



FINAL

SPECIAL STUDY SESSION MEETING MINUTES

A special study session of the Farmington City Council was held on November 3, 2014, in City Council Chambers, 23600 Liberty Street, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 PM by Mayor William Galvin.

1. ROLL CALL

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

City Administration Present

Superintendent Eudy
 Director Christiansen
 Recording Secretary Murphy
 City Manager Pastue

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENT

Dan Blugerman, Vice-President of Thomas A. Duke Company, spoke regarding the importance of opening the Fresh Thyme Grocery Store in the downtown center. He stated it would raise rents and property values and would address much needed improvements in the Kimco Center. He also brought up the Grand River and Halstead Center and stated that it is the gateway to the City and Council should welcome development of same.

4. CONSTRUCTION ESTIMATE AND CHANGE ORDER

A. Consideration to Approve Final Construction Estimate and Change Order for 2013 Streetscape Project

Present: Matt Parks, OHM

City Administration requested Council approval of Construction Estimate No. 10 in the amount of \$21,277.84 and release remaining retainage in the amount of \$15,011.87 for the 2013 Streetscape Project. In addition, City Administration requested approval of Change Order No. 7 in the amount of \$16,055.84 for additional electrical work which was discussed with council in July. This action will close the project.

Schneemann asked Eudy about any loose ends remaining on the project. Eudy responded three lampposts remain that are not UL certified and further discussion was held.

McShane commented that statement waivers are required before final payment is given. Pastue responded the payment will be held until all waivers from sub-contractors are received.

Scott asked about the pavers and if the low areas were corrected. Eudy responded additional drains were installed near the church to accommodate drainage. Parks pointed out an outstanding drainage problem remains near the Dress Barn. He stated it is more of a maintenance problem due to the drain being clogged with wood chips, debris, cigarette butts and leaves.

Discussion followed regarding potential additional costs to correct the drain issue.

Eudy discussed the protocol that has been established to address the clogged drains including the chain of command. The list of contacts includes first the Downtown Development Authority, then the Department of Public Works and after-hours problems will be addressed by Public Safety.

Schneemann questioned the City’s liability on this issue and further discussion ensued.

Motion to approve Construction Estimate No. 10 (final) in the amount of \$21,277.84 for the 2013 Streetscape Project; release the remaining retainage in the amount of \$15,011.87; and approve Change Order No. 7 in the amount of 16,055.84.

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

5. DISCUSSION

A. Discussion - Twin Valley Lift Station Improvements

Pastue stated that he is recommending improvements to the Twin Valley Pump Station before the development of the Balfour Assisted Living project, otherwise, they may utilize Farmington Hills service. He advised short term financing may be required in order to upgrade the pump to handle the increased flow. He noted the City sets aside \$300,000 in the Water and Sewer Fund each year for this type of project.

McShane inquired regarding other crucial projects on the horizon where the funds would be needed. Pastue responded there is nothing urgent other than the conversion of the water meters to electronic reads. He also noted the Beldair subdivision sewer line which is not critical but should be done in the next several years.

Parks stated research would be done that would include pump types and enlarging the facility building for storage.

Pastue advised the City never extended the water main on Rafael to loop with the main on Ten Mile. He stated this proposed project would include doing that work for a cost under \$100,000.

Parks discussed the research they have done over the last year on wet weather flow, taking into account the City's vision plan and potential growth factors.

Pastue stated they are trying to avoid sewer back-ups on Twin Valley which continues to be closely monitored.

Parks advised that if Balfour chose to connect to the City's system, it would not be permitted without an upgrade.

Scott inquired regarding the water main extension and whether it was part of the \$500,000 cost for improvements estimated by OHM. Pastue responded in the negative.

Cowley stated concern over the Maxfield Training Center site and whether a booster station would be required.

Schneemann asked for clarification on the option of Balfour connecting to Farmington Hills and further discussion was held.

Parks advised that Twin Valley would have to be done even without the Balfour project coming on board.

Responding to a question from Galvin, Pastue stated \$300,000 is set aside each year in the Water and Sewer Fund for capital improvements to the system. He indicated they could delay the second phase of the electronic meter reading for a couple of years. He further indicated the work needed to be done in the

Belaire Subdivision is not at a critical point and can be delayed. He would like to avoid long term financing because interest rates for short term are low.

6. RESOLUTION TO APPROVE HOLIDAY PARADE

A. Consideration to Approve Resolution Authorizing Holiday Parade

Motion to approve the Greater Farmington Area Chamber of Commerce's request to close Grand River Avenue from School Street to Liberty Street on Saturday, December 6th, 2014 from 4:00 p.m. to 6:00 p.m. for the Holiday Parade; and further, the Farmington City Council shall indemnify and hold harmless the Michigan Department of Transportation (MDOT) from any liability as a result of this event, and authorize the Farmington Department of Public Safety to submit the permit application to MDOT for the proposed closure of Grand River Avenue.

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

7. DISCUSSION

1. Discussion - Administrative Reorganization

Pastue advised there are six non-union staff members that are currently eligible to retire. He stated that with some of the positions, it would be a great opportunity to hire part-time help that would perform the same duties and functions. He stated this would result in savings of \$100,000 that would allow the City to reinstate the Deputy Director position in Public Safety, and create a laborer position for the Public Works Department devoted strictly to park maintenance.

Schneemann inquired whether quality of services would suffer using part-timers. Pasture responded in the negative, stating there is no shortage of talent in the community.

McShane clarified that this would include a complete elimination of four to six positions. Pastue responded throughout the organization, not just one department.

Further discussion was held on the reinstatement of the deputy director position and that it would create upward movement in the department.

Responding to a question from McShane, Pastue confirmed the parks laborer position would include maintaining Riley Park. He further responded the city had not considered whether the Downtown Development Authority would participate in funding the position.

McShane expressed support for the creation of a parks laborer position, noting City parks lack sufficient maintenance. She then inquired if the outsourcing of payroll had been evaluated. Pastue responded the Treasurer's Department are reviewing proposals for outsourcing. He noted with the DPW and their twenty different cost centers, it might pose a challenge in outsourcing payroll.

Mcshane stated that the reorganization sounds like a progressive move and could help the City get stronger footing on things that need attention.

Scott inquired how they will address pensions and further discussion was held.

Responding to a question from Galvin, Pastue stated the Public Safety Department would continue with the Commander position. He advised the department supports the proposed changes.

Responding to an additional question from Galvin, Pastue stated they are looking to implement these changes January 1, 2015. He discussed all that needed to take place prior to the changes taking effect.

8. DISCUSSION

1. Discussion - Special Event and Park Reservation Policy Revisions

Pastue indicated there has been a significant increase in Shiawassee Park reservations from nonresidents. As a result they were looking to make changes, with weekends being limited to Farmington and Farmington Hills residents only. He said a fee structure must be implemented for all the parks in order to help defray City costs for upkeep and also for the increased patrol by Public Safety.

Pastue reviewed the handout provided to Council and listed the various event types that would be covered. He then detailed the types of events that could be handled administratively with any denials handled by City Council. He then detailed those that must go before Council for approval.

The park reservation process was detailed for Council. Pastue advised criteria for denials must be developed by Council.

Schultz stated once policies are decided upon, the ordinance must be amended. He indicated the standards in the ordinance now are fact based and may not be the way to handle all of the parks in the community.

Schneemann stated the importance of some sort of codification of standards and expectations that would take the guesswork out of administering policy.

McShane asked whether the need for security should be listed as an item under Council approved events. Pastue stated it was indicated in general and further discussion was held.

McShane stated that she would like to see City residents pay a lower fee than nonresidents. She also indicated she would like to see an event review.

Scott inquired if a dollar number was considered for Riley Park. Pastue responded reservations are not being considered for that park.

Scott stated he would like to see a more effective way to handle events in Riley Park. He would like to see guidelines implemented.

Pastue indicated he would like to hear input from Council on what guidelines are needed for Riley Park and what factors would be taken into consideration for approving an event. He mentioned that a separate application for Riley Park may be warranted.

Schneemann stated that events come before City Council anyway and they will have an opportunity to scrutinize same.

Cowley advised that if the DDA had been consulted on the food truck event there would have been a different outcome. He stated the DDA should review event applications for Riley Park because it is in the downtown. He believes the DDA should talk with business owners regarding the potential impact of a proposed event.

Schneemann stated a process that would require applicants to gain approval from two layers of bureaucracy would be burdensome.

Cowley stated that any event held in Riley Park should have the DDA's blessing.

McShane pointed out food truck rallies are treated and regulated as a separate item in most cities.

Galvin noted what is being proposed is city-wide and not just Riley Park.

Pastue indicated he could write a policy for procedures specific to Riley Park.

Schneemann inquired if Riley Park falls under the purview of the DDA, why does City Council have to be involved.

Cowley stated City Council should pass approval on events upon the recommendation of the DDA.

Galvin expressed concern that two levels of applications may cause problems. He thinks all that is needed is the DDA should have some type of overarching policy or statement as to guidelines on events at Riley Park.

Cowley questioned how the success of an event be measured unless a group is assigned to get feedback. He suggested the DDA take on this responsibility.

Pastue stated he would like to have a single point of contact on website for special events.

Discussion was held on the subject of the maintenance for Riley Park.

Galvin suggested Riley Park be under the purview of the DDA whereas Council should focus on an overall park and event strategy for the City.

Schneemann disagreed and stated the policy Pastue outlined is good.

Scott stated that Riley Park is unique because it is downtown and needs to be looked at separately. He suggested involving the DDA in developing guidelines for the park.

Schneemann noted the discussion is on policy, not guidelines.

Galvin suggested asking the DDA how they want events in their district to be handled.

McShane suggested giving the DDA the ability to approve event requests.

Cowley stated Riley Park is different and unique in that it affects surrounding businesses and that parking should be taken into consideration.

Galvin suggested giving the DDA an opportunity to review the policy and bring it back to Council with their recommendation on the administration of Riley Park.

Pastue recognized that as a result of the discussion, the policy needs to be refined and understood the need to involve the DDA relative to Riley Park events.

McShane stated she would like to see food trucks handled separately and further discussion was held.

(Break in proceedings from 7:45 - 8:00 p.m.)

9. DISCUSSION

1. Discussion - Complete Streets Mobility Plan RFP

Pastue advised he prepared an RFP, but received only one response. He suspects it did not go out.

Further discussion was held and it was agreed upon to post it again for another thirty days.

10.SKATE RENTAL AT RILEY PARK ICE RINK

1. Authorize Agreement Regarding Skate Rental at Riley Park Ice Rink

Pastue advised Attorney Schultz prepared a Concession Operating Agreement between D&D Bicycles and the City. He indicated two items remain: the purchase of an ice re-surfacer and to find a way to seal area from heat loss. He advised the days of operation will be Friday, Saturday and Sunday. He stated D & D Bicycles will give the City 10 percent of revenues generated. He stated there will be a fee associated with skating as well.

Christiansen stated he is excited to see the evolution of this project and reviewed some of the issues that still need to be addressed.

Cowley inquired if lighting would be increased. Christiansen responded there will be more inside the pavilion but not the outside.

Scott noted providing skate rental is instrumental in the success of the ice rink.

McShane thanked Christiansen, Galvin and Scott for their work on securing skate rental at the ice rink. She then inquired about the rates and Christiansen responded \$2 per person or \$5 per family.

Galvin stated the entrance fee during peak hours will help the City cover additional costs for heater usage and eventual roll down walls that will be put in place.

Schneeman stated he did not support the use of plastic walls, pointing out their lack of aesthetics.

Galvin provided details of how D&D Bicycle will operate skate rentals. He noted that through collecting fees they will be better able to track usage of the rink.

Christiansen indicated D & D will have other items for sale such as socks and gloves.

Schneemann suggested there should be additional lights on the ice, noting the rink was really dim last year. He also inquired about the plans for the outside corners. He expressed his concern with the utilization of the orange construction fence last season.

Cowley asked about fire pits at the location and discussion followed as to their placement.

Galvin provided background on how D & D Bicycles got involved in the project. He stated they were very excited to work with Farmington after he approached them last year. He looks forward to a great partnership between them and the City.

Motion to authorize the City Manager to sign an agreement with D&D Bicycle and Hockey regarding the rental of ice skates at the Riley Park Ice Rink, subject to review and final approval by the City Attorney. [SEE ATTACHED AGREEMENT].

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

11. COUNCIL COMMENT

CITY MANAGER UPDATE

Pastue advised no further action will be taken regarding the proposed change to increase the speed limit on Drake Road. He stated it is off the table for now.

City Manager Pastue read the following letter into the record regarding leaving his employment with the City:

The purpose of this letter is to provide notice to the City Council of my intent to actively pursue other employment opportunities and to encourage the Council to begin the process of finding my replacement. I do this with mixed emotions in that over the years the greater Farmington community, employees, and city councils have treated me and my family extremely well. However, I am at a point professionally and personally where it is time to go in a different direction.

My term as the Farmington City Manager will not extend past May 31, 2015 regardless of whether I have found other employment. This provides me seven months to find other employment and to arrange personal matters before leaving, but it also provides the City Council time to find my replacement.

This advanced notice to the City Council is provided for a couple of reasons. First, I did not want my on-going efforts seeking other employment to become a distraction to the City and community. The City deserves certainty regarding its future leadership and direction. Second, there are a number of redevelopment projects taking place with more to come in 2015. I did not want my departure, and a subsequent search process of several months, to in any way derail the redevelopment momentum we currently enjoy; I can continue working on these matters with staff while Council is concurrently looking for my replacement.

I am certainly proud of what has been accomplished in the nearly twelve years I have served as City Manager. However, I feel the timing is right for new management leadership with the City for a number of reasons. First, I can leave feeling positive that I'm not leaving a series of problems for my successor to address. We have excellent department heads and terrific

volunteers engaged in making Farmington a great place to live and work. Second, following the economic downturn in 2008 and 2009 and difficult years afterwards, the City's finances have stabilized. Resolution of our "other post-employment benefit" funding problem had much to do with this stabilization for which I thank this current City Council for their support. There is still work to be done in addressing operational improvements and capital funding, but the financial base is sound and improving. Third, difficult decisions were made during the economic downturn which periodically require me to spend time explaining, and occasionally with some annoyance. A new manager is not burdened by past decisions but can only look forward which is vitally important for any organization. Finally, I believe a new fresh perspective is sometimes healthy for an organization and I think the time is right for Farmington.

In Conclusion, I would like to thank the Farmington community and city councils for this wonderful opportunity. It has been a terrific experience that I will always fondly remember. In the end, it's always about people and it doesn't get any better than Farmington.

McShane expressed her gratitude to Pastue for carrying the City through some of its most difficult times.

Schneemann indicated that it is important for residents to know this is part of a natural evolution for any city and echoed McShane's sentiments on Pastue.

Cowley also praised Pastue and thanked him for allowing City Council the opportunity to start a search process. He thanked Pastue for seeing the City through some very tough times. He suspected all of Council would be references for him.

Scott thanked Pastue for everything he has done for the City. He has always appreciated his input and for putting the City and citizens first and wished him luck.

Galvin noted most city managers don't stick around past five to seven years. However, a great byproduct of the recession was Pastue staying longer with the city than he would have anticipated. He indicated that being a city manager is a pretty difficult job with constant public scrutiny. He thanked Pastue for his unique approach in giving a definite date for his departure and providing Council a predetermined destiny.

Galvin advised Council that the time to start searching for a new city manager is now. He discussed the search process going forward.

Pastue expressed appreciation to Council for their accomplishments and contributions to the community. He stated it was a good experience to be part of this community.

COUNCIL COMMENT

Scott advised SEMCOG has offered their research assistance relative to the road diet, and assistance with other issues concerning the City.

Galvin reminded everyone to vote at the November 4th election.

12. CLOSED SESSION - LAND ACQUISITION

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

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

13. ADJOURNMENT

1. Motion to adjourn the meeting.

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

The meeting adjourned at 8:57 PM.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: December 15, 2014