



**Regular City Council Meeting
6:00 p.m., Monday, May 6, 2019
Conference Room
23600 Liberty Street
Farmington, MI 48335**

REGULAR MEETING AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Public Comment**
- 4. Closed Session – Property Acquisition**
- 5. Commission on Aging to Present Annual Report**
- 6. Miss Farmington Cities Scholarship Program: Introduction of Candidates**
- 7. Special Event Applications, Shiawassee Park:**
 - a. Farmington Public Schools Annual Picnic, August 28**
 - b. Allstate Insurance Company Annual Picnic, August 15**
- 8. Consideration of Resolution to Waive Penalties for Late Filing of Property Transfer Affidavits**
- 9. Discuss Budget Money for Broadband Consultant**
- 10. Consideration to Approve Recommendation to Amend 2018 Concrete Road Improvement Budget**
- 11. Other Business**
- 12. Council Comment**
- 13. Adjournment**

Submitted by: Melissa Andrade

Description: Consideration to Approve Farmington Public School Annual Back to School Picnic

Proposed Motion:

Move to approve Special Event Request to hold Farmington Public Schools' Back to School Celebration on Wednesday, August 28, 2019 in Shiawassee Park from 11 a.m. until 1 p.m., with set up and tear down beginning at 8 a.m. and ending 3 p.m.

Background:

The City received a request from Diane Bauman to hold the Farmington Public School's annual back to school picnic at Shiawassee Park on Wednesday, August 28, 2019 from 11 a.m. until 1 p.m. The event can bring in up to 800 attendees. The school has been holding this event for more than 10 year and have never had an incident.

Attachments:

Event application



CITY USE ONLY	
Approval Needed:	
<input type="checkbox"/>	City Manager
<input type="checkbox"/>	City Council
<hr/>	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 60 days prior to the starting date of the event.

Sponsoring Organization's Name Farmington Public Schools

Organization Phone: 248.489.3349

Organization Address 32500 Shiawassee, Farmington, MI 48336

Organization's Agent: Diane Bauman Phone: 248.489.3349

Agent's Title: Director, School/Community Relations E-mail: diane.bauman@farmington.k12.mi.us

Agent's Address: Same as Above

Event Name: Farmington Public Schools Back to School Celebration

Event Purpose: FPS Staff gather for picnic

Event Dates: Wednesday, August 28, 2019

Event Times: 11 a.m. - 1 p.m. (Set up/tear down 8 a.m. - 3 p.m.)

Event Location: Shiawassee Park

Number of People Expected: 800

1. **Type of Event:** Based on policy section 2, this event is:

- City Operated Event
 Co-sponsored Event
 Private Event
Prohibited in Riley Park
- Non-Profit Event
 For-Profit Event

2. **An Event Map [is] (is not) attached.** If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

3. **Vendors:** Food Concessions (YES) (No) Other vendors (YES) (No)

If yes, refer to Policy Section 13 for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.** Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

() I have invited local businesses to participate.

Those invited include:

5. **Exempt Parking:** Are you requesting exempt Parking? (See Policy Section 5)

(YES) (NO)

If yes, list the lots or locations where exempt parking is requested:

6. **Other Requests:**

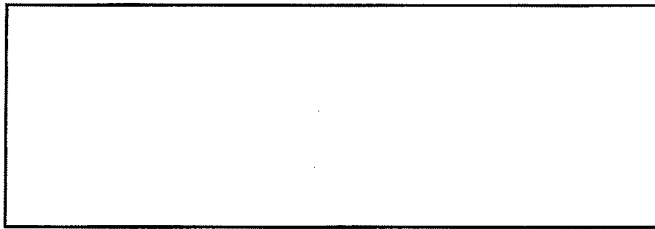
7. **Event Signs:** Will this event include the use of signs (YES) (NO)
If yes, refer to Policy Section 8 for requirements and describe the size and location of your proposed signs: Please complete sign illustrations below.

Signs or banners approved by the city of Farmington for special events shall be designed and made in an artistic and workman-like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Total square footage of the banner cannot exceed 32 square feet.

Banner Length

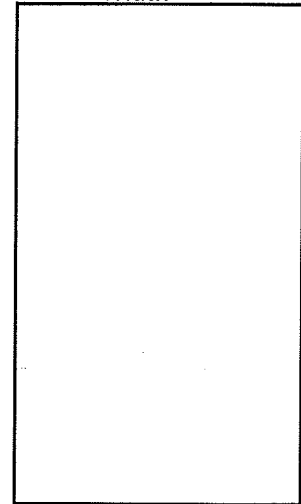
Width



Write copy of banner in the box.

Total Square Footage of the sign cannot exceed eight square feet

Width



Height

Write copy of sign in the box.

8. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
- a. For public events, a certificate of insurance must be provided which names the city of Farmington as an additional named insured party on the policy. (see Policy Section 10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (refer to Policy Section 12)
 - c. If the event includes solicitation by workers standing in street intersections, the required safety precautions will be maintained at all times in accordance with the Department of Public Safety. (see Policy Section 11)
 - d. All food vendors must be approved by the Oakland County Health Department, and each food and/or other vendor must provide the city with a certificate of insurance which names the city of Farmington as an additional named insured party on the policy. (see Policy Section 13)
 - e. The approval of this special event may include additional requirements and/or limitations based on the city's review of this application, in accordance with the city's special event policy. The event will be operated in conformance with the written confirmation of approval. (see Policy Sections 11 and 16)
 - f. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the city and will promptly pay any billing for city services which may be rendered, pursuant to Policy Sections 3 and 4.

As the duly authorized agent of the sponsoring organization, thereby apply for approval of this special event, affirm the above understandings, and agree that my sponsoring organization will comply with the city's Special Event Policy, the terms of the Written Confirmation of Approval and all other city requirements, ordinances and other laws which apply to this special event.

4.11.19

Date



Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221



23600 Liberty Street
Farmington, Michigan 48335
248-474-5500
www.farmgov.com

SHIAWASSEE PARK RESERVATION PERMIT

Pavilion X Playscape Gazebo _____

Date Reserved Wed., August 28, 2019 Time 8 a.m. - 3 p.m.

Group Farmington Public Schools Group Size 800
(Groups 100 or over require Special Event Permit)

Event Back to School Staff Celebration

Non-Profit Organization Yes X No _____ Tax Exempt # 38-6003051

Group Representative Diane Bauman (cell: 313.613.6000)

Phone No. 248.489.3349 Email diane.bauman@fpsk12.net

Address 32500 Shiawassee, Farmington, MI 48336

Resident: _____ hrs x \$20 = N/A or All Day = \$100

Non-Resident: _____ hrs x \$50 = _____ or All Day = \$250

Reservation Confirmed By _____ Date _____

- Acceptance of this permit acknowledges receipt of Park Rules and Regulations.
- Use of the park, other than for activities that have been specifically provided for by the City, must be approved by the Director of Public Services.

Diane Bauman
Signature of Applicant

Permit Fee is Non-refundable.

Events may be rescheduled within the same calendar year based on availability of day and time.
Exception: Special Events denied approval will have Permit Fees refunded in full.

CITY USE ONLY

Approval Needed:

- Clerk's Office
- City Manager
- City Council

Special Event Application Submitted :

- Approved
- Denied

**Farmington City Council
Staff Report**

**Council Meeting
Date: May 6, 2019**

**Item
Number
7b**

Submitted by: Melissa Andrade

Agenda Topic

Special Events Application - Allstate Insurance Company Summerfest

Proposed Motion:

Move to approve the Special Event Application from Allstate Insurance Company for its annual company picnic in Shiawassee Park on August 15, 2019 from 9 a.m. until 5 p.m.

Background:

Annually, Allstate holds its annual picnic in Shiawassee Park. This year, the attendance number is expected to be about 200, as it was last year. This is a private event, slated for August 15, 2019, 9 a.m. until 5 p.m. There have never been any problems with this event in the past.

Materials:

Event application

Payment has not been received 4/22/19



The City of FARMINGTON Founded 1824

23600 Liberty Street
Farmington, Michigan 48335
248-474-5500
www.farmgov.com

CITY USE ONLY

Approval Needed:

- Clerk's Office
- City Manager
- City Council

Special Event Application Submitted:

- Approved
- Denied

SHIAWASSEE PARK RESERVATION PERMIT

Pavilion y Playscape Gazebo

Date Reserved 8/15/19 Time All Day

Group Allstate Insurance Co Group Size 200
(Groups 100 or over require Special Event Permit)

Event Allstate Company Picnic

Non-Profit Organization Yes No X Tax Exempt #

Group Representative Cheryl Galesewicz

Phone No. 734-612-1783 Email cd5vn@allstate.com

Address 27555 Executive Dr Farmington Hills 48331

Resident: hrs x \$20 = or All Day = \$100

Non-Resident: hrs x \$50 = or All Day = \$250

Reservation Confirmed By Date 4/22/19

- Acceptance of this permit acknowledges receipt of Park Rules and Regulations.
- Use of the park, other than for activities that have been specifically provided for by the City, must be approved by the Director of Public Services.

 Cheryl Galesewicz
Signature of Applicant

Permit Fee is Non-refundable.

Events may be rescheduled within the same calendar year based on availability of day and time.

Exception: Special Events denied approval will have Permit Fees refunded in full.

Not Approved yet



CITY USE ONLY
Approval Needed:
<input type="checkbox"/> City Manager
<input type="checkbox"/> City Council
<hr/>
<input type="checkbox"/> Approved
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City of Farmington Special Event Application

This application is for all events in Riley Park and any other city event that will bring in more than 100 people. Complete this application in accordance with the city of Farmington's Special Events Policy and return it to the City Manager's Office at least 60 days prior to the starting date of the event.

Sponsoring Organization's Name Allstate Insurance Company

Organization Phone: 248-994-9778

Organization Address 27555 Executive Drive Farmington Hills 48331

Organization's Agent: Cheryl Galesewicz Phone: 734-612-1783

Agent's Title: Claim Service Leader E-mail: cd5vn@allstate.com

Agent's Address: 41655 Quail Ct, Canton, MI 48188

Event Name: Allstate Summer Picnic

Event Purpose: Company Picnic

Event Dates: 8/15/19

Event Times: All Day

Event Location: Shiawassee Park

Number of People Expected: 200

1. **Type of Event:** Based on policy section 2, this event it:

- City Operated Event
 Co-sponsored Event
 Private Event
Prohibited in Riley Park
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 For-Profit Event

2. **An Event Map [is] [is not] attached.** If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lost that you are requesting to be blocked off.

3. **Vendors:** Food Concessions (YES) (No) Other vendors (YES) (No)

If yes, refer to Policy Section 13 for license and insurance requirements.

If yes, please list all of the vendors by vendor name:

Catered by Dickie's BBQ

4. **For events in Riley Park: Invitation to Civic Organizations and Merchants in the Event Vicinity.** Non-profit organizations and local merchants in the vicinity of Riley Park – the Central Business District -- should be given the opportunity to participate in the special event to the greatest extent practical; e.g., a local Deli might come out and sell bratwurst. You must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. The City Manager's office shall be responsible for determining whether this requirement has been met.

() I have invited local businesses to participate.

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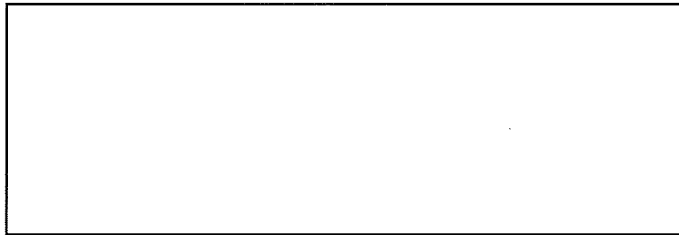
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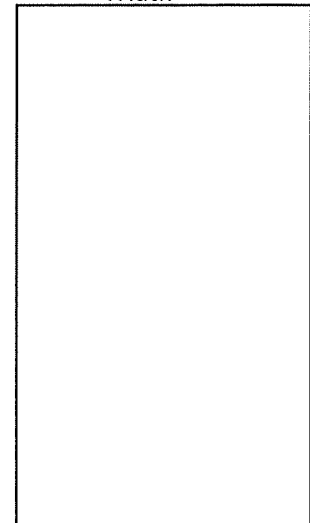
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4/22/19
Date

Cheryl Galeseura
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least sixty (60) days prior to the first day of the event to:

City Manager's Office
23600 Liberty Street
Farmington, MI 48336

Phone: 248-474-5500, ext. 2221

Farmington City Council Staff Report	Council Meeting Date: 5-6-19	Item Number 8
Submitted by: City Manager		
Agenda Topic: Consideration to Approve Resolution to Waive the Penalty for Late Filing of Property Transfer Affidavits		
Proposed Motion: Approve Resolution to Waive the Penalty for Late Filing of Property Transfer Affidavits.		
<p>Background: Proposal A mandated changes to the assessment practices of a local communities, including the requirement that purchasers file a Property Transfer Affidavit (PTA). The PTA is required to be filed whenever real estate or some types of personal property are transferred. It is used to ensure that the property is assessed properly and receives the correct taxable value. The PTA must be filed by the new owner with the City's Assessor within 45 days of the transfer. If the PTA is not timely filed, a statutory penalty must be applied, unless the City waives said penalties by resolution. Penalties for not timely filing are provided for in Section 211.27b(1)(c) and (d) of Michigan Compiled Laws, Chapter 211, and they can be substantial.</p> <p>For properties classified as either industrial or commercial real property, the amount of the penalty is as follows:</p> <ul style="list-style-type: none"> • if the sale price of the property transferred is \$100,000,000.00 or less, \$20.00 per day for each separate failure beginning after the 45 days have elapsed, up to a maximum of \$1,000.00. • if the sale price of the property transferred is more than \$100,000,000.00, \$20,000.00 after the 45 days have elapsed. <p>For residential real property the amount of penalty is \$5.00 per day for each separate failure beginning after 45 days have elapsed, up to a maximum of \$200.00.</p> <p>The City has no record of ever collecting a penalty fee for late filings. We have been able to locate a resolution where the City officially waived the penalties for 1995, but only for that year. It appears to have been an agreed-upon practice thereafter not to collect a penalty fee for late filings. PTA late filings are not as prevalent today as they were in the early years after Proposal A was voted in. To ensure the City is meeting state requirements during its next assessment audit, Oakland County (who does the City's assessing) has asked that the City pass a resolution formally waiving the PTA penalty fees as a means of administrative "housekeeping."</p> <p>This waiver authority is specifically granted to the City Council in the General Property Tax Act, which provides at MCL 211.27b(5) that "The governing body of a local tax collecting unit may waive, by resolution, the penalty levied under [Section 27b(1)(c) and (d)]."</p>		
Materials: Proposed resolution		

RESOLUTION NO. 05-19-XXX

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF FARMINGTON

A RESOLUTION TO WAIVE PENALTIES FOR NON-FILING OF PROPERTY TRANSFER AFFIDAVITS UNDER MCL 211.27b.

WHEREAS, MCL 211.27a(10) requires the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of ownership of the property within 45 days of the transfer of ownership, on a form prescribed by the state tax commission that states the parties to the transfer, the date of the transfer, the actual consideration of the transfer, and the property's parcel identification number or legal description and

WHEREAS, MCL 211.27b(1) requires that if the buyer, grantee, or other transferee in the immediately preceding transfer of ownership of property do not notify the appropriate assessing office of the transfer, then penalties as described in MCL 211.27b(1)(c) or (d) are levied and

WHEREAS, MCL 211.27b(5) provides that the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under MCL 211.27b(1)(c) or (d).

NOW, THEREFORE BE IT RESOLVED that the City of Farmington waives the penalty for failure to file the Property Transfer Affidavit following a transfer of ownership pursuant to the local unit's authority contained in MCL 211.27b.

RESULT: APPROVED BY CONSENT VOTE [UNANIMOUS]

MOVER:

SECONDER:

AYES:

NAYS:

I, Mary J. Mullison, duly authorized City Clerk for the City of Farmington do hereby certify that the foregoing is a true and correct copy of a motion adopted by the Farmington City Council at a regular meeting held on Monday, May 6, 2019, in the City of Farmington, Oakland County, Michigan.

Mary J. Mullison, City Clerk

Farmington City Council Staff Report	Council Meeting Date: 5-6-19	Item Number 9
Submitted by: City manager		
Agenda Topic: Funding for Broadband Consultants		
Proposed Motion: N/A		
Background: For the last year a volunteer group made up of residents from Farmington and Farmington Hills along with a representative from both city councils has been researching the possibility of providing broadband services to the cities. The next step in the process would be to hire a consultant to define the process going forward. Council needs to discuss and decide whether to put money into the 2019/2020 budget for the consultant.		
Materials: None		

**Farmington City Council
Staff Report**

**Council Meeting
Date:**
May 6, 2019

**Item
Number
10**

Submitted by:

Charles Eudy, Superintendent

Agenda Topic:

Recommendation to amend 2018 Concrete Road Improvement budget

Proposed Motion:

Move to approve amended budget for the 2018 Concrete Road Improvement project to \$525,000 with Hartwell Cement Company.

Background:

Two critical items have been added to the contract.

- Two catch basin's at Grand River & Lilac Street to improve drainage and preserve the road surface.
- Variable thickness of existing concrete on Flanders Street is to be replaced with 7 inches of concrete.

To have the best quality of road replacement on Lilac Street, and Flanders Street the above two items will impact the contract. City Administration has determined funding was allocated during the budgeting process to proceed with the Engineers recommendation.

Materials:

Letter of Recommendation from City Engineer



May 2, 2019

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

RE: Recommendation to amend approved budget – 2019 Concrete Road Improvements

Dear Mr. Eudy:

Overall, the concrete project that was bid in late 2018 and started in April 2019 is off to a good start. Lilac street concrete work is complete, and we are about 65-70% complete with the Flanders area. Chesley Street will be the final area to receive concrete rehabilitation work.

Two critical items have been added to the contract so far; to either enhance the existing conditions or deal with unforeseen conditions.

- The first item was the addition of two new catch basins at Lilac Street to help with the drainage near Grand River. Since this was a “log job”, no topographic survey was completed, and it was not evident that there was an area that was susceptible to ponding. Once removals occurred and we sent our staking crew to the field, it was evident that we could not correct this without removing a portion of the Grand River travel lane. Two catch basins were added based on our field meeting with the contractor and City. This will help preserve road surface and result in better drainage and safety.
- The second item is Flanders area. The concrete thickness is highly variable and ranges from 5.5” to 8.5”. The cores we took showed a consistent 6”. It is not typical for a subdivision street to vary this much. We have worked with the contractor to put back 7” of concrete but this has led to additional unforeseen cost.

Currently, we are at a point in the project where we have options. We can either reduce the removals in remaining portion along Flanders to bring the project as close as we can to the Council approved budget (\$489k+/-) OR we can continue to replace the concrete as originally intended and exceed the approved amount. It should be noted that the City’s Finance Director has indicated that there were additional funds budgeted under the road project that could absorb the work needed to complete the project as intended. We are projecting that we will end up just under \$525,000 if we proceed with the planned work. This is approximately 7% over the total that council approved.

It is our recommendation, if budget allows, the City authorize this work to continue due to the fact that the contractor is performing well and on schedule, the unit prices are favorable and they are currently mobilized and can have this work completed within a couple weeks. If we do not proceed, it will undoubtedly cost more to come back and complete this work at a later date.

In years past, we have had many projects come in under budget and have not had to use the contingency. This is a good example of why we recommend contingency when a project is awarded because every section of street is



different. Before OHM allows the contractor to proceed, we wanted to give the City Council an option to discuss and have the choice on how to proceed.

If approved, OHM will proceed with drafting a change order based on final field measured quantities. If there are any questions, we can have someone available at Monday's meeting to assist.

Sincerely,
OHM Advisors

A handwritten signature in black ink, appearing to read "Matthew D. Parks".

Matthew D. Parks, P.E.

MDP/mdp

Encl: Recommendation of award
cc: David Murphy, City Manager
Chris Webber, City of Farmington
Mitch Master., OHM Advisors
Austin Downie, OHM Advisors
File

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