



Special/Study Session Meeting  
6:00 p.m., Monday, April 16, 2018  
Conference Room  
23600 Liberty Street  
Farmington, MI 48335

## FINAL

### STUDY SESSION MINUTES

A special meeting of the Farmington City Council was held on April 16, 2018, in Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 6:00 p.m. by Mayor Steve Schneemann.

#### 1. ROLL CALL

Attendee Name	Title	Status	Arrived
Sara Bowman	Mayor Pro Tem	Present	
William Galvin	Councilmember	Present	
Joe LaRussa	Councilmember	Present	
Steve Schneemann	Mayor	Present	
Maria Taylor	Councilmember	Present	

#### City Administration Present

City Clerk Halberstadt  
City Manager Murphy  
City Attorney Schultz

#### 2. APPROVAL OF AGENDA

Move to approve the agenda as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Galvin, Councilmember
<b>SECONDER:</b>	Bowman, Councilmember

#### 3. PUBLIC COMMENT

No public comment was heard.

#### 4. DISCUSS COMPLETION OF HISTORIC PRESERVATION ENGAGEMENT PROJECT

At the January 13, 2018 Goal Setting Session, Council proposed the following Study Session: Complete Historic Preservation Engagement Project with Historical Commission to utilize house inventory to develop a proposed set of standards for governing properties in the Historic District.

Taylor would like to move forward with this goal by creating an inventory of the buildings in, or worthy of being, in the Historic District. She cited the survey being conducted by the City of

Northville as to the significance of the sites in their Historic District. A survey, in addition to public outreach, would be required to update the Historic District Ordinance. Taylor stated that if Council wanted to move in this direction, the next step would include finding a funding source to conduct an inventory of homes in the Historic District.

Bowman agreed that an updated inventory is an excellent idea, but she is concerned about funding the project. She suggested utilizing the volunteers on the Historical Commission before searching for money in the budget.

LaRussa inquired about the timeline of such a survey, if funding was available. Taylor responded she believes it could be completed in under a year.

Taylor stated that the survey would be too big an undertaking for volunteers alone. She is in favor of hiring a consultant.

Galvin is interested in civic engagement with homeowners and how they will be informed of the survey and what it entails.

Schneemann pointed out the City is spending savings to survive, however, he would like to add the survey to the list of things we'd like to do. He inquired about non-contributing structures that might be removed from the Historic District and what that would mean. He would like to obtain a range of costs for conducting the survey.

Discussion followed regarding City Manager Murphy and Taylor working together to obtain survey costs.

## **5. CITY CLERK'S RETIREMENT NOTICE**

City Clerk Halberstadt provided information about her upcoming retirement.

Halberstadt submitted a staff report regarding a proposed succession plan for the Clerk's Department. She recommended Mary Mullison, Deputy Clerk, as her replacement. She expressed the importance and historical precedence at City Hall for promotion from within.

Council thanked Halberstadt for her years of service to the City.

Discussion followed regarding the process for filling the position that would demonstrate transparency and ensure a seamless transition.

Council requested an updated job description for the Clerk position and will work with City Administration regarding options and how to proceed.

## **6. CITY COUNCIL RULES OF PROCEDURE**

LaRussa inquired about a mechanism for addressing misconduct by a Councilmember during a meeting. Halberstadt stated that mayor would address the misconduct of a Councilmember according to the Roberts Rules of Order.

Discussion ensued regarding ethics and decorum of Council. It was decided that specific rules of behavior are unnecessary regarding how Council treats each other.

LaRussa is in favor of the proposed New Council Member Orientation and schedule of annual meetings with Boards, Commissions, and Committees.

Council concurred to place this item on the agenda of a future meeting as further discussion is needed.

**7. OTHER BUSINESS**

No other business was heard.

**8. COUNCIL COMMENT**

Galvin stated that he was pleased with this particular study session, as it provided constructive dialogue and discussion.

**9. ADJOURNMENT**

**Move to adjourn the meeting.**

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

The meeting adjourned at 7:00 pm.

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Steve Schneemann, Mayor

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Susan K. Halberstadt, City Clerk

Approval Date: May 21, 2018