

FARMINGTON CITY COUNCIL
SPECIAL MEETING

A special meeting of the Farmington City Council was held on Monday, October 30, 2006, in Council room A, 23600 Liberty Street, Farmington, Michigan. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order at 7:03 p.m. by Mayor McShane.

COUNCIL MEMBERS PRESENT: Buck, Knol, McShane, Sutherland, Wiggins.

COUNCIL MEMBERS ABSENT: None.

CITY ADMINISTRATION: Public Services Director Gushman, City Clerk Halberstadt, City Manager Pastue, Assistant City Manager Richards.

APPROVAL OF AGENDA

10-06-197 MOTION by Knol, seconded by Sutherland, to approve the agenda as submitted. MOTION CARRIED UNANIMOUSLY.

PROCLAMATION-PARENTS WITHOUT PARTNERS-8TH ANNUAL "CELEBRATION OF LIFE" – NOVEMBER 4, 2006

Mayor McShane proclaimed November 4, 2006 as Parents without Partners-Huron Valley Regional Council #34 and University of Michigan Cancer Research Day in the City of Farmington.

DOWNTOWN CENTER WINTER MAINTENANCE PROPOSAL

City Manager Pastue reviewed the Snow Services Agreement for the Downtown Farmington Center and request Council's approval.

Council member Buck asked if the services were for two winter seasons. Director Gushman replied it would be for one season and the contract would be modified as such.

Council member Knol suggested including Orchard Street in the agreement. Director Gushman replied it would be too difficult and time consuming.

Council member Wiggins asked what the snow removal cost would be for a normal year. Pastue replied about \$12,000.

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Buck questioned the \$55.00 per man-hour for walkway snow removal quoted in the agreement. Director Gushman replied that those quotes were given to Kimco and walkway services are not the City's responsibility.

RESOLUTION 10-06-198 Motion by Sutherland, seconded by Wiggins, to sign a one-year agreement with the Independent Services Group, 13240 West Star Drive, Shelby Twp., Michigan, for snow removal services in the Downtown Center.

ROLL CALL

AYES: Knol, McShane, Sutherland, Wiggins, Buck.

NAYS: None.

ABSENT: None.

MOTION CARRIED UNANIMOUSLY.

STUDY SESSION ITEM

CIVIC THEATRE OPERATIONS

Pastue suggested Assistant City Manager Bill Richards assume the role of General Manager for the Civic Theatre. In order to accommodate the additional responsibility, he advised that part of Richard's duties would be transferred to the Finance Department. He noted that the current Theatre management, MKA, would still act in an advisory capacity for a period of time.

Pastue advised that under proposed changes three things needed to be accomplished: improve the operation of the theater in regards to maintenance and employee management, reduce General Fund expenditures, and establish a hands-on-involvement that would lead to additional rentals and enhanced volunteer opportunities. He stated the City would continue the existing agreement with MKA to operate the Civic Theatre at an annual cost of \$125,000 per year plus 5% of gross receipts. Pastue noted the Theatre would continue to show second run films and no other budget changes are anticipated.

Council concurred that the Civic Theatre is not for sale.

Council member Sutherland asked Richards if he would be making the film selections. Richards replied that he would not be ordering the films, but he would be assuming the duties of the present MKA manager and some of the duties of the executive secretary. He stated issues of cleanliness of the Theatre and upgrading of staff need to be addressed.

During the transition period, Pastue advised MKA would need to train Mr. Richards and provide their expertise on the equipment. He stated he felt comfortable with the City administering the day-to-day operations of the Theatre.

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Buck asked Richards if he would be able to accomplish the goals for the Theatre as identified by the City Manager. Richards responded that he would do his best. Buck requested a business plan that would increase both ticket and concession sales.

Wiggins asked Richards how he would accomplish more hands-on involvement. Richards replied he hoped that volunteers could supplement the paid staff on a regular or contingency basis. Responding to an additional question, Richards stated that fundraising had not yet been considered.

Knol stated that she had no doubt that Richards would be able to handle the job, but expressed concern that he would not have time to accomplish his other duties. Pastue stated that some responsibilities would be shifting to the Finance Department and he would handle legal review. He stated Richards would continue working on personnel matters related to policy, Shiawassee Park land acquisition, and CDBG.

Mayor McShane requested keeping a log of time spent on the Civic Theatre. She noted the time and effort that will be needed for upcoming projects. Pastue replied that with the restructuring his office would become more efficient.

McShane noted the Theatre is a great draw for the City, but maintenance improvements need to be made to maintenance and more revenue opportunities need to be generated.

Council member Sutherland noted this management change would be made on a one-year trial basis.

Knol stated action needed to be taken soon and she did not want to have it drawn out another six months. She also requested a succession plan for Mr. Richards.

Buck voiced concern about the discussion of both a trial run and replacement for Mr. Richards. Knol replied that during the trial period options need to be explored for Richard's successor. Richards stated he would like a job description for his role as Theatre Manager. Pastue stated he would like to see a blue print for routine operation at the Civic.

Mayor McShane requested documentation of procedures that could be followed for years to come. She asked if the City could decide what to sell at the concession such as the addition of coffee and cookies. Richards replied there would have to be compliance with the Health Department.

Council concurred to have City Manager Pastue pursue the restructuring and alternatives related to improving the operation and reducing expenses of the Civic Theatre.

Council took a 5-minute break.

SHIAWASSEE PARK PROJECT

Pastue advised Administration met with Michigan Department of Natural Resources (MDNR) regarding the grant application for Shiawassee Park improvements. He stated it would be difficult to address the concerns of the MDNR prior to their meeting in December. He further stated the lack of approval from the MDNR related to the negative comments from the public concerning the proposed improvements, ownership of land, and size of the community. Richards noted that the MDNR presented ways to correct the concerns. Pastue stated the City could move forward with federal grant funds for the switchback staircase and trail improvements in 2007. He stated it could be bid out after the Founders Festival.

Pastue noted the federal grant needs to be spent before the end of 2008. He also noted the alternative would be to submit another grant application for MDNR funding in 2008. Pastue recommended they move forward and prepare a modified state application. He felt three of the categories could be met, but it would change the percent contribution for the project in the future.

Council concurred to move forward with the federal grant funds for the switchback staircase and trail improvements.

SHIAWASSEE ROAD OVERHEAD LINES

Pastue stated the cost to bury overhead lines down the length of Shiawassee from Orchard Lake to Farmington Road would be approximately \$3,000,000 and as a result the City would not pursue this option. He also noted that the request made by Knol for a sidewalk would be expensive and would not be ADA compliant.

McShane advised that proper signage is needed on Shiawassee for pedestrians. Knol stated there needs to be designated pedestrian crossing on Shiawassee at Farmington Road and she noted that it was difficult to cross at Raphael Street. Gushman suggested the installation of a flashing light. Discussion followed regarding other crosswalk options near the park.

Pastue advised that signage and signals could be installed to make crossing Shiawassee safer. He noted he would be contacting the school board to secure an easement for utility poles.

REVIEW OF 2007 CITY COUNCIL CALENDAR

Pastue reviewed the 2007 Calendar with Council. Mayor McShane requested that the meeting times of each Board, Commission and Committee be verified. Pastue stated they are ensuring the calendar is as accurate as possible.

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PUBLIC COMMENT

There were no public comments.

COUNCIL COMMENT

Wiggins asked if the completion date for the Grand River bridge was still November 11th. Gushman responded yes provided the weather held out.

CLOSED SESSION – UNION NEGOTIATIONS

10-06-199 MOTION by Knol, seconded by Buck, to enter into closed session regarding union negotiations.

ROLL CALL

AYES: Buck, Knol, McShane, Sutherland, Wiggins.

NAYS: None.

ABSENT: None.

MOTION CARRIED UNANIMOUSLY.

Council entered closed session at 8:55 p.m.

Council returned to open session at 9:19 p.m.

ADJOURNMENT

10-06-200 MOTION by Sutherland, seconded by Knol to adjourn the meeting. MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 9:20 p.m.

JoAnne M. McShane, Mayor

Susan K. Halberstadt, City Clerk

APPROVED: NOVEMBER 20, 2006