



Study Meeting
9:00 a.m., Saturday, January 13, 2018
City Council Chambers
23600 Liberty Street
Farmington, MI 48335

FINAL

SPECIAL MEETING MINUTES

A study session of the Farmington City Council was held on January 13, 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 9:05 a.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

Others Present

Charlie Fleetham, Project Innovations, Inc., facilitator

2. APPROVAL OF AGENDA

Move to approve the agenda as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	LaRussa, Councilmember
SECONDER:	Bowman, Mayor Pro Tem

3. PUBLIC COMMENT

No Public Comment was heard.

4. STRATEGIC PLANNING AND GOAL SETTING

A. Council established the 2018-2019 Important Processes:

IP #1: Support Activities and Events that Promote Placemaking

IP-1A: Encourage and support neighborhood block parties. Place information and application on website, in spring utility bill newsletter, on Cable 15 bulletin board, and Facebook.

IP-1B: Using booth as available, City Council members will periodically engage community at Farmers Market.

IP #2: Support City Boards and Commissions

IP-2A: Request and schedule annual presentations at appropriate intervals from the following groups:

- Arts Commission
- Children Youth and Families,
- Commission on Aging
- Emergency Preparedness Commission
- Farmington Community Library

IP-2B: Annually, conduct joint meetings with the following groups:

- Board of Zoning and Appeals
- Corridor Improvement Authority
- Downtown Development Authority
- Historical Commission
- Planning Commission

IP-2C: Meet with the 47th District Court in September to review annual report.

IP-2D: Schedule presentation of RRRASOC annual report in April or May each year.

IP #3: Improve Electronic Communication

IP-4A: Continue posting meeting materials on website for Planning Commission and Downtown Development Authority.

IP-4B: Continue using Facebook and Twitter to communicate with residents on topics like: special events, service changes, election information, and utility and tax deadlines.

IP #4: Sustain and Improve Economically and Socially Viable Neighborhoods and Commercial Districts that are Attractive and Well Maintained

IP-4A: Monitor Grand River Corridor Improvement Authority Activities.

IP-4B: Continue to update City Signs – park signs, building signs and downtown signs.

IP #5: Sustain Our City's Built and Environmental Infrastructure

IP-5A: Continue to support Oakland County Water Resources Commission and City Engineering Consultant OHM to comply with administrative consent order for the Evergreen Farmington Sanitary Sewer District.

IP-5B: Continue development of updated five-year road improvement program based on Paser system.

IP-5C: Continue implementation of five-year capital improvements plan that includes lining sanitary sewer collection system in the Bel Aire subdivision.

IP-5D: Continue the fire hydrant maintenance and replacement program.

IP-5E: Continue to evaluate for each road reconstruction project whether the sanitary main needs to be lined and/or water main to be replaced.

IP #7: Maintain Financially Sustainability

IP7-A: Maintain AA bond rating.

IP7-B: Continue to provide five-year budget forecast when developing proposed budget.

IP7-C: Submit annual report to City Council highlighting investment performance from the Retiree Health Care Trust Fund, premiums paid in the Retiree Health Care Trust Fund, changes in plan members, and actuarial reports.

IP7-D: Conduct annual review of pension forecasted liabilities.

IP7-E: By the end of each fiscal year, perform a review of the city's fee structure to ensure fees are aligned with current costs (i.e. fees cover our costs), and where appropriate make necessary adjustments and/or begin negotiations.

IP #8: Sustain Market Competitiveness

IP-8A: Monitor water and sewer rates of surrounding communities.

IP-8B: Monitor residential housing values.

IP-8C: Monitor commercial lease values.

IP-8D: Monitor apartment lease values.

IP #9: Seek/Engage in Public Speaking Opportunities

IP-9A: Actively solicit all service clubs to have City staff or Council provide annual reports or project updates.

IP-9B: Actively solicit all homeowner associations/apartment/condo groups to have City staff or Council provide annual reports or project updates.

IP-9C: Deliver State of City presentation in February each year.

IP #10: Maintain high quality and convenient municipal services

IP-10A: Maintain excellent public safety response times.

IP-10B: Maintain public works fall leaf collection program.

IP-10C: Continue practice of plowing all streets within one day of a major snowstorm.

IP-10D: Continue to implement public safety and fire trucks replacement program.

IP-10E: Conduct review of City Manager every two years.

B. As part of the Goal Setting Session, Council proposed the following Study Sessions (order is not indicative of importance):

PS-1: Review the Food Truck Ordinance.

PS-2: 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.

- PS-3 Review proposed development of engagement metrics for each communication channel (direct mail, email, social media, etc.) between the City and its residents with an objective of increasing community reach and engagement and a long-term goal to become a leader in 21st century social media communications among cities in SE Michigan.
- PS-4: Evaluate the possibility of video recording of city council study sessions.
- PS-5: Explore creation of process to identify potential neighborhood leaders who could create or resurrect organizations that would enable more community and neighborhood activity, and consider providing incentives to encourage such activity.
- PS-6: Study the potential redevelopment of the Village Shoe Inn to gain expanded public parking and new retail & residential development downtown.
- PS-7: Review the City's water loss program and its effectiveness.

Strategy 1: Support Activities and Events that Promote Placemaking

- S-1A: Revisit Special Events Policy to optimize support for Farmers Market, Summer Concert Series, Festival, Art on the Grand, Swing Dancers, Harvest Moon Celebration, Memorial Day Parade, August Run through the Hills, Governor Warner Mansion, etc.
- S-1B: Review and optimize processes for encouraging volunteers to initiate placemaking activities.
- S-1C: Review and evaluate current Marketing Plan for effectiveness in promoting placemaking and neighborhood redevelopment.
- S-1D: Increase enforcement of speeding and pedestrian safety throughout the city.

Strategy 2: Support City Boards and Commissions

- S-2A: Evaluate current strategy for recruiting, retaining board and committee members, including the following suggestions:
- Increasing focus on current “open access” approach.
 - Providing more information on Board/Commission openings.
 - Providing regular opportunities for Council to receive feedback on Board/Commission activities.
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Strategy 3: Improve Electronic Communications

- S-3A: Implement broadcasting of council meetings live on cable.
- S-3B: Post video of Planning Commission meetings online.
- S-3C: Create page on city website to list developments and city projects with timelines and links to details for each.
- S-3D: Implement cemetery record input for Quaker and Oakwood.
- S-3E: Evaluate and implement as feasible the following communication processes:
- Explore using Facebook Live video to broadcast regular monthly council meetings.
 - Evaluate cost and resources needed to implement bi-weekly email newsletter regarding city business.
 - Implementing on-line form to submit public comment.

Strategy 4: Sustain and Improve Economically and Socially Viable Neighborhoods and Commercial Districts that are Attractive and Well Maintained

- S-4A: Continue coordination with Farmington Public Schools to ensure that Maxfield Training Center will be sold.
- S-4B: Close deal for Courthouse property.
- S-4C: Prepare cost/benefit analysis for relocating City Hall and other municipal properties.
- S-4D: Revisit Downtown sign regulations and enforcement (e.g. "A" frames)
- S-4E: Target commercial centers for improved maintenance and enforcement.
- S-4F: Evaluate development and implementation of rental house ordinance.
- S-4G: Form ad-hoc committee on walkability and bicycling to identify locations lacking in walkability and connectivity and recommend improvements like new crosswalks, flashing beacons, and sidewalk repair (downtown and in outlying neighborhoods.)

- S-4H: Request the Parking Committee to evaluate and report on the following topics:
- Review Fee-based parking as a collaborative method to bring private parking spaces into the publicly accessible parking system for downtown.
 - Stepped-up fines for repeat offenders

S-4I: Initiate process to update master plan - early 2018.

S-4J: Conduct inventory of property valuations and analyze by neighborhood, taxable contributions to support prioritization of economic development opportunities

S-4K: Continue working with Winery owners regarding development ideas.

S-4L: Request DDA to fund Farmington Road Streetscape and other key infrastructure improvements, including parks improvements.

S-4M: Request DDA to develop plan to improve maintenance in the Downtown area.

Strategy 5: Sustain our City's Built and Environmental Infrastructure

S-5A: Develop plan to identify and address drainage issues throughout the city.

S-5B: Seek partnership with MSU Extension Office for development of a Tree Management Plan.

S-5C: Reevaluate the effectiveness of the new Grand River merge signs.

S-5D: Accelerate replacement of dangerous portions of sidewalk throughout the city.

S-5E: Design an alternative solution to the Riley Park dead grass.

S-5F: Investigate lighting improvements in area near TJ Maxx.

S-5G: Update current streetlights to LED as affordable.

Strategy 6: Develop Smart City Technology

S-6A: Evaluate a city app on the website to allow citizens to communicate issues and needs with city government.

S-6B: Continue to expand convenience and reduce cost for residents and businesses to pay utility bills and taxes electronically.

S-6C: Complete implementation of IT document management and storage strategy.

Strategy 7: Financially Sustainability

S-7A: Develop a three-year sustainability budget broken down by departments and program with revenue and cost projections.

S-7B: Create an ad-hoc committee with City Council/staff to review long term financial, budget, economic development, service sustainability trends.

S-7C: Develop five-year capital improvements program in which projects will be financed on a pay as you go basis (presumes on-going funding source) or short-term financing.

S-7D: Develop strategy to deal with pension costs long term.

S-7E: Explore the development of an Asset Management Plan and define a 'big data' strategy for the city, including elements for infrastructure data capture and analysis, and workflows.

S-7F: Evaluate increasing funding for DPW.

S-7G: Design and implement a civic engagement project related to municipal finances, value of economic development and its impact on revenue growth for long term budget, cost of municipal services, and Farmington's long term economic sustainability.

S-7H: Work with Farmington Public Schools and City of Farmington Hills to seek a collaborative solution to rearranging public assets for community benefit.

Strategy 8: Sustain Market Competitiveness

S-8A Evaluate overall Homestead and Non-Homestead millage rates of surrounding communities and comparable sized communities in Metro Detroit.

S-8B Evaluate wage and benefits of surrounding communities and communities of comparable size with the intent of providing a competitive compensation package to attract and retain good employees and to insure financial resources are utilized effectively.

Council recessed at 11:20 a.m. and returned at 11:35 a.m.

Council recessed for lunch at 12:15 p.m. and returned at 12:35 p.m.

5. COUNCIL COMMENT

Schneemann thanked Councilmembers for their participation in the goal setting session. He thanked Mr. Fleetham for facilitating the discussion and keeping everyone on task.

Galvin noted financial sustainability should be at the front of the Work Plan.

LaRussa is looking forward to a consolidated document of Council goals and proposed actions relative to study sessions, evaluations, etc. He enjoyed the process and discussion of the meeting.

6. ADJOURNMENT

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bowman, Mayor Pro Tem
SECONDER:	Galvin, Councilmember

The meeting adjourned at 2:00 PM.

Steve Schneemann, Mayor

Susan K. Halberstadt, City Clerk

Approval Date: March 19, 2018