Farmington Board and Commission Minutes
- B. City of Farmington Minutes
  - a. December 19, 2022 Special
  - b. December 19, 2022 Regular
  - c. January 4, 2023 Special
- C. Farmington Monthly Payments Report
- D. Farmington Public Safety Monthly Report
- E. Board and Commission reappointments
- F. Appoint Kevin Parkins to the Pathways Committee
- G. Building Department 2nd Quarter Report
- H. DPW Quarterly Report

Move to approve the consent agenda as presented.\*\*

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Balk, Councilmember
<b>SECONDER:</b>	Taylor, Councilmember

### 4. APPROVAL OF REGULAR AGENDA

Move to approve the regular agenda as presented.\*\*

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

### 5. PUBLIC COMMENT

No public comment was heard.

### 6. PRESENTATIONS AND PUBLIC HEARINGS

#### A. Farmington Farmers & Artisans Market, Manager Walt Gajewski

Market Manager Walt Gajewski gave a presentation that recapped the successful 2022 season and reported on exciting plans for the 2023 season, including special programs for the entire community.

Council thanked Gajewski for his leadership and said that it was a testament to all the hard work of the manager and the volunteers that Farmington's market has been held up to others as something all markets should be like. Councilmembers appreciated that the market has made Farmington such a destination and enhanced its sense of place. Relationships formed and

volunteer stories told give feelings that can't properly be expressed. Gajewski reminded Council that it takes all sorts of support, including from city public service and public safety departments, and that there is something for everyone at the market.

**7. NEW BUSINESS**

**A. Consideration to Approve Purchase of Replacement Water Meters**

Superintendent Eudy reviewed the history of the water meter replacement program and explained his expenditure request for the budgeted amount.

**Move to authorize the purchase of "E-Series" water meters from Badger Meter Incorporated in the amount not to exceed \$80,000.\*\***

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Balk, Councilmember
<b>SECONDER:</b>	Taylor, Councilmember
<b>AYES:</b>	Schneemann, Taylor, Balk, Bowman, LaRussa

**8. PUBLIC COMMENT**

No public comment was heard.

**9. CITY COUNCIL COMMENT**

Bowman thanked Council for attending and commented on how interesting the Farmers Market presentation was. She noted new businesses that were coming to Farmington, as well as exciting businesses just starting, and said that the changes came from a lot of planning and preparation. She congratulated the DDA team for completing a full day of Mainstreet Oakland County reaccreditation interviews and meetings.

**10. ADJOURNMENT**

**Move to adjourn the meeting.**

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Balk, Councilmember
<b>SECONDER:</b>	Taylor, Councilmember

Meeting adjourned 7:36 p.m.

\_\_\_\_\_  
Sara Bowman, Mayor

\_\_\_\_\_  
Mary J. Mullison, City Clerk

Approval Date:

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



Special Council Meeting  
6:00 p.m., Monday, February 6, 2023  
Council Chambers  
23600 Liberty Street  
Farmington, MI 48335

**DRAFT**

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## SPECIAL MEETING MINUTES

A special meeting of the Farmington City Council was held on February 6, 2023 in Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:01 p.m. by Mayor Sara Bowman.

### 1. ROLL CALL

Attendee Name	Title	Status	Arrived
Johnna Balk	Councilmember	Present	
Sara Bowman	Mayor	Present	
Joe LaRussa	Mayor Pro Tem	Present	
Steve Schneemann	Councilmember	Absent	6:06 pm
Maria Taylor	Councilmember	Absent	

#### **City Administration Present**

Director Houhanisin  
City Clerk Mullison  
City Manager Murphy  
City Attorney Saarela

### 2. APPROVAL OF AGENDA

Move to approve the agenda as presented.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	LaRussa, Mayor Pro Tem
<b>SECONDER:</b>	Balk, Councilmember

### 3. PUBLIC COMMENT

No public comment was heard.

### 4. CLOSED SESSION – LABOR NEGOTIATIONS

**Move to enter closed session in connection with the negotiation of a collective bargaining agreement.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	LaRussa, Mayor Pro Tem
<b>SECONDER:</b>	Balk, Councilmember
<b>AYES:</b>	Balk, Bowman, LaRussa
<b>ABSENT:</b>	Schneemann, Taylor

Council entered closed session at 6:02 pm.

**Move to exit closed session.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	LaRussa, Mayor Pro Tem
<b>SECONDER:</b>	Schneemann, Councilmember

Council exited closed session at 6:20 pm.

### 5. OTHER BUSINESS

City Manager Murphy updated Council on the ambulance service issue addressed at a previous meeting. He gave an overview on several options available if Council so chooses to make a change. Director Houhanisin also reported on what he has learned from other municipalities about other ambulance services. Schneemann asked that a press release be prepared to let the public know about any decisions made on ambulance service priorities. Bowman assured Council that administration has been working diligently on the issue and will be able to make a recommendation soon. LaRussa asked Houhanisin to investigate an interim solution to the perceived problem.

Murphy also noted that he would be asking Council to be available to meet with him one-on-one in the next two weeks about an unspecified issue.

### 6. COUNCIL COMMENT

No Council comments were heard.

**7. ADJOURNMENT**

**Move to adjourn the meeting.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Schneemann, Councilmember
<b>SECONDER:</b>	Balk, Councilmember

The meeting adjourned at 6:59 pm.

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Sara Bowman, Mayor

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Mary J. Mullison, City Clerk

Approval Date:



<b>Farmington City Council Agenda Item</b>	<b>Council Meeting Date:</b> February 21, 2023	<b>Item Number</b>  3C	
<b>Submitted by:</b> Russ Juliette, Controller			
<u><b>Agenda Topic</b></u> Farmington Monthly Payments Report – January 2023			
<u><b>Proposed Motion</b></u> Approve Farmington Monthly Payments Report – January 2023			
<u><b>Background</b></u> See attachment			
<u><b>Materials Attached</b></u> AP Monthly Payments Report 1/31/2023			
<b>Agenda Review</b>			
<b>Department Head</b>	<b>Finance/Treasurer</b>	<b>City Attorney</b>	<b>City Manager</b>

# CITY OF FARMINGTON - MONTHLY PAYMENTS REPORT

**MONTH OF JANUARY 2023**

<b>FUND #</b>	<b>FUND NAME</b>	<b>AMOUNT:</b>
101	GENERAL FUND	\$ 515,216.26
202	MAJOR STREET FUND	\$ 6,239.04
203	LOCAL STREET FUND	\$ 25,598.50
285	AMERICAN RESCUE ACT	\$ 77,463.62
401	CAPITAL IMPROVEMENT MILLAGE	\$ 206,344.62
592	WATER & SEWER FUND	\$ 352,488.71
595	FARMINGTON COMMUNITY THEATER FUND	\$ 21,677.39
640	DPW EQUIPMENT REVOLVING FUND	\$ 13,951.09
701	AGENCY FUND	\$ 1,723.00
703	CURRENT TAX COLLECTION FUND	\$ 12,207.46
736	PUBLIC EMPLOYEE HEALTH CARE FUND	\$ 33,052.21
	<b>TOTAL CITY PAYMENTS ISSUED:</b>	<b>\$ 1,265,961.90</b>
136	47TH DISTRICT COURT FUND	\$ 61,703.83
248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	\$ 10,015.79
290	FRIENDS OF THE WARNER MANSION	\$ 753.33
	<b>TOTAL OTHER ENTITIES PAYMENTS ISSUED:</b>	<b>\$ 72,472.95</b>
	<b>TOTAL PAYMENTS ISSUED</b>	<b>\$ 1,338,434.85</b>

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

# CITY OF FARMINGTON - ACH PAYMENTS REPORT

<b>MONTH OF JANUARY 2023</b>
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TRANSFER FROM:	TRANSFER TO:	DESCRIPTION:	AMOUNT:
Agency Tax	Farmington Public Schools	Tax Payment #13	\$ 165,387.31
Agency Tax	Oakland County	Tax Payment #13	43,080.89
Agency Tax	Farmington Comm. Library	Tax Payment #13	12,832.92
Agency Tax	Farmington Public Schools	Tax Payment #14	148,687.27
Agency Tax	Oakland County	Tax Payment #14	49,227.04
Agency Tax	Farmington Comm. Library	Tax Payment #14	13,285.90
Agency Tax	Farmington Public Schools	Tax Payment #15	803,832.71
Agency Tax	Oakland County	Tax Payment #15	267,679.03
Agency Tax	Farmington Comm. Library	Tax Payment #15	80,748.25
Agency Tax	Farmington Public Schools	Tax Payment #16	123,898.03
Agency Tax	Oakland County	Tax Payment #16	28,862.55
Agency Tax	Farmington Comm. Library	Tax Payment #16	8,675.19
Agency Tax	Farmington Public Schools	Tax Payment #17	88,763.38
Agency Tax	Oakland County	Tax Payment #17	20,556.99
Agency Tax	Farmington Comm. Library	Tax Payment #17	6,042.85
General Fund	Chase (Payroll Acct)	Direct Deposit Payroll	251,949.71
General Fund	Federal Gov't	W/H & FICA Payroll	87,362.30
General Fund	MERS	December Transfer	98,348.29
General Fund	MERS HCSP	December Transfer	5,577.65
General Fund	MERS	457 Plans - City & Dept. Head	44,845.07
General Fund	Total Administrative Services Corp.	Flexible Spending Accounts	<u>1,808.30</u>
<b>TOTAL CITY ACH TRANSFERS</b>			<b>\$ 2,351,451.63</b>
Court Fund	Chase (Payroll Acct)	Direct Deposit Payroll	89,121.44
Court Fund	Federal Gov't	W/H & FICA Payroll	29,491.90
Court Fund	Total Administrative Services Corp.	Flexible Spending Accounts	1,473.00
Court Fund	ICMA	Health Savings/401 Accounts	<u>14,653.90</u>
<b>TOTAL OTHER ENTITIES ACH TRANSFERS</b>			<b>\$ 134,740.24</b>



# Farmington Public Safety Department

Public Safety Director Bob Houhanisin

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## January 2023 Public Safety Incidents

### **Larceny From Auto**

On January 2<sup>nd</sup>, Farmington Public Safety responded to Kensington Manor Apartments on a report of multiple LFA's which occurred overnight. Investigation revealed that miscellaneous personal property was stolen from five vehicles that were parked within the apartment complex. Responding officers learned that each of the five vehicles were left unlocked overnight; therefore, no forced entry was used to gain access to the vehicle. The incident was forwarded to the detective bureau for further investigation.

### **Larceny From Auto**

On January 3<sup>rd</sup>, Farmington Public Safety responded to Country Apartments on a report of an LFA. Investigation revealed that the catalytic converter was stolen from a vehicle sometime overnight. The incident was forwarded to the detective bureau for further investigation.

### **Fraud-Illegal Use of Credit Card**

On January 4<sup>th</sup>, Farmington Public Safety responded to the 23000 block of Stone House Ct on a report of a fraud. The victim reported that they received a notification from their credit card indicating that the card was used to make a fraudulent purchase at a store called Maxi-Cosi. The incident was forwarded to the detective bureau for further investigation.

### **Larceny From a Building**

On January 6<sup>th</sup>, Farmington Public Safety responded to Zap Zone on a report of a larceny from a building. Officers spoke with the victim who reported that she set her purse down and upon returning five minutes later the purse including contents was stolen. The victim was unsure who may have stolen her purse; however, she was contacted by a neighboring police agency who informed her that they had recovered several items that were inside her purse when it was stolen. The case was turned over to the detective bureau for further investigation.

### **Fraud**

On January 10<sup>th</sup> a resident came to the front desk of this department to report that they had been the victim of fraud. The resident advised that they were contacted by someone they believed was a friend on social media. It was determined that someone had hacked a friend's social media page and requested that the resident purchase gift cards and provide the card information. The resident reported that they later found out that their friend did not request any money via social media messages.



### **Found property**

On January 12<sup>th</sup> a Farmington officer was dispatched to Drakeshire Apartments for a found I Phone. Officers recovered the cell phone and attempted to locate the owner. Officers were unable to locate the phones owner. The found phone was placed into property for safe keeping.

### **Larceny From Auto**

On January 16<sup>th</sup>, Farmington Public Safety responded to the 22000 block of Floral St on a report of a Larceny from Auto. Investigation revealed that the victim's vehicle was involved in a crash several weeks prior. During the repair process, the victim's vehicle was towed to multiple repair shops at the request of the insurance company. During this time the victims license plate was stolen from their vehicle. A report was filed for information only.

### **Retail Fraud**

On January 16<sup>th</sup>, Farmington Public Safety responded to the Citgo gas station located at 31233 Grand River Ave on a report of a retail fraud of lotto tickets. Investigation led to the arrest of a 44-year-old white male from Livonia. The investigation revealed that the suspect committed retail frauds of lotto tickets at multiple locations in multiple cities over the past month including the same Citgo gas station two weeks prior.

### **Fraud-Illegal Use of Credit Card**

On January 17<sup>th</sup>, Farmington Public Safety responded to Weather Guard Windows located at 20775 Chesley Rd on a report of a Fraud-illegal use of credit card. The victim reported that the company credit card was utilized four times to make fraudulent charges totaling \$2500. A report was filed for documentation.

### **Identity Theft**

On January 20<sup>th</sup>, a Farmington resident came into the Police station lobby to report they were a victim of an attempted ID theft. The victim reported that an unknown person attempted to use their SSN and email to open a fraudulent bank account; however, the bank flagged the request as suspicious and rejected the account. A report was filed for documentation.

### **Larceny**

On January 20<sup>th</sup>, Farmington Public Safety responded to the 33000 block of Alta Loma St on a report of a larceny. The victim reported that an unknown black male, driving a red Jeep stole a decorative snowman statue from the front of their house. The suspect later identified as a 27-year-old male from Detroit was and arrested several minutes later driving the red Jeep approximately one mile away from the location. Additionally, the snowman statue was recovered.

### **Fraud-Swindle**

On January 25<sup>th</sup>, a Farmington resident came into the Farmington Public Safety department to report they were a victim of fraud. The victim reported that they received an Instagram message offering to pay \$700 to use their photo. The victim was sent three separate mobile check deposits totaling \$3900. The suspect then requested the victim return the overpayments via Zelle. The victim then sent \$3500 in



Zelle funds to the suspect and later learned that the original mobile check deposits were fraudulent. The case was turned over to the Detective Bureau for further investigation.

### Concealed Weapons

On January 26th, at approximately 9:00 pm, a traffic stop conducted by Farmington Public Safety officers led to the arrest of a 28-year-old, black female from Detroit for CCW. The traffic stop revealed that the suspect was illegally carrying a loaded firearm in her vehicle. The case was presented to the Oakland County Prosecutor office and a warrant was obtained.

### Identity Theft

On January 28th, a Farmington resident came into the Farmington Public Safety Department to report they were a victim of ID Theft. The victim reported that an unknown suspect utilized their personal information including name, SSN and address to open a fraudulent account with AT&T. The case was turned over to the Detective Bureau for further investigation.

### Breaking and Entering

On January 30<sup>th</sup>, Farmington Public Safety responded to a B&E alarm at the Shell Gas Station located at 37375 Grand River. Upon arriving, officers observed the front door was pried open. Investigation revealed that multiple bottles of liquor were stolen along with \$180 cash. The case was forwarded to the Detective Bureau for further investigation.

Crime Part	Crime Category	Feb-2023	Jan-2023	Percent Change	Feb-2022	Percent Change
A	ASSAULT - AGGRAVATED	0	0	-	0	-
A	ASSAULT - SIMPLE	0	1	-100.0%	2	-100.0%
A	BURGLARY - ALL OTHER	0	1	-100.0%	0	-
A	DAMAGE TO PROPERTY	1	0	-	2	-50.0%
A	DRUG OFFENSES	0	0	-	2	-100.0%
A	EMBEZZLEMENT	0	0	-	2	-100.0%
A	FRAUD	0	2	-100.0%	2	-100.0%
A	INTIMIDATION / STALKING	0	2	-100.0%	1	-100.0%
A	LARCENY - ALL OTHER	0	2	-100.0%	1	-100.0%
A	LARCENY - FROM AUTO (LFA)	3	7	-57.1%	4	-25.0%
A	LARCENY - RETAIL FRAUD	0	1	-100.0%	0	-
A	MOTOR VEHICLE THEFT / FRAUD	1	0	-	0	-
A	SEX CRIME (VIOLENT)	0	0	-	1	-100.0%
A	STOLEN PROPERTY	1	0	-	0	-
A	WEAPONS OFFENSE	1	3	-66.7%	0	-
A	<b>Total</b>	<b>7</b>	<b>19</b>	<b>-63.2%</b>	<b>17</b>	<b>-58.8%</b>
B	FRAUD	0	0	-	2	-100.0%
B	HEALTH AND SAFETY	0	1	-100.0%	1	-100.0%
B	LIQUOR LAW VIOLATION	2	1	100.0%	0	-
B	OBSTRUCTING JUSTICE	3	3	0.0%	3	0.0%



B	OBSTRUCTING POLICE	0	0	-	2	-100.0%
B	OUI OF LIQUOR / DRUGS	6	11	-45.5%	6	0.0%
B	PUBLIC PEACE	0	1	-100.0%	0	-
B	<b>Total</b>	<b>11</b>	<b>19</b>	<b>-42.1%</b>	<b>14</b>	<b>-21.4%</b>
C	ACCIDENT	6	28	-78.6%	20	-70.0%
C	ALL OTHER OFFENSES	346	734	-52.9%	700	-50.6%
C	CITATION	16	23	-30.4%	24	-33.3%
C	FAMILY OFFENSE	3	6	-50.0%	2	50.0%
C	MISSING PERSON / RUNAWAY	0	0	-	1	-100.0%
C	SUSPICIOUS	16	45	-64.4%	37	-56.8%
C	WARRANT	5	12	-58.3%	10	-50.0%
C	<b>Total</b>	<b>392</b>	<b>848</b>	<b>-53.8%</b>	<b>794</b>	<b>-50.6%</b>
D	ALL OTHER OFFENSES	19	35	-45.7%	23	-17.4%
D	CITATION	0	0	-	0	-
D	<b>Total</b>	<b>19</b>	<b>35</b>	<b>-45.7%</b>	<b>23</b>	<b>-17.4%</b>
E	ALL OTHER OFFENSES	4	12	-66.7%	22	-81.8%
E	<b>Total</b>	<b>4</b>	<b>12</b>	<b>-66.7%</b>	<b>22</b>	<b>-81.8%</b>

Respectfully,

Bob Houhanisin  
Director of Public Safety



<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: February 21, 2023</b>	<b>Reference Number 3E</b>	
<b>Submitted by: Dave Murphy, City Manager</b>			
<b>Description:</b> Use of donation by the Shirley V. Richardson Revocable Living Trust in the amount of \$10,000 toward payment of the Streetscape Pocket Park.			
<b>Requested:</b> Approve and ratify Use of donation by the Shirley V. Richardson Revocable Living Trust in the amount of \$10,000 toward payment of the Streetscape Pocket Park			
<p>The Shirley V. Jackson Revocable Living Trust distributed \$10,000 from the Trust to the City in accordance with the purpose of the bequest, “for beautification and landscaping around City Hall and Downtown Farmington.” Construction of the park in Downtown Farmington is consistent with the purpose of the Trust and the funds will be used for this purpose.</p>			
<b>Agenda Review</b>			
<b>Department Head</b>	<b>Finance/Treasurer</b>	<b>City Attorney</b>	<b>City Manager</b>



<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: February 6, 2023</b>	<b>Reference Number 3F</b>
<b>Submitted by: Dave Murphy, City Manager</b>		
<b>Description:</b> Payment to 23534 Farmington Road, LLC, for corrective foundation work in connection with the Streetscape.		
<b>Requested:</b> Approve and ratify a one-time payment to 23534 Farmington Road, LLC for reimbursement for foundation work completed by 23534 Farmington Road, LLC to the property located at 23534 Farmington Road in the amount of in an amount not to exceed \$7,956.00, plus an additional \$1,800 of foundation work discovered after excavation, and an additional \$900 per day for observation by one employee of RAM Construction of backfilling operations adjacent to 23534 Farmington Road to ensure waterproofing remains intact.		
The owner of 23534 Farmington Road had water enter the lower floor of the premises on January 3, 2023 and obtained an opinion that the water was resulting from changes to the paving adjacent to the building in connection with the Streetscape project. The project was updated to include a pipe underdrain to collect water adjacent to the building. The owner hired a water proofer to repair and waterproof the foundation. The City agreed to pay this cost in exchange for a further release from any future claims.		
<b>Materials:</b>		

**Farmington City Council  
Staff Report**

**Council Meeting  
Date:** 2-21-23

**Item  
Number  
7A**

**Submitted by:** City Manager

**Agenda Topic:** Classification and Compensation Study

**Proposed Motion:** Approve the proposed agreement with The Michigan Municipal League (MML) to perform a Classification and Compensation Study.

**Background:** I have wanted a Classification and Compensation Study along with having job descriptions written for the last several years. I removed it from the budget the last few years, but it is time to get this done. Having the job descriptions and compensation study complete will meet another goal of the Council's and help with employee reviews.

**Materials:** Proposed agreement with MML for a Classification and Compensation Study.

## CITY OF FARMINGTON

### Proposal to Complete a Classification and Compensation Study

The Michigan Municipal League is committed to strengthening the quality of municipal government and administration in Michigan. We recognize the importance of well-designed human resources systems, including classification and compensation systems, in supporting organizational success. Accordingly, we work closely with our clients to customize each project to best meets their needs.

A well-designed classification and compensation system enhances an employer's ability to recruit, retain and motivate quality employees. The League is happy to assist the City of Farmington in conducting a thorough review and update of its existing classification and compensation system for the identified 24 to 26 positions by performing the tasks outlined below.

#### PROJECT TASKS

##### Task 1: Kick-Off Meeting & Project Orientation

As a first step in the project, we will hold a virtual kick-off meeting with the City Manager to review the objectives and methodology of the project, including the market comparables to be used in the market study. We will also collect background information at this time, including existing job descriptions and pay plans for the 8 to 10 positions included in this study, along with information related to employee benefits and other relevant documentation.

We will also conduct a virtual employee orientation to the project to describe the purpose of the study, provide an overview of the methodology, and answer any questions they may have about the project. During this session, we will distribute and review job analysis questionnaires. The questionnaires, when completed, will provide us with information concerning duties, supervisory responsibilities, experience and educational requirements and other job-related criteria. It also gathers information on physical requirements and work settings for each role to guide development of Americans with Disabilities Act (ADA) compliant language for inclusion in the job description.

##### Task 2: Perform Job Analysis

Job analysis will be performed by closely reviewing and analyzing any existing job descriptions along with the job analysis questionnaires to understand the responsibilities, knowledge, skills, and abilities to perform each role. In the event additional information is needed, we may request virtual meetings with identified employees to gain better clarity of their position.

##### Task 3: Create/Update Job Descriptions

Having gained a full understanding of each position, we will create and/or update job descriptions to clearly delineate positional duties, responsibilities, reporting arrangements and the knowledge, skills and abilities required for each position. We will also consider and incorporate criteria relevant to the requirements of the ADA into each description. Additionally, we will make recommendations for changes to job titles as appropriate. Draft job descriptions will be provided for review and comment prior to finalization.

#### Task 4: Complete Job Evaluation

Using the information gathered in the job analysis process, each position (not person) will be evaluated to determine proper placement into an internally equitable compensation system. This is a process of comparing a position against others within an organization to determine the appropriate classification within a pay structure.

##### Optional – Point Factoring

At the City's request, formal point factor job evaluation can be conducted. Point factoring provides a ranking for each position relative to others within the organization and provides a numerical representation of internally equitable pay structures. Our job evaluation plan considers the ten factors listed below.

1. Education and relevant experience
2. Judgment and independence of action
3. Supervisory responsibility
4. Job complexity/analytic demands
5. Technology and equipment use
6. Intensity/demand for concentration
7. Impact on programs and operations
8. Internal and external relations
9. Responsibility for the safety of others
10. Physical effort and work environment

While formal point factoring is not required to establish an equitable compensation system, the point factor system can serve as a useful tool for the City when addressing where to place new positions into the salary structure.

#### Task 5: Conduct Survey of Wages and Benefits and Analyze Collected Data

Through discussions with the City, a list of comparable municipal employers will be established for use in the compensation and benefits survey. We will provide relevant data to support this process. The survey will be customized to include those pay and benefit issues most pressing to the City and will include positional level analysis to provide an “apples to apples” comparison. This approach is the most methodologically sound survey process.

The benefit survey uses a qualitative approach that compares benefit packages offered in the surveyed market, including paid time off, health, dental and other insurances such as life and disability, retirement programs, and other identified benefits of interest. We include questions about required employee contributions to health insurance premiums and retirement, and contributions or matches made by the employer. This qualitative analysis provides a more complete picture of how the City's pay and benefits compare to the competitive market. It is not, however, a “cost analysis” of benefits.

#### Task 6: Develop Classification and Compensation Plan

Utilizing the results of the job evaluation process and the customized market survey, we will develop an updated classification and compensation plan including a recommended grade structure with corresponding pay ranges. Depending upon the City's preference, the pay plan can be structured to allow for multiple implementation options including step increases or pay for performance, or some combination of the two.

#### Task 7: Prepare a Comprehensive Final Report

We will produce a final report document that includes:

- A recommended grade and salary structure
- Options for implementing the pay system
- Comparable data related to employee benefits and wages
- Procedures for administering the pay system.

We will also provide procedures for implementing the system and administering it over time.

Examples include:

- How to place new and current employees within the new system
- Options for moving employees through the pay range
- Reclassification procedures
- How to add a new position
- Annual maintenance practices.

#### Task 8: Review Initial Findings & Present Final Report

Once all data has been collected and analyzed, we will submit a draft report of our initial findings and recommendations to the City Manager for review and discussion. We will then finalize our report and present our official recommendations to the City Council as requested.

#### PROJECT STAFF

Mandy Reed, Human Resources Manager, will function as project manager. In this capacity, she will provide oversight and direction on all tasks and activities associated with the project. Ms. Reed has been with the League since 2006 and has led, participated in, and managed the League's HR consulting projects since 2013. She has expertise in the development of classification and compensation systems, personnel policy manuals, as well as benefits analysis, and related topics. Ms. Reed is a Certified Professional in Human Resources (PHR) with a bachelor's degree in Human Resources Management from the University of Michigan.

Jeffrey C. Rahmberg, a subcontracted consultant from Rahmberg Stover & Associates, will function as lead project coordinator, serving as the primary points person for the project. He will lead a project team and complete the project tasks and related research on this study. Mr. Rahmberg has over 30 years of consulting experience and devotes the majority of his professional practice to the public sector. Prior to forming RS&A, Mr. Rahmberg was the partner in charge of all consulting services for Plante & Moran. Of particular relevance, he has extensive experience in developing and implementing compensation programs with local units of government. He holds bachelor's degree in electrical engineering and a master's degree in business administration from Washington University.

#### PROJECT TIMING

We are currently available to begin working on this project in March 2023 and expect to complete the work within three to four months, barring delays outside of our control such as scheduling site visits or receiving survey responses from comparable employers.

#### PROJECT FEES & EXPENSES

Professional fees to complete the standard scope of work outlined in this proposal for 24 to 26 positions are \$23,000.

Optional Services:

Formal point factor job evaluation: \$6,900

These fees include the scope of work outlined within this proposal and assume all meetings with the City are held virtually.

#### TERMS OF SERVICE

This agreement is effective upon execution and may be terminated by the client or the League should the other fail to perform its obligations hereunder. In the event of termination, the client shall pay the League for all services and expenses rendered to the date of termination.

The quoted price within this proposal is guaranteed for 90 days. Invoices for the League's services shall be submitted upon completion of the project and shall be payable within 30 days.

Contact Mandy Reed at mreed@mml.org or (734) 669-6361 for more information or to schedule a time to talk further in person.

Please provide authorized signature below to officially engage the League to provide the consulting services outlined within this proposal dated February 7, 2023.

IN THE AMOUNT OF \$ \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: 2-21-23</b>	<b>Item Number 7B</b>
<b>Submitted by:</b> City Manager		
<b>Agenda Topic:</b> Construction on the break room		
<b>Proposed Motion:</b> Approve the proposed agreement with Summit of Livonia to make improvements to the new employee break room on the main floor at City Hall.		
<b>Background:</b> Last summer, the Planning and Building Department relocated to the DPW building on Nine Mile Road. I turned one of the offices into a small conference room and plan on repurposing another office into an employee break room. The current break room is a very small room in the basement that will be turned into a storage room if this plan is approved.		
<b>Materials:</b> Cost Estimate for the renovations to the former office to make it a break room.		



#22280  
02/15/23

# PROPOSAL

To: City Of Farmington

Project: Breakroom Renovation: City Hall

Location: 23600 Liberty St  
Farmington, MI. 48335

Attn: Chuck Eudy & David Murphy

Arch/Eng'r: N/A  
Arch/Eng'r Project No.: N/A

We propose to provide the following described scope for the sum of..... **\$21,842.00**

Labor, materials, equipment and supervision to complete the following scope of work:

- Demo and build City Hall Break room as designed on plans dated 9/19/22.
- Close off opening as marked on plans.
- Cabinets as designed will have to be signed off on.

**Notes**

- A) Areas to be made accessible during project.
- B) No Bond included in quote.
- C) Assumes plumbing can be tied as marked on plans
- D) No paint included add \$600 for patched areas only
- E) No flooring is included in this quote.

Proposal price includes ALLOWANCE(S) for: <b>Plumbing Allowance \$4,000 : Electrical Allowance \$3,500</b>	<b>\$7,500.00</b>
<u>Permits</u> (e.g. bldg., sewer, water, R.O.W., soil erosion) and related fees (e.g. inspection, tap, assessment, review, surety) of...	<b>\$600.00</b>
<u>Public utility charges</u> (including meters) of.....	<b>\$0.00</b>

**Terms and Conditions**

- |  |   |
|--|---|
| <p>1. This <u>proposal is based on</u>:</p> <ul style="list-style-type: none"> <li>(a) Price(s) and fee(s) firm for 30 days (see item 1f for exceptions).</li> <li>(b) AIA Document A201 2007 edition General Conditions (unless stated otherwise in bid documents).</li> <li>(c) Construction performed during regular work hours (except minor tie-in work or specifically stated in proposal).</li> <li>(d) Payment terms net 30 days after our invoice is submitted.</li> <li>(e) Owner promptly providing to us a recorded Notice of Commencement and copies of all Notices of Furnishings and/or requests for Notices of Commencement.</li> <li>(f) CPI not increasing more than 3% and/or material/energy prices not increasing more than 5% from date of this proposal.</li> </ul> <p>2. This <u>proposal excludes</u>:</p> <ul style="list-style-type: none"> <li>(a) Building and site conditions such as dewatering, unstable ground, interferences (e.g. utilities, rock, concrete, conduits), locating utility</li> </ul> | <ul style="list-style-type: none"> <li>lines or other problematic conditions.</li> <li>(b) Recognition, testing and/or removal of contaminated or hazardous gases/materials, including asbestos and lead (proposal assumes the owner will provide written notification to us if there are any contaminated or hazardous gases/materials, including asbestos and lead, on the premises with specific location(s) before construction begins).</li> <li>(c) Winter conditions and associated costs.</li> <li>(d) Liability in excess of our insurance coverage (proposal assumes property insurance by owner).</li> <li>(e) General conditions and supervision costs for scope changes and owner/architect caused delays.</li> <li>(f) Liability for any loss, damage or delay caused by acts beyond our control including acts of God, weather, failure of supplier/mfr. to perform and labor disputes.</li> <li>(g) 3<sup>rd</sup> party inspections/testing and SWPPP for stormwater.</li> </ul> |
|--|---|

This proposal shall be the contract agreement or this proposal shall be part of a separate owner/contractor agreement.

Purchaser: \_\_\_\_\_

The Summit Company, Inc.

*Charles L Maynard*

Sign/Date: \_\_\_\_\_

Charles L Maynard

13191 Wayne Road • Livonia, MI 48150 • (734) 261-3500 ph • (734) 261-3076 fx



Project:	Farmington City Hall			Bid Due:
Owner:	David Murphy			Sub Bid Due:
Architect:	n/a			Bid Bond:
General Cond.:	Bid	Area	Unit Price	Penalty:
Sitework:	Bid	Area	Unit Price	Remarks:
Interior Renovation:	Bid	Area	Unit Price	
New/Bldg./Addition:	Bid	Area	Unit Price	

0101	PERMITS/FEES		\$	600.00	
0103	SUPER		\$	1,500.00	
0104	DESIGN/TEST/SURVEY	gas	\$	400.00	
0130	TEMP PHONE/ELECT/TOILET				
0133	FIELD OFF/JOB SIGN		\$	100.00	
0134	BARRI/TEMP ENCLO				
0135	CONTINGENCY FUND/MOVE O.F.E.				
0140	GEN. CLEANUP		\$	1,000.00	
0210	INTER DEMO		\$	750.00	
0212	SITE WORK				
0313	CONCRETE		\$	500.00	
0420	MASONRY				
0510	STEEL				
0610	CARP. ROUGH FRAMING		\$	2,600.00	
0620	CARP. FINISH/INSTALL DOORS & '1010'				
0621	CABINET/C'TOPS/INSTALL O.F.E.		\$	4,890.00	
0720	EIFS/SPRAY FIREPR'F				
0721	BATT INSULATION				
0730	MET SIDING/FLASH'G				
0750	ROOFING				
0790	CAULKING				
0810	DOOR/HDWE- <i>mat'l</i>				
0836	SPEC DOORS				
0880	GLASS/ALUM SYS				
0925	DRYWALL		\$	600.00	
0931	HARD TILE				
0950	ACOUST CEILING/PRODUCTS				
0965	CARPET/SOFT TILE & BASE				
0990	PAINT 325 ea 36 Total 11700 Ship 1200				
1010	MISC SPEC- <i>mat'l</i>				
1501	PLUMB		\$	4,000.00	Allowance
1550	FIRE PROTECTION				
1581	HVAC				
1595	REFRIG./FOOD EQUIP.				
1597	SPECIALTY EQUIPMENT				
1601	ELECT & SPEC. SYSTEMS		\$	3,500.00	Allowance
		<b>SUBTOTAL</b>	\$	19,840.00	
		<b>10%</b>	\$	1,984.00	
		<b>TOTAL</b>	\$	21,824.00	

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> February 21, 2023	<b>Item Number</b>  7C
<b>Submitted by:</b> David Murphy, City Manager		
<b>Agenda Topic:</b> Consideration to Amend Fiscal Year 2022-23 Budget		
<b>Proposed Motion:</b>  Move to adopt Budget Amendment Resolution #3 amending Fiscal Year 2022-23 Budget.		
<b>Background:</b>  This amendment provides funding for 2 projects.  The first is to provide \$21,000 of funding to create a breakroom next to the City Council Chambers.  The second is to provide additional funding for a compensation study. Currently \$20,000 is budgeted in the General and Water Sewer Funds. The budget would increase the amount in the 2 funds to a total of \$30,000.  Both projects will be funded through additional investment earnings, resulting from higher than budgeted interest rates.		
<b>Materials:</b> Budget Amendment Resolution #3 2022-23		

CITY OF FARMINGTON

RESOLUTION \_\_\_\_\_

Motion by, \_\_\_\_\_ seconded by, \_\_\_\_\_

**Budget Amendment No 3**

**Fund: General Fund**

**General Government**

**\$21,000**

**Investment Income**

**\$21,000**

**To provide funding to create break room**

**Fund: General Fund**

**General Government**

**\$6,500**

**Investment Income**

**\$6,500**

**To provide additional funding for employee compensation study**

**Fund: Water and Sewer Fund**

**General Government**

**\$3,500**

**Investment Income**

**\$3,500**

**To provide additional funding for employee compensation study**

BE IT FURTHER RESOLVED that the City Treasurer is hereby authorized to pay all claims and accounts properly chargeable to the foregoing appropriations provided that said claims and accounts have been lawfully incurred and approved by Council, Board, Commission or other City Officer authorized to make such expenditures, and

BE IT FURTHER RESOLVED that the City Manager shall prepare for the Council a financial report each quarter on the status of City funds as contained within the City budget.

Roll Call:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
MARY J. MULLISON, CITY CLERK

I, Mary J. Mullison, duly authorized Clerk for the City of Farmington, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Farmington City Council at a regular meeting held Monday, February 21, 2023 in the City of Farmington, Oakland County, Michigan.

\_\_\_\_\_  
MARY J. MULLISON, CITY CLERK

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> February 21, 2023	<b>Item Number 7D</b>
<b>Submitted by:</b> Charles Eudy, Superintendent		
<b>Agenda Topic:</b> Farmington Road Brick Paver Improvements		
<b>Proposed Motion:</b> Move to approve payment of \$18,350 to Willson/Swykert Landscaping for brick paver installation on Farmington Road.		
<b>Background:</b> <p>Due to the seasonal shutdown of the Farmington Road Streetscape project, and the brick paver subcontractor for the prime contractor was not willing to continue the brick paver installation due to weather conditions that were not favorable. A local landscape contractor was requested to complete a segment of the brick paver installation on Farmington Road near Grand River, allowing pedestrian access the sidewalk on the east side of Farmington Road over the winter months.</p> <p>The local landscape contractor was able to complete the installation of the segment by covering the grade at night to prevent it from freezing, supplying heated sand for grading, and storing the brick pavers indoors overnight. The local landscape contractor was able to place and compact the polymeric sand when temperatures were favorable.</p> <p>This segment of brick paver sidewalk will be removed from the scope of the Farmington Road Streetscape Project, thus reducing the unit quantities of the brick paver installation within the project. Willson/Swykert cost per square foot is nearly \$5.00 per square foot less than the streetscape subcontractor cost per square foot. Inspectors from OHM monitored the brick paver installation by Willson/Swykert.</p> <p>Public Works Superintendent recommends approving payment to Wilson/Swykert Landscape Maintenance located in Commerce in the amount of \$18,350 with no retainage.</p>		
<b>Materials:</b> Willson/Swykert Invoice # 29245		

**Willson - Swykert Lawn - Landscape  
Maintenance**

1872 Sun Island View  
Commerce Township, MI 48390  
US  
billjlm@yahoo.com

**Invoice**

**BILL TO**

Farmington DDA - Streetscape  
23600 Liberty Street  
Farmington, MI 48335

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
29245	12/22/2022	\$18,350.00	01/21/2023	Net 30	

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Prep To Repair And Install Brick - Grand River And Farmington Rd East Corner		750.00	750.00
Sales	Additional Brick Purchase		2,000.00	2,000.00
Sales	Install Brick		15,400.00	15,400.00
Sales	Additional Polymeric Sand		200.00	200.00
			BALANCE DUE	<b>\$18,350.00</b>

<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> February 21, 2023	<b>Item Number 7E</b>
<b>Submitted by:</b> Charles Eudy, Superintendent		
<b>Agenda Topic:</b> Nine Mile Retention Environmental Quality Basin		
<p><b>Proposed Motion:</b> Move to approve the award of the Nine Mile Retention Environmental Quality Basin Electrical Service Equipment Assessment Project to Rotor Electric in the amount of \$38,000 plus a 10 percent contingency and \$6,000 for Oakland County Water Resource Commission (OCWRC) Services; and allow OCWRC to execute the contract documents. Total estimated expense of the project is \$47,800.</p>		
<p><b>Background:</b> At the Long Range Improvement Planning (LRP) meeting in February 2022, OCWRC recommended considering Electrical Service Equipment Assessment (megger) at the Nine Mile Retention Environmental Quality Basin. The Nine Mile Retention Environmental Quality Basin is 32 years old and should be inspected to verify its condition. Conducting the Electrical Service Equipment Assessment will test the electrical conductor insulation value and locate conductors susceptible to failure and reduce the risk of damaging or failure critical equipment. City Administration requested \$75,000.00 for the Electrical Service Equipment Assessment during the 22/23 Fiscal Year and City Council approved that request.</p> <p>OCWRC is permitting the City of Farmington to use their contract with Rotor Electric for the Electrical Conductor Megger Project at the Nine Mile Retention Environmental Quality Basin. OCWRC will oversee the project, conduct all inspections, and provide staff to assist the contractor as needed.</p> <p>OCWRC recommends awarding the Nine Mile Retention Environmental Quality Basin Electrical Service Equipment Assessment to Rotor Electric located at 9522 Grinnell Ave, Detroit in the amount of \$38,000, plus a 10 percent contingency (\$3,800) and \$6,000 of funds to cover OCWRC oversight and assistance, totaling \$47,800.</p> <p>If critical components are identified as needing to be replaced, the remaining funds could be requested to cover that expense.</p> <p><b>BID TAB</b> DiClemente Siegel \$46,100 J. Rank Electric \$254,172 total replacement Rotor Electric \$38,000</p>		
<p><b>Materials:</b> Recommendation of award from OCWRC</p>		

February 14, 2023

Chuck Eudy  
 City of Farmington, Public Works Superintendent  
 23600 Liberty Street  
 Farmington, MI 48335

Re: Oakland County Water Resources Commissioner Office  
 Farmington Retention Treatment Basin  
 Electrical Service Equipment Assessment

Dear Mr. Eudy:

WRC planned to assess and clean the electrical service equipment at the Retention Treatment Basin (RTB) this fiscal year as stated in the Long Range Plan Update letter dated June 24, 2022. WRC budgeted \$75,000 this fiscal year for this work.

WRC prepared bid documents for this work and solicited bids from three contractors with existing service contracts with the WRC. Each of the vendors provided a proposal for this work. One of the contractors, J. Ranck, priced their proposal for replacement of this equipment in lieu of cleaning and assessment. As such, their proposed cost was considerably higher than the other bidders. The table below summarized the cost and additional information obtained during the bidding process.

Company	Estimated Cost	Subcontracted	DTE Coordination
DiClemente Siegel	\$46,100	Yes	No
J. Ranck Electric	\$254,172	NA	NA
Rotor Electric	\$38,000	No	Yes

Rotor Electric was the low bidder. Additionally, they will perform all work in house and also coordinate directly with DTE Energy. We have prior experience with Rotor Electric performing similar work for the WRC and are confident in their ability to perform the work within budget and quality expectations. **As such, WRC recommends awarding this work to Rotor Electric.**

WRC will provide operational assistance during the project. The contractor may require certain equipment isolation/operation when performing this work. As such, our staff will be made available whenever the contractor is onsite. Furthermore, WRC will install the drip pans as recommended by OHM Advisors. We're assuming 60 manhours will be required for this work.



Lastly, we would recommend that you reserve at least 10% contingency for this project due to the age of the equipment and potential that cleaning activities are more extensive than anticipated.

The following is WRC's estimate to clean and assess the electrical service equipment:

Contracted Services (Construction) - \$38,000

WRC Services - \$6,000

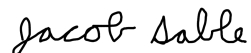
Contingency (10%) - \$3,800

**TOTAL - \$47,800.00**

WRC recommends the City of Farmington allocate \$47,800 for the assessment of the electrical service equipment at the RTB. Furthermore, we recommend that you authorize WRC to award a contract to Rotor Electric to perform this work.

We will await your approval prior to starting this work.

Sincerely,



Jacob Sable  
Civil Engineer I

***Purely Resourceful***



<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date:</b> February 21, 2023	<b>Item Number</b> 7F																				
<b>Submitted by:</b> Charles Eudy, Superintendent																						
<b>Agenda Topic:</b> DPW Entrance Door Replacements																						
<b>Proposed Motion:</b> Move to award DPW Door Replacement to Cass Lock Contracting & Services Co, Inc in the amount of \$32,048.00 to replace seven (7) entrance doors at the DPW Building and the Prisoner Entrance at Public Safety.																						
<b>Background:</b> <p>Fiscal year 22/23 has funds allocated in both the Capital Improvement Millage and Water &amp; Sewer funds for door &amp; frame replacements at the DPW building and the prisoner entrance door &amp; frame at Public Safety. Most of the doors at DPW are nearly 50 years old and have deteriorated, the prisoner entrance door at Public Safety is over 25 years old and is in desperate need of replacement.</p> <p>Multiple contractors were contacted to submit quotes for the door replacements. Only one contractor submitted a quote.</p> <table border="1" data-bbox="115 1075 1505 1228"> <thead> <tr> <th>Contractor</th> <th>DPW</th> <th>Public Safety</th> <th>Total</th> <th>Contingency</th> </tr> </thead> <tbody> <tr> <td>Cass Lock Contracting</td> <td>\$23,070</td> <td>\$6,065</td> <td>\$29,135</td> <td>\$2,913</td> </tr> <tr> <td>Summit Contracting</td> <td>No quote submitted</td> <td>No quote submitted</td> <td></td> <td></td> </tr> <tr> <td>Metro Repair &amp; Maintenance</td> <td>No quote submitted</td> <td>No quote submitted</td> <td></td> <td></td> </tr> </tbody> </table> <p>DPW and Public Safety have separate funding accounts for the door replacements. Cass Lock Contracting will honor their quote for all door replacements into fiscal year 23/24. If significant cost increases or materials or labor arise, Cass Lock Contracting will submit a change order for the cost increase. Cass Lock Contracting can begin door replacements three (3) weeks after receiving an authorized PO and a 50 percent down payment.</p> <p>Public Works Superintendent recommends awarding the DPW and Public Safety door replacement project to Cass Lock Contracting &amp; Services Co Inc, located in Detroit, Mich., in the amount of \$29,135 plus a 10 percent (\$2,913) contingency totaling \$32,048 of which \$16,000 is budgeted this fiscal year. The remaining work budget funding has been requested for next fiscal year.</p>			Contractor	DPW	Public Safety	Total	Contingency	Cass Lock Contracting	\$23,070	\$6,065	\$29,135	\$2,913	Summit Contracting	No quote submitted	No quote submitted			Metro Repair & Maintenance	No quote submitted	No quote submitted		
Contractor	DPW	Public Safety	Total	Contingency																		
Cass Lock Contracting	\$23,070	\$6,065	\$29,135	\$2,913																		
Summit Contracting	No quote submitted	No quote submitted																				
Metro Repair & Maintenance	No quote submitted	No quote submitted																				
<b>Materials:</b> Cass Lock Contracting & Services Co Inc Quote Dated 1/23/2023 DPW Cass Lock Contracting & Services Co Inc Quote Dated 1/25/2023 Public Safety																						

# CASS LOCK CONTRACTING & SERVICES CO, INC.

3431 Michigan Ave Detroit, MI. 48216

P, #313.894.6440 C, #313.220.4191

Christopher F. Tellerico

Email: [casslock3431@gmail.com](mailto:casslock3431@gmail.com)

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TO: Charles J, Eudy  
City of Farmington

DATE: 01.23.2023.

FROM: Christopher F. Tellerico  
CLCS

SUBJECT: (DOOR REPLACEMENTS)

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*This proposal is to provide all labor and to supply all materials for the following scope of work:*

**. SCOPE OF WORK:**

- . Remove (7) – doors from each opening and demo door frame from each opening
  - . Clean and prep each opening for new installation
  - . Install new (FR) Fire Rated Hollow Metal Frame into opening and secure
  - . Hang new (FR) Hollow Metal Doors onto new frame and install door hardware
  - . Test for proper operation
  - . Clean work area
- 

**. PUBLIC WORKS OFFICE NORTH OPENING:**

- . (1) – 3'0"x6'8" Fire Rated Hollow Metal Door/Frame \$700.00ea
- . (1) – 18x18 DU Fire Rated Windowlight \$400.00ea
- . (1) – 48x8x1/2 Alum threshold \$100.00ea
- . (1) – DC41-DU-HOLD OPEN \$300.00ea
- . (1) – 10x34 SS Kick Plate \$100.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – 3'0"x7'0"x1/2in Weather Stripping \$125.00ea
- . (1) – 36x1 DU Door Sweep \$50.00ea
- . Paint Door / Frame (Dark Bronze) \$75.00
- . *Reuse Panic Bar / Trim / Cyld*

- . Material \$1,940.00
  - . Labor \$900.00
  - . Total \$2,840.00
-

**. EMPLOYEE ENTRNACE:**

- . (1) – 3'0"x6'8" Fire Rated Hollow Metal Door/Frame \$700.00ea
- . (1) – 18x18 DU Fire Rated Window Light \$400.00ea
- . (1) – 48x8x1/2 Alum threshold \$100.00ea
- . (1) – DC41-DU-HOLD OPEN \$300.00ea
- . (1) – Diamond Armor Plate \$200.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – 3'0"x7'0"x1/2 Weather Stripping \$125.00ea
- . (1) – 36x1 DU Door Sweep \$50.00ea
- . Paint Door / Frame (Dark Bronze) \$75.00
- . Reuse Panic Bar / Trim / Cyld

- . Material \$2,040.00
  - . Labor \$900.00
  - . Total \$2,940.00
- 

**. MAFIA TABLE DOOR OPENING:**

- . (1) – 3'0"x6'8" Fire Rated Hollow Metal Door / Frame \$700.00ea
- . (1) - #22EO – Fire Rated Rim Panic Bar \$800.00ea
- . (1) - #230TP Trim \$300.00ea
- . (1) – Diamond Armor Plate \$200.00ea
- . (1) – 3'0"x7'0"x1/2 Weather Stripping DU \$125.00ea
- . (1) – 36x1 DU Door Sweep \$50.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – 48x8x1/2 Alum Threshold \$100.00ea
- . (1) DC41-DU-HOLD OPEN \$300.00ea
- . Paint Door / Frame (Dark Bronze) \$75.00

- . No Window
- . Reuse Mortise Cyld

- . Material \$2,740.00
  - . Labor \$900.00
  - . Total \$3,640.00
-

**. VEAICAL MANTINCE:**

- . (1) - 3'0"x6'8" Fire Rated Hollow Metal Door/Frame \$700.00ea
- . (1) - #22EO – Fire Rated Rim Panic Bar \$800.00ea
- . (1) #230TP Trim \$300.00ea
- . (1) – Mortise Cyld (SCI needs to rekeyed to customers key) \$40.00ea
- . (1) – DC41-DU-HOLD OPEN \$300.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – Dimond Armor Plate \$200.00ea
- . (1) – 3'0"x7'0"x1/2 Weather Stripping DU \$125.00ea
- . (1) – 36x1 DU Door Sweep \$50.00ea
- . (1) – 48x8x1/2 Alum Threshold \$100.00ea
- . Paint Door / Frame (Dark Bronze) \$75.00
- . **No Window**

- . Material \$2,780.00
  - . Labor \$900.00
  - . Total \$3,680.00
- 

**. OIL ROOM:**

- . (1) – 2'6"x6'8" Double Fire Rated Doors/Frame \$1,200.00ea
- . (1) – 7ft Astragal \$100.00ea
- . (2) – HOLD OPEN ARMS \$150.00ea
- . (2) – Diamond Armor Plates \$200.00ea
- . (1) – 6ft x 6in x ½ DU Weather Stripping \$200.00ea
- . (1) – 6ft x 6in x ½ Threshold \$200.00ea
- . (2) – 36x1 DU Door Sweeps \$50.00ea
- . (2) – Surface Barrel Bolts \$40.00ea
- . (1) – Grade #1 #1000-12-SCI-26D Lock-set \$200.00ea (Will need to be rekeyed)
- . (6) – 4.5X4.5 BBNRP HINGES \$30.00ea
- . Paint Door/Frame (Dark Bronze) \$150.00
- . **No Window**

- . Material \$3,200.00
  - . Labor \$900.00
  - . Total \$4,100.00
-

**. DUMPSTER DOOR #1:**

- . (1) – 3'0"x6'8" Fire Rated Hollow Metal Door/Frame \$700.00ea
- . (1) – Diamond Armor Plate \$200.00ea
- . (1) – DC41-DU-HOLD OPEN \$300.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – 36x6x1/2 Alum Threshold \$100.00ea
- . (1) – 36x1 DU Door Sweep \$50.00ea
- . (1) – 3'0"x7'0"x1/2 Weather Stripping DU \$125.00ea
- . Paint Door/Frame (Dark Bronze) \$75.00
- . (Reuse Panic Bar / Trim)
- . No Window

- . Material \$1,640.00
  - . Labor \$900.00
  - . Total \$2,540.00
- 

**. DUMPSTER DOOR #2:**

- . (1) – 3'0"x6'8" Fire Rated Hollow Metal Door/Frame \$700.00ea
- . (1) – Diamond Armor Plate \$200.00ea
- . (1) – DC41-DU-HOLD OPEN \$300.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – 36x6x1/2 Alum Threshold \$100.00ea
- . (1) – 3'0"x7'0"x1/2 DU Weather Stripping \$125.00ea
- . (1) - #22EO- Fire Rated Rim Panic Bar \$800.00ea
- . (1) - #230TP Trim \$300.00ea
- . (1) – Mortise Cyld (SCI will need to be rekeyed to customers key) \$40.00ea
- . Paint Door / Frame Dark Bronze \$75.00
- . No Window

- . Material \$2,730.00
  - . Labor \$900.00
  - . Total \$3,630.00
- 

. THANK-YOU!  
. CHRISTOPHER F. TELLERICO

Door No 1	Rear Office Entrance		FY23-24	\$2,840
Door No 2	Employee Entrance	\$2,940	FY22-23	
Door No 3	Mafia Table		FY23-24	\$3,640
Door No 4	Vehicle Maintenance		FY23-24	\$3,380
Door No 5	Oil Room	\$4,100	FY22-23	
Door No 6	Dumpster	\$2,540	FY22-23	
Door No 7	Dumpster 2		FY23-24	\$3,630
		\$9,580		\$13,490

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Christopher F. Tellerico

Email: [casslock3431@gmail.com](mailto:casslock3431@gmail.com)

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TO: Charles Eudy

DATE: 01.25.2023.

CITY OF FARMINGTON

FROM: Chris Tellerico

CLCS

SUBJECT: (PRISONER ENTRANCE/EXIT)

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*This proposal is to provide all labor and to supply all materials for the following scope of work:*

## **SCOPE OF WORK:**

- . Remove the door and glass from opening
- . Demo door frame
- . Clean and prep opening for new installation
- . Install new (FR) Fire Rated frame into opening and secure
- . Install (FR) Hollow Metal Door onto frame and install door hardware
- . Install new masked glass into space of frame
- . Test for proper operation
- . Clean work area

## **MATERIALS:**

- . (1) – Fire Rated Hollow Metal Door 3'0"x7'0" w/ Fire Rated Hollow Metal Frame
- . 66x117-1/4 \$2,100.00ea
- . Diamond Armor Plate \$200.00ea
- . (1) – Tempered Glass Masked 2ftx44in \$400.00ea
- . (1) – DC41-AL (NO HOLD OPEN) \$200.00ea
- . (1) – HESS #1500C-24DC Electric Strike \$750.00ea
- . (3) – 4.5x4.5 BBNRP Hinges \$30.00ea
- . (1) – 3ftx6inx1/4 Alum threshold \$100.00ea
- . (1) – 3'0"x7'0"x1/2 Weather Stripping AL \$125.00ea
- . (1) – 36x1 AL Door Sweep \$50.00ea
- . Paint Door / Frame (COLOR TBD) \$250.00
- . *Reuse Mortise Panic Device / Trim*

## **PRICE:**

- . Material \$4,265.00
- . Labor \$1,800.00 (2-men)
- . Total \$6,065.00

