



FINAL

SPECIAL STUDY SESSION MEETING MINUTES

A Special Study Session meeting of the Farmington City Council was held on June 2, 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	Absent	

City Administration Present

Director Christiansen
City Clerk Halberstadt
City Manager Pastue
Attorney Saarela

2. APPROVAL OF AGENDA

Motion to amend the agenda to add land acquisition to closed session.

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

3. PUBLIC COMMENT

No public comment was heard.

4. DISCUSSION - ROAD MILLAGE RENEWAL

A. Discussion - Road Millage Renewal

Pastue recommended a road millage renewal of 1.6 mills for a ten-year period to

be placed on the November 2014 General Election ballot. He stated 1.6 road millage has been in effect for twenty years, but due to the Headlee rollback the City has realized a marginal reduction down to 1.5438 mills. He recommended 1.6 mills for a ten-year period as opposed to twenty which seems to be the current standard. The shorter period would also allow Council some latitude in an ongoing effort to assess the City's road needs and corresponding millage. He would like to present this at the June 16, 2014 Council meeting.

Responding to a question from McShane, Pastue stated there are three areas of deficiency where a tax base increase would be applied: 1) road improvements, citing the Pacer report earlier in the year, 2) returning the capital improvement fund to a reasonable level, and 3) downtown infrastructure. He stated with new growth coming in, money should be earmarked for infrastructure and the money realized from same should go into capital improvements. He cited Flanders and the courthouse properties as fully developed projects that will provide additional revenue. He recommended applying this revenue to the capital improvements fund and any revenue realized from new downtown projects should be applied to TIF to address infrastructure needs there as well.

Pastue indicated if there were enough subsequent projects providing sufficient revenues to sustain ongoing operations, he would recommend those funds be put into capital improvements and/or reduce the millage rate based on new growth or dedicate more funds for road improvements. He stated it is important to be aware of long term infrastructure and capital needs with new development taking place.

Responding to a question from McShane, Pastue stated the revenue from the proposed millage renewal would not be applied to capital improvements.

McShane asked about results if the City decided to stay with 1 mill.

Pastue stated that it would limit the City in years to come as the need for road repairs arises and with the erosion of tax revenue by the Headlee Act.

Galvin clarified that the discussion is about two separate areas: 1) the authorization of up to 1.6 mills, and 2) the fact that only 1 mill of the current 1.6 mills is currently being levied, leaving .6 that can be construed as a buffer for future needs.

Pastue stated it is the renewal of the authorization to exercise the 1.6 if necessary.

Cowley inquired about clarifying the language of the proposal for voters to help them understand.

Galvin agreed, stating the ballot language is not consistent with operations and how we are levying it.

Further discussion was held about possible language for the ballot.

Cowley asked about increasing the authorization even more in order to secure Grand River repairs in the future and discussion followed about the cost involved to the City if the state did not cover it.

McShane does not want to increase authorization based on what might happen.

Cowley responded road millage could be increased but not levied, so that it would provide an opportunity to utilize it if necessary.

McShane expressed concern about going to the voters for more and more.

Pastue stated there could be a separate millage for capital improvements and infrastructure in general, but also cited a capacity in the operating millage, 2.25 mills, that could be levied that is not currently used and may provide a source for additional funding.

McShane expressed caution that the City seems to be spending a lot of money.

Cowley responded that there should be a cushion provided for future use and utilization.

Discussion followed regarding the need to revise the ballot language for further clarification and Saarela responded that they are already looking into it.

Pastue stated that one of the challenges is that they are asking for a renewal that is higher than what they are intending to levy in the short run. Galvin stated he would like the authorization to remain under 1.6 mills so that the word "increase" can be taken out of the ballot language.

Galvin discussed the importance of educating the public on how the road millage benefits the community in providing funding for local streets.

Schneemann inquired if there was a road millage prior to 1994. Pastue replied in the affirmative and indicated the roads were maintained only with existing State funds. He stated the levy occurred because of the poor condition of the roads. He cited the benefits of having funds available to provide the level of services that residents are accustomed to receiving without the use of special assessments.

McShane talked about the financial difficulty special assessments placed on residents. She stated a dedicated road millage was a way to provide a strong road maintenance program.

Schneemann asked if it was understood that the millage would be levied in perpetuity and Pastue replied yes. He stated the City Attorney had found language indicating the State does not allow this type of millage in perpetuity, thereby necessitating the need for a renewal after twenty years.

Schneemann asked if there is a way the City can inform the voter that this is a maximum, but may not necessarily be levied. It shows people that the City has

not used the maximum and has shown fiscal responsibility.

Saarela stated all language has to go through the State of Michigan, Attorney General's office for approval but there will be an opportunity to change the language.

Further discussion was held regarding the language of the renewal.

McShane asked about other millage requests that may be on the November ballot.

5. DISCUSSION - NON-MOTORIZED (BIKE) COMMITTEE AND STUDY

A. Non-Motorized (Bike) Committee and Study

Pastue advised one of the goals for the year was to establish a bike path committee. He stated in a comprehensive study, all of the sidewalks, existing motorized plan and integration of bikes would need to be considered. He advised part of the study is to identify commercial and public places so that paths, neighborhood sidewalks, etc. would be configured to lead to those destinations. He suggested a study of this magnitude would require an outside consultant. He recommended using OHM, citing their familiarity with the City. He discussed the composition of the current bike committee.

McShane expressed concern about any delays in a study of bike paths, citing upcoming road projects would be completed without incorporating bike lanes. She noted Grand River was done without consideration of bike lanes. She pointed out there is a bike committee that already exists. She stated this committee could report to the Traffic and Safety Board and a consultant could be brought in as well. She indicated there may be engineers other than OHM, more familiar with bike paths and walkways and the like that could be utilized. She stated the Grand River diet study needs to include a bike lane. She wondered if other cities had been looked at and what they've done in comparison. The cost of bringing on consultants was addressed.

Schneemann questioned if the City was taking too broad of an approach that would prevent this project from going forward. He noted many disciplines were included in the information provided by staff.

Pastue cited the current status of sidewalks and the significance thereto. He stated a comprehensive plan should be done and designed with the intent to build a bike lane or sidewalk to accommodate the specific need.

Schneemann stated it sounds like a complete streets plan is needed which is a major undertaking that can be incorporated into the Master Plan and Pastue agreed.

Pastue stated that if this had been done before there would be a better network system, but that it's never too late to incorporate it into the future.

Discussion followed regarding how the city envisions Farmington Road and

accommodation of bicyclists.

Schneemann inquired as to whether this is an extension to what was already approved for Grand River and Pastue responded in the affirmative. He stated it is a great approach to have a comprehensive plan rather than throwing a bike lane in and he pointed out that we have bike lines that lead to nowhere.

Cowley advised money cannot be spent on a project where there is very little information, therefore a consultant is needed. He expressed the need for connectivity to the surrounding communities and the utilization of Grand River for same.

Pastue commented on the opportunities upcoming for Grand River and MDOT. He spoke about utilizing grant money to fund bike lanes and that the City should have a plan in place if that funding becomes available.

McShane spoke about the timing of this study and that the project should go out for bid.

Schneemann pointed out that going out for bid would delay the project at least three months if not longer and that OHM is already working on a key piece of this project.

Further discussion was held regarding the different committees that could be involved, i.e. a complete street committee, involvement of the Traffic and Safety Board, or bike path committee.

Galvin discussed the need to develop the scope or purpose of a new committee or redefining the purpose of the Traffic and Safety Board and allowing them to determine where progress could be made without a formal study of traffic volumes on Grand River.

Further discussion was held regarding the next steps in the process including formalizing a committee.

6. DISCUSSION - CDBG

A. Oakland County Community Development Block Grant (CDBG) Renewal

Pastue discussed the reasons for his recommendation to continue with Oakland County CDBG program for another 3 years. He indicated the program gives the City a little over \$20,000 a year that is applied to the senior program, otherwise those dollars would come out of the General Fund. He discussed the pros and cons of the state versus county CDBG. He indicated adoption of a resolution would be required to continue with Oakland County.

Council expressed support for staying with Oakland County.

7. COUNCIL CHAMBER RENOVATIONS

1. Council Chamber Renovations

Pastue discussed proposed renovations to the council chambers. Two proposals were received for the renovations so far and one for the audio visual is anticipated shortly. The color scheme was briefly discussed and changes that will take place as far as meeting protocol.

8. DISCUSSION - PARKING AUTHORITY

1. Parking Authority

Pastue stated this agenda item is a follow-up from the April meeting. He indicated most cities have parking committees that serve in an advisory capacity reporting directly to Council or the City Manager in providing recommendations, etc. Three cities in Michigan were cited, Ann Arbor, Birmingham and Grand Rapids.

Saarela stated she researched New Jersey which does have a parking authority statute and that Farmington could use some of their language if they decided to go ahead with establishing this committee.

Galvin indicated that he viewed an authority as taking ownership and would either issue bonds or taxes and removes Council's authority over same. Saarela responded that the committee could be part of the building authority that sets regulations, hires and fires people to manage parking structures.

Cowley expressed support for what Birmingham, Ann Arbor and Grand Rapids have in place. He stated it is the responsibility of Council to manage the problem and that the City needs to incorporate same.

Schneemann concurred with Cowley stating the New Jersey concept is more than what is needed. He expressed support for the formation of an advisory committee to address parking. He stated leaving authority with Council would make sense.

McShane agreed and suggested involvement of the Downtown Development Authority. She would like to know what other smaller cities are doing to manage their parking as the three Michigan cities cited are much larger than Farmington.

Pastue stated that in many cases the DDA oversees the committee. He indicated further discussion is needed if a committee is to be formed.

Galvin asked where the committee would get their funding to address small projects. Pastue responded either the DDA or the City, or perhaps a special assessment, or maybe revenues from meters or parking structure fees.

Galvin asked if it would be limited to the DDA boundary and Pastue stated that would be his recommendation.

Pastue spoke about public/private partnerships not being discounted.

Galvin asked if this advisory committee would be granted any authority to set rates on a meter or parking fines.

Pastue responded that the committee would submit recommendations to Council to enact those types of things.

Pastue expressed the importance of planning what improvements will take place, the funding mechanisms needed, and moving it forward.

Galvin suggested if there is no funding or authority given, a committee will have very little purpose.

Cowley stated he would like to see the Traffic and Safety Committee replaced with a parking committee which could be executed quickly.

Discussion followed regarding possible future direction of the committee including overseeing a parking structure.

Galvin inquired regarding the next step. Pastue responded the next step would be to establish a committee which could be done by ordinance to give them teeth or by resolution.

Saarela discussed what provisions could be included in the ordinance. She suggested they could start with Birmingham's ordinance using broad language that could be amended later.

Further discussion ensued regarding the composition of the committee and ordinance provisions.

Cowley stated to attract businesses the City has to show it is serious about the problem. He would like to see a Parking Commission rather than advisory one. Discussion was held regarding advisory versus authority.

Galvin expressed support for the Ann Arbor model.

Schneemann stated the City needs to allow the committee to evolve.

Saarela spoke about incorporating Ann Arbor's ordinance and the need to add a committee element to the ordinance for Farmington.

Pastue will work with Saarela on this issue.

9. DISCUSSION - COMPOSITION OF PLANNING COMMISSION

1. Composition of Planning Commission

Pastue advised that as a result of meeting with Council members there seemed to be interest in returning the Planning Commission to nine members with a Council member designee.

McShane pointed out earlier it was noted that the State had expressed

concern regarding the undue influence an elected officer would have serving on a Planning Commission. She expressed concern regarding the City going back and forth on this issue.

Responding to a question from McShane, Pastue confirmed the Councilmember would be a voting member of the Planning Commission.

Galvin inquired if the objective is to create a liaison to the Planning Commission and if so, are there other ways this can be achieved.

Pastue stated he thinks it would be helpful to have a councilmember on the Planning Commission.

Schneemann expressed support for including a councilmember on the Planning Commission.

Cowley and Galvin expressed support for including a councilmember on the Planning Commission.

Christiansen advised the Commission functions better at seven members than nine. He stated adding a councilmember places a political overtone on the Planning Commission. He stressed the need for good communication between the Planning Commission and City Council.

Galvin provided three options: stay at seven and include a councilmember when an opening arises; go to eight with a councilmember as ex officio, or go to nine. He stated he would like a liaison between the two bodies.

Pastue stated he will get feedback from appointments that are forthcoming at end of month.

Schneemann stated he would be amenable to either a seven or nine member Planning Commission.

Pastue advised a nine member Planning Commission can be unwieldy.

Christiansen discussed the present make-up of the Planning Commission.

Further discussion was held on the subject.

10. DISCUSSION - CITY MANAGER EVALUATION PROCESS

1. City Manager Evaluation Process

Galvin stated he had sent an email to department heads informing them of the process for conducting the City Manager's performance review. He spoke of the 360 degree evaluation, including a question and answer essay from Pastue, a survey from all Council members, self-evaluation by the City Manager, and the same survey by each of the department heads. The City Clerk will act as the point of contact for distribution and collection. The evaluations are due back by 4:30 p.m. on Monday, June 9th. He stated it has

been five years since City Council conducted a formal evaluation of the City Manager. The ICMA model will be utilized in the process.

Cowley spoke of his first experience as a manager and the value of the feedback he received from staff in this type of evaluation process.

Galvin stated the information received from department heads will be beneficial to City Council members as they do not work at City Hall on a daily basis and will remain anonymous.

Pastue also commented on the feedback and how helpful and valuable it can be going forward.

11.SPECIAL MEETING FOR JUNE 30, 2014

1. Consideration to Schedule Special Meeting for June 30, 2014

Pastue discussed a proposed special meeting that would deal with a number of land use items. After discussion, Council concurred to establish a special meeting on June 23, 2014.

12.REVIEW JUNE 16, 2014 CITY COUNCIL AGENDA

1. City Council Agenda - June 16, 2014

A copy of the agenda for the June 16th special meeting was provided. Pastue advised the 47th Court staff will attend to give their annual report.

13.COUNCIL COMMENT

McShane indicated she has heard nothing from the Schools regarding a joint meeting; no communication has been received as to what the schools are looking for, etc. She stated with the new superintendent coming on board it would be a positive move to work together once again.

Pastue stated that he, Mayor Galvin, Mayor Brickner, school board president and the superintendent, had a meeting to talk about how to get communication and a joint meeting back on course.

McShane stated that the City should join with Farmington Hills to lobby legislators to look at changing the Headlee amendment so more tax revenues can be gained. She indicated there have been no proposals or assistance to guide the City as to the different opportunities available from the state to generate revenues.

Pastue indicated that the Michigan Municipal League is involved with trying to work with the state to repair municipal financing and the brokenness of local government.

McShane noted the City has no plans for preserving historical homes.

Pastue reported that part of the challenge is funding; that there is a demolition, relocation policy that the Historical Commission would like the City to consider and

adopt. He stated Christiansen has been working with the commission to establish a certified district. He indicated the relocation and demolition would be tough.

McShane noted with no plan the City keeps losing contributing homes.

Pastue responded the City has not lost a contributing home yet.

Discussion followed regarding a need for a plan to address redevelopment and how to handle contributing homes that may be an impediment.

McShane stated that part of the plan would be to identify land to move homes to, identify sources for funding, be it grants or community donations.

McShane indicated she would like to see the City institute a better plan for City maintenance, that there are areas throughout the City that need more and consistent maintenance.

Pastue responded that there is a volunteer group being formed to tackle the weed problem.

McShane stated that money is put into so many programs, but that maintenance is not one of those areas receiving funding.

Pastue stated the DDA's budget shows where monies are expended for maintenance.

McShane suggested hiring a part-time summer worker to help with this issue.

Schneemann agreed with McShane that there are maintenance issues in the downtown area. He noted there are areas outside of the DDA District that the contractor does not address. He suggested one person needs to be responsible for maintenance and discussion followed on the topic.

Cowley expressed concern regarding the dumpster behind Los Tres Amigos. He addressed the Grove Street signage and landscaping. He would like the City to expand maintenance to include snow removal in the downtown and assess the businesses for same. He stated he is looking forward to Art on the Grand.

14. CLOSED SESSION - LABOR NEGOTIATIONS

1. Motion to enter closed session to discuss labor negotiations.

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

Council entered closed session at 8:20 pm

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

2. Motion to exit closed session.

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

Council exited closed session at 9:05 pm

15.ADJOURNMENT

1. Motion to adjourn the meeting.

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

The meeting adjourned at 9:05 pm.

William E. Galvin, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: July 21, 2014