



**Special City Council Meeting  
7:00 PM, MONDAY, JANUARY 5, 2015  
Conference Room  
Farmington City Hall  
23600 Liberty St  
Farmington, MI 48335**

**FINAL**

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**SPECIAL MEETING MINUTES**

A Special meeting of the Farmington City Council was held on January 5, 2015, in Conference Room, Farmington City Hall, Farmington, MI. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:00 PM by Mayor William Galvin.

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**1. ROLL CALL**

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

**City Administration Present**

City Clerk Halberstadt  
City Manager Pastue  
Attorney Schultz

**2. APPROVAL OF AGENDA**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Greg Cowley, Councilmember
<b>SECONDER:</b>	Jeff Scott, Councilmember
<b>AYES:</b>	Cowley, Galvin, Schneemann, Scott
<b>ABSENT:</b>	McShane

**3. PUBLIC COMMENT**

No Public Comment was heard.

**4. LEGISLATIVE PRIORITIES**

**A. Legislative Priorities - Christine Greig, State Representative**

Present: Chris Greig, State Representative

Newly elected State Representative, Chris Greig, spoke about her legislative priorities. She discussed some of the committees on which she would like to serve.

Greig entertained comments and questions from the Council.

Scott stated the reconstruction of Grand River Avenue should be a legislative priority.

Cowley discussed the lack of bank lending to small businesses that is stifling economic development.

Responding to a question from Schneemann, Greig stated one of the major challenges facing Farmington/Farmington Hills is school funding. She stated Charter reform and returning revenues to local government need to be addressed.

Cowley addressed proposed legislation to eliminate Tax Increment Financing (TIF) and how detrimental it would be to local government.

Galvin encouraged better dialogue regarding funding of roads and schools in the legislature. He urged Greig to reach across the aisle and make a concerted effort to address the issues.

Pastue talked about the importance of the Commercial Rehab District as an economic tool and noted it is scheduled to end. He would like to see this program extended.

Mayor Galvin thanked Greig for her visit and requested that she provide periodic updates to Council.

## **5. MICHIGAN MUNICIPAL LEAGUE CITY MANAGER SEARCH**

### **A. Michigan Municipal League City Manager Search - Kathie Grinzinger**

Present: Kathie Grinzinger, Lead Executive Recruiter, and Jessica Reed, Michigan Municipal League (MML)

Grinzinger discussed the search process that will take place in the recruitment of a City Manager. She advised the process includes: developing candidate and community profiles; recruitment and outreach campaign; screening and narrowing of applicants; reference review; and interview and selection process.

Grinzinger then opened the floor up for questions and/or comments from the councilmembers.

Responding to a question from Schneemann, Grinzinger stated typically the number of out-of-state applicants is 50%. She encouraged out-of-state recruitment and indicated certain leadership skills are transferrable from state to state.

Discussion followed regarding the 120-day timeframe for the recruitment process. Grinzinger detailed the process of allowing four weeks for all candidates to submit applications and her reasoning why. She stated the screening process is very time consuming and scheduling conflicts can also pose a delay.

Galvin stated his goal in the process is to develop a deep, rich talent pool of diversified candidates and welcomed out-of-state pursuits.

Discussion was held regarding developing interview questions. Grinzinger said the questions will be based on information from everyone involved in the recruitment process and the input received.

Galvin raised the issue of the screening process and what it entailed. Grinzinger detailed what was involved and the candidate information that would be made available. She stated information may be redacted for candidates requesting confidentiality.

Discussion followed regarding maintaining the confidentiality of candidates, but at the same time providing Council sufficient information in order to make an informed decision on final candidates.

Grinzinger discussed the timeline going forward and possible dates for the next meeting during which Council will review draft ad copy and establish salary and benefits for the City Manager position.

## **6. DISCUSSION FARMINGTON ROAD STREETScape**

### **A. Discussion - Farmington Road Streetscape Financing (Handout)**

Pastue advised the estimated cost for the Farmington Road Streetscape has increased to \$2,589,010. He reviewed a list of alternatives that could be utilized to make up for the \$1,132,010 shortfall. He suggested the possibility of a \$1 million bond issue to cover the remaining costs.

Responding to a question from Cowley, Pastue advised the total budget for the Grand River Streetscape is \$2.2 million. Cowley questioned moving forward with the project given the increased cost, noting the City's priority is to generate TIF.

Responding to a question from Scott, Pastue stated the southern curb cut on the Chase site is not feasible, however, the curb cut at CVS Pharmacy is necessary.

Schneemann questioned the construction engineering cost.

Galvin pointed out the work that has gone into the project and noted all grant monies will be lost if the project is not done.

Schneemann stated the status of the curb cuts would play a big role in his decision, and that Council should have had that answer a year ago, especially with regard to CVS. He questioned what remains to be done on the project and the value of moving forward.

Cowley endorsed pursuing more TIF projects rather than limiting resources by funding this project. He would need to know what TIF generating projects he is giving up as a result of the streetscape project.

Pastue pointed out redevelopment of Farmington Road would promote other

redevelopment projects in that area.

## **7. OVERVIEW OF FISCAL YEAR 2015-16 BUDGET**

### **1. Overview of Fiscal Year 2015-16 Budget Process and Forecast (Handouts)**

Pastue provided Council with a handout containing an overview of the Fiscal Year 2015/16 budget process and forecast. He detailed the line items and stated that proceeds from the Courthouse, Flanders and other projects would be put into the Capital Improvements Fund. He stated all in all it was a good budget with long term goals.

Galvin commented that having written financial policies would be an important tool.

## **8. OTHER BUSINESS**

Pastue advised there needs to be a discussion on the topic of parking meters in the lot north of Grand River. He stated this will be an agenda item at the next DDA meeting. He commented on the benefit of parking meters for successful businesses that are hampered by tight parking areas. He suggested forming a committee to study this issue in order to move it forward.

Schneemann noted it would help if parking were allowed at The Village Shoe Inn.

Cowley indicated meters would change behaviors and should be expanded to include Grand River.

Pastue stated he would like to see a report from the Committee charged with studying the issue by sometime in April.

Scott commented that the Committee needs to look at the big picture when addressing this issue.

Galvin stated that the Committee goal should not be to manage fee-based parking, but free-based parking. He encouraged establishment of a Parking Committee to manage all of downtown parking.

Further discussion was held regarding how the revenues from the parking meters would be used. Schneemann expressed his support for a single kiosk per lot.

Rachel Gallagher, DDA Boardmember, noted parking patterns on Friday and Saturday evenings in the downtown show that the Talmer Bank and Cromwell parking lots are empty.

### **2014-2015 Work Plan**

Pastue reviewed the remaining items to be completed from the 2014-2015 Work Plan:

- Under the topic of Community Development the item of evaluating residential

zoning standards is moving forward with LSL making a presentation at the February 9<sup>th</sup> Planning Commission Meeting. It will then be reviewed at the March 2<sup>nd</sup> Study Session and a Public Hearing will then be held at the April 13<sup>th</sup> meeting. The ordinance will then be introduced at the May City Council meeting and adopted at the following meeting in June.

- A complete design concept of the entry/wayfinding/City facilities signs should be presented to Council at the March 2<sup>nd</sup> study session. If approved, bids will be solicited for work and installation. Approval of bids will occur at the April 20<sup>th</sup> Council meeting. The project should be completed sometime during the summer, preferably before June 30<sup>th</sup>.
- A complete Corridor Overlay District is projected for adoption at the January 20, 2015 Regular Meeting.
- Event Policy - the final review is set for the February 2<sup>nd</sup> Study Session and consideration to adopt the policy is scheduled for the February 16<sup>th</sup>, 2015 Regular Meeting.
- Redevelopment Projects slated for completion with target dates:
  - Old Courthouse Property - closing targeted for February
  - Flanders - closing targeted for February
  - K-Mart Center (Commercial Rehab District) - action targeted in Spring 2015
  - Kimco/Fresh Thyme Market - Ongoing negotiations to be completed in February 2015
  - Orchard Development II - Proposals due March 2015
  - Maxfield Training Center - Farmington Public Schools to issue RFP in early 2015
  - Cloverdale Site - Ongoing evaluation and discussions with Farmington Public Schools
- Redevelopment Ready items:
  - Complete update of Capital Improvements Program - to be completed with Proposed Fiscal Year 2015-16 Budget
  - Public Participation Policy - to be completed by end of March 2015
  - Board Member Training and Monitoring - to be completed by end of March.
- Metering North Parking Lot
- Develop Financial Policies
  - To be presented at February 2<sup>nd</sup> study session
  - Consideration to adopt at February 16<sup>th</sup> regular meeting
- Present Fiscal Year 2015-16 Budget - Due April 20<sup>th</sup>

- City Administration internal items to be addressed:
  - Update Administrative Manual
  - Restructure Zoning/Building Escrow Accounts
  - Departmental IQM2 Training
  - Complete Administrative Reorganization
  - Risk Management Training

**9. COUNCIL COMMENT**

Scott expressed concern regarding the stop sign at Farmington Road and 10 Mile and the difficulty of stopping on a steep incline.

Schneemann raised the subject of the Mayor Pro Tem serving on the Planning Commission. Pastue indicated he will revisit this matter.

Cowley expressed concern that the DDA may not fully support metered parking.

Galvin stated Don Moore of D & D Bicycles rented 60 pairs of skates on one weekend day at the Riley Park Ice Rink. It appears the ice rink is creating a broader regional draw.

Cowley advised the DDA should determine the benefit of the ice rink.

**10.ADJOURNMENT**

**1. Motion to adjourn the meeting.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Schneemann, Mayor Pro Tem
<b>SECONDER:</b>	Jeff Scott, Councilmember
<b>AYES:</b>	Greg Cowley, William Galvin, Steve Schneemann, Jeff Scott
<b>ABSENT:</b>	JoAnne McShane

The meeting adjourned at 10:15 PM.

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William E. Galvin, Mayor

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Susan K. Halberstadt, City Clerk

Approval Date: \_\_\_\_\_