

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION REGULAR MEETING
COMMUNITY ROOM
31555 11 MILE ROAD, FARMINGTON HILLS MI
January 28, 2016**

Vice Chair Rae-O'Donnell called the Planning Commission meeting to order at 6:00 p.m. on January 28, 2016.

Commissioners Present: Fleischhacker, Mantey, McRae, Rae-O'Donnell, Stimson, Schwartz (7:03 p.m.)

Commissioners Absent: Blizman, Orr, Topper

Others Present: Staff Planner Stec; Public Services Director Mekjian, Assistant to the Director of Public Services Mondora, Engineering Manager Cubera, DPW Superintendent McCarthy; Director of Central Services Lasley; Special Services Director Schnackel, Deputy Director of Special Services Farmer, Facilities Supervisor Hotchkiss; Acting Fire Chief Panoushek, Fire Marshal Olszewski; Police Chief Nebus, Assistant Chief Stasch

APPROVAL OF AGENDA

MOTION by McRae, support by Fleischhacker, to approve the agenda as published.

Motion carried unanimously.

REGULAR MEETING

A. CAPITAL IMPROVEMENTS PLAN 2016-2017 THROUGH 2021-2022

Staff Planner Stec explained that tonight's meeting was a review of the draft Capital Improvements Plan (CIP) for 2016-2017 through 2021-2022. The CIP was not a promise of funding, but was the guiding document for capital improvements and purchases throughout the City. Additionally, the CIP helped department heads and others understand how all capital improvements in the City were being requested and prioritized. The CIP process was required by the Planning Enabling Act. Tonight the goal was to set the CIP for Public Hearing on March 24, 2016, and then forward the CIP to the City Council no later than April. The City Council would then approve the CIP with their budget in June. The CIP offered a way to annually track, list, and re-evaluate any capital expenses \$25,000 or more, or alternatively, grouped expenses that totaled \$25,000 or more.

Staff Planner Stec explained that various City personnel would present the portion of the CIP that related to their departments.

PARKS AND RECREATION

Special Services Director Schnackel, Deputy Director of Special Services Farmer, and Facilities Supervisor Hotchkiss were present for this part of the CIP review.

Referring to page 13 of the draft CIP document and utilizing overhead slides, Special Services Director Schnackel reviewed the accomplishments of the past fiscal year, highlights of which included:

- Purchased and installed one 30-ton HVAC Unit and two 15-ton HVAC units at the Costick Activities Center.
- Replaced the electric golf cart fleet at Farmington Hills Golf Club.
- Replaced a number of pieces of equipment and vehicles for Parks and Golf, all listed on page 13 of the CIP.
- Repairs and enhancements at the Ice Arena including a new ADA sliding door entryway.

Items that needed to be included in the 2016-2017 fiscal year included some things that could not be completed from the last CIP, including full reconstruction of the Costick Center C parking lot.

Director Schnackel reviewed proposed parks and recreation projects as listed on page 68 of the draft document. She pointed out that proposed projects included new trail and way finding signs for all Parks and Facilities throughout the City. Also, the window and office project at the Nature Center would be completed in 2016-2017, along with replacement of the Nature Center and Day Care Center roof. Spicer House boiler replacement and structural support work was requested.

Other projects included:

- Parks and Golf Vehicles as outlined on page 68.
- Parks and Golf Equipment as outlined on pages 68-69.
- Ice Arena improvements to update and repair Ice Arena infrastructure and equipment.
- Costick Center improvements, including replacing office and hallway carpeting, painting and tuck-pointing the exterior, and replacing the domestic boiler.
- Adding lights to the Founders Park parking lot directly adjacent to the paved lots and the lot next to Riley Skate Park, as well as security cameras around Riley Skate Park, electronic display sign and a small playground.
- Parking lot improvements to the Costick A & B Lot and Entry Drives. Matching grant opportunities might be available for these projects through the Michigan Natural Resources Trust Fund and/or the Land and Water Conservation Fund.
- Farmington Hills Golf Club tee repair (#5 Tees, #6 Ladies Tee and #13 Tee).
- Acquisition of parkland.
- Costick Center Pool and Performing Arts Space.

Discussion included:

- The Planning Commission would like some input/lead time before a Performing Arts Space was constructed.
- There were no specific guidelines for parkland acquisition. The Department was always looking for opportunities to purchase appropriate lands and would especially like larger pieces that could support sports fields.
- Commissioner Mantey thought the acquisition of land for parks and recreation activities should include purchasing rights-of-way for sidewalks. He felt this was absolutely related to recreational activities. Also, as the population aged, benches along sidewalks were an important investment. Director Schnackel said sidewalks were a DPW responsibility.
- Deputy Director Farmer spoke to a possible future fitness park targeted to baby boomers and senior citizens. Also, trail way-finding signs and trail systems were being geared to all ages.
- Commissioner McRae wanted to make sure the Parks and Recreation Department was working

with the Grand River Corridor Improvement Authority regarding trails along the river.

- In response to a question from Acting Chair Rae-O'Donnell, Director Schnackel said the security lighting at Riley's Skate Park was not only to enhance normal security, but also to make sure any trip hazards in the parking lot were clearly visible. They had had some graffiti, and the lights and cameras would be a deterrent to that. However, the park was very safe and they had very few security issues. Lighting and cameras requested were preventative more than anything else.

TECHNOLOGY

Director of Central Services Lasley reviewed the accomplishments of the past year as listed throughout the draft document. Director Lasley especially noted that in 2013 City Council approved the implementation of the Software Scheduling Solution. Competing priorities (Farmington EVIP, now complete) and inadequate funding had made this initiative difficult to achieve, but the Department was ready to move forward. \$200,000 was requested in the 2016/17 CIP and an additional \$60,000 per year would be required for ongoing support for this program.

In addition to the Farmington EVIP, accomplishments of the past year included:

- Upgrade of the City's website and intranet.
- The card access system at DPW, Police, Fire and Costick Center were combined into one networked database.
- Migrated the SQL cluster into VMWare,
- Awarded a contract with a firm that would assist the City in converting microfilm and microfiche files to document imaging for the Building Department and Engineering Department legacy documents that could not be destroyed. After those documents were converted, other documents throughout the City would be processed. Estimates were \$1.2 million for this effort. This would be a multiple-year process, and would target just those documents that needed to be readily available.
- Desktop PC's (200 units) and software were upgraded to MS Windows 7 as support for MS XP ended in April 2014.

Director Lasley said that the Michigan Public Services Commission had issued new rules for multiline telephone systems (MLTS) effective December 31, 2016. The new rules required that any building have its own street address. If the building contained an occupied area of 7,000 square feet on multiple floors, the MLTS operator should identify the specific location of each communications device, including street address and building floor. The City's 11-year-old phone system could not accommodate this requirement, and the entire phone system would probably have to be replaced.

Items of discussion included:

- The cost of the last phone upgrade was about \$.5 million, and that did not include a complete upgrade of all buildings. The goal for the current mandated upgrade would be to integrate all buildings into one system. Costs were difficult to estimate as AT&T was transitioning from copper lines to fiber optic. AT&T was not renewing the contract previously negotiated with them, and right now costs were uncertain.
- When the City Council approved an implementation of a Software Scheduling Solution, the IT Department was also tasked with combining the City of Farmington's IT with Farmington Hills. They did not have the staff to accomplish both simultaneously, and the merger of the two cities was given priority. The two cities' data networks were combined with the help of an Economic Vitality Incentive Program (EVIP).

- The proposed Scheduling Package would be especially helpful to the Fire Department as it would factor in seniority rights, minimum staffing requirements, who was scheduled last, etc. The Package should be able to upload directly into the City's financial system, thus streamlining payroll process.

CLERK'S OFFICE

City Clerk Pam Smith explained that the State Bureau of Elections (BOE) had distributed a statewide Request for Proposals (RFP) for new Election Equipment. Currently there was some funding available through the Help America Vote Act (HAVA) but not enough to cover a statewide purchase. Additional funding had been requested and the legislature was currently reviewing that request and had indicated that there may be more monies earmarked for this purpose. The BOE had suggested that communities plan on funding a portion of the equipment purchase in order to meet statewide needs, in light of no action to date from the legislature to dedicate additional funding.

The new equipment roll out would most likely occur in 2017; the State BOE was still going through the RFP process.

The current election equipment was over 10 years old. The City had 46 m-100 tabulators, which were used at the polling locations and for the absent voter-counting board, and 27 ADA units. Michigan Election Law required one ADA unit to be located in every polling location.

The cost per unit was estimated at \$5,500 and the state had suggested that local communities budget between \$2,500 and \$3,000 per unit.

Items of discussion included:

- The City had just over 60,000 registered voters. During a presidential election about 16,000 absentee ballots would be cast. Overall turnout during a presidential election would probably be 75%.
- City Clerk Smith described the difference in process between counting absentee ballots and counting ballots cast in person. The new equipment would make counting absentee ballots easier.
- It was possible the requested funds would not be needed. However, if the funds were needed, they would need to be accessed very quickly.

FIRE DEPARTMENT

Acting Fire Chief Panoushek and Fire Marshal Olszewski were present on behalf of the Fire Department.

Deputy Fire Chief Panoushek reviewed the accomplishments of the 2015-2016 fiscal year, including:

- Completed Phase One of Fire Stations 4's driveway/parking repairs and catch basins at Stations 1, 2 and 3.
- Completed the construction of the Battalion Chief's office at Station 5.
- Completed the purchase of training room chairs and tables and other furnishings for Stations 1, 2, 4, and 5.
- Replaced HVAC units at Station 5 – this was more costly than originally budgeted so they were using funds from the 2016-2017 fiscal year as well as the past year to accomplish this.

- Recommended the Scheduling Software Program mentioned earlier by Director of Central Services Lasley.
- The Fire Department was working with the City of Warren and Rochester Hills on a consortium bid for rescues and medics. They currently had 9 transporting vehicles, of which 1 or 2 were always out of service. They were seeking to replace 4 units in the current fiscal year, and 2 more in 2016-2017.

Requested items for 2016-2017 included:

- Fire Stations 1, 2, 4 and 5 were in need of a network of interior improvements. Those stations were all over 17 years old. Currently, various cabinets, countertops, carpet, furnishings, HVAC and attic insulation were in need of repair/replacement. This included interior modifications to accommodate a 24-hour operation.
- The concrete aprons, driveways, sidewalks and parking lots were deteriorating at Fire Stations 1, 2, 4 and 5 and needed replacement and/or repairs.

Requested fire apparatus purchases – budgeted \$1.1 million – included:

- Purchase replacement for Rescue 3 and Rescue 4.
- Purchase replacement for Engine 33.
- Vehicle refurbishment.

Items of discussion included:

- After the 2016-2017 amounts for building repairs, etc., included in the CIP spread sheet, no further monies were reflected in the CIP for four years. This was an accurate representation. The Fire Department was attempting to do complete maintenance and upgrades as described in the 2016/2017 fiscal year. It made the most economic sense to bid everything at once.
- The number of Fire Department runs was estimated to rise about 3% per year; in the last years there was a 5% increase per year.
- The Fire Department worked with DPW to maintain their vehicles, and also worked with them to decide which vehicles needed to be replaced.
- The Department was planning on purchasing smaller rescues, which would provide a more comfortable ride for patients and would be less expensive to purchase.
- The Department transported 5,635 patients last year, and brought in approximately \$1.65 million in insurance fees.

POLICE DEPARTMENT

Police Chief Nebus and Assistant Chief Stasch were present on behalf of the Police Department.

Assistant Chief Stasch reviewed the accomplishments of the 2015/2016 fiscal year, including:

- The last phase of the multi-year building renovation plan. This phase included the redesign of the basement space, which impacted the men's and women's locker rooms, storage rooms, south stairwell, basement HVAC, exercise room, and exterior stairs. Also included were the second floor locker room, second floor restrooms, Evidence Technician Lab, fire alarm system and jail security access door.
- The Police Department's Panasonic Toughbook 74s, purchased in 2009, were replaced with Dell Latitude 12" Rugged Extreme notebooks.
- Body armor worn by police officers had a federally mandated five-year replacement schedule. In 2011 the Police Department replaced its entire inventory of body armor; the body armor

currently issued to 88 sworn members reached its “end of life” in 2016. In addition to the current body armor system, this replacement project included the acquisition of an exterior vest carrier system (vest will be worn over the officer’s uniform shirt) for all of the sworn members of the department. Partial funding was received from the Federal Bullet Proof Vest Grant Program (\$36,000 grant of a total \$100,000).

Police Chief Nebus reviewed requests for the 2016/2017 fiscal year, including:

- Police Building Exterior updates, including increasing parking lot security. The need for parking lot security was growing, and past and present issues were discussed. Improvements would include such things as signage changes, working with the City Attorney on a new ordinance for trespassing in the Police parking lot, research and/or provide legal authority to prohibit open carry protestors, etc., in the parking lot, landscape changes, and barrier arms for access control off of Orchard Lake Road and/or 11 Mile Road.
- 911 Call Processing Equipment (CPE) Replacement. This legally mandated replacement would be to an IP based network.
- Replacement of the recording system for all emergency police and fire telephone calls and radio transmissions to and from the 911 center. This was also mandated, and had to be done in order to work with the new 911 CPE replacement.
- Police Officer Body Worn Camera System. Everyone involved in the Police Department including the unions wanted body cameras. However, there was still no system that provided an integrated car and body camera system. Thus this project was dependent on new technology, not yet available for purchase, that would provide an integrated car and body camera system, wireless downloading, adequate battery life and an integrated video retention system.
- Police and Fire Communications Section workstation upgrade. This was also mandated, as new dispatcher workstations were necessary to accommodate the 911 CPE and replacement of the radio system. Current workstations were installed in 1999 and were not designed to accommodate the number and size of video monitors now required. Improvements would include dual height adjustments, custom monitor placement, and individual climate control. Chief Nebus noted that dispatchers were not allowed to leave while on duty, and could be at their stations for 12 hours.
- Complete Radio System Replacement. This was also mandated. The existing mobile and portable radio equipment would not be County supported after December 31, 2017. While Oakland County had expressed intent to develop financial plans to ensure funding availability, the County had made notification that local governments should plan for funding responsibility for this project.
- Mobile Command Post Vehicle. The current Mobile Command Post Vehicle was 16 years old and would need to be replaced in the near future. Mechanical failures were becoming more frequent, the technology was outdated and current implementation of the Incident Command System required more space for personnel in the current vehicle than was available. The Command Post could also be used by the Fire Department.

Discussion included:

- Body armor expired due to heat and humidity. The manufacturer’s recommended replacement was 5 years.
- Fences around the rear parking lot might not be practical at this point.
- There were cameras in the Police parking lot.
- People with mental health issues often came to the Police Department, sometimes behaving

- violently, sometimes just asking for help.
- Curb cuts could be reduced along 11 Mile Road, thus improving safety issues regarding parking lot access.

Vice Chair Rae-O'Donnell called a short break at 7:19 p.m. Vice Chair Rae-O'Donnell recalled the meeting at 7:31 p.m.

SIDEWALKS, TRANSPORTATION, SANITARY SEWERS, WATERMAINS, DRAINAGE, DPW EQUIPMENT

Public Services Director Mekjian, Assistant to the Director of Public Services Mondora, Engineering Manager Cubera, and DPW Superintendent McCarthy were present on behalf of this presentation.

Director Mekjian referred the Commission to the 2015/2016 accomplishments as listed in the draft CIP. Items especially noted by Director Mekjian and his staff included:

- Completion of DPW garage addition.
- Brine Making System upgrade. This state of the art brine maker was unique in the state.
- Woodbrook and Orchard West subdivision road improvements.
- Phase 1 and 2 of the Grand River Homes water main replacements project, impacting 300 homes.
- Completed sidewalk projects.

Director Mekjian noted that the City Council adopted a directed special assessment policy for local roads, which was a City initiated road program. As a public health and safety issue, local road systems with a PASER rating of 2.75 or less were prioritized and placed in a program that would consider their reconstruction in the upcoming years.

The Industrial/Commercial Road CIP was new this year. The Department had identified industrial and commercial roads that needed attention. These would be special assessment projects.

The Capital Preventative Maintenance CIP was also new. These projects included maintenance that would prolong the life of roads not yet requiring major repair.

Discussion included:

- It would take approximately 10 years – and continual funding – to improve the PASER ratings overall throughout the City.
- 8 Mile Road from Farmington west to Haggerty was a Wayne County Road. It would have a slab replacement program this year at the same time that I-275 was being shut down. Neither of these (8 Mile and I-275) were City projects.
- It was noted that the major road spreadsheet had been omitted from the CIP – this needed to be included when the CIP went to public hearing.
- Responding to comments from Commissioner Stimson, Engineering Manager Cubera said he would have the DPW look at the entrance to the Greencastle subdivision, where the entranceway was especially bad but the rest of the sub roads were in good shape. Director Mekjian explained that the roads in a subdivision were averaged when planning for overall road upgrades.
- The City coordinated with other communities for major road rebuilding.
- The City was aggressive with grant applications; this was very helpful in funding some

- projects, including Drake Road south of 14 Mile Road.
- The City was in the study phases of addressing the flooding problem on Halsted south of 14 Mile Road.

Drainage

Assistant to the Director of Public Services Mondora reviewed the Drainage projects in the CIP. Highlighted projects included:

- The annual allocation for the NPDES (National Pollutant Discharge Elimination System) permit. Storm water management requirements were moving toward zero runoff.
- Drake Road Culvert Replacement.
- Omenwood, Geraldine and Medbury Culvert Improvement.
- Miscellaneous Major Culvert Repair.
- Miscellaneous Storm Sewer Repair.

Discussion regarding drainage included:

- As road improvements moved forward generally, the drainage infrastructure associated with those roads also had to be brought up to standard, and repaired where necessary. It did not make sense to repave a road over infrastructure that needed repair.
- The CIP, especially regarding drainage, was a document in process.
- The well problems associated with the Middlebelt Transport project seemed to be almost all resolved.

Sewer

Assistant to the Director of Public Services Mondora reviewed the Sewer projects in the CIP. Highlighted projects included:

- The annual request for the Sanitary Sewer Rehabilitation Program.
- Evergreen/Farmington LTCAP Upgrade – Middlebelt transport and Storage Tunnel and Utley Area Sanitary Sewer Isolation.

It was noted that there were very few new sanitary sewer projects that connected residents who had septic fields. This was becoming prohibitively expensive; ways to fund these projects were being researched.

Water Main

Engineering Manager Cubera reviewed Water Main Projects. Highlighted projects included:

- Miscellaneous upgrades to the Water System.
- Grand River Homes, replace existing 4" and 6" with 8", Phase 3.
- Grayling, Waldron and Dresden, replaced Existing 4" and 6" with 8".

At 8:09 p.m., in response to a question from Commissioner Mantey, the situation with Flint water was discussed, with Director Mekjian leading. Because of professional affiliations, Commissioner Schwartz left the room after the question was asked, but before the discussion began. During this discussion, Director Mekjian emphasized that every June every water customer in Farmington Hills (and indeed throughout the State) received a Consumer Confidence Report regarding the purity of water they were using.

When the discussion regarding Flint ended at 8:18 p.m., Commissioner Schwartz rejoined the Commission.

Public Facilities

Director Mekjian, Assistant to the Director Mondora, and DPW Superintendent McCarthy led the discussion regarding Public Facilities. Highlighted projects included:

- Gateway Signage at Entrances to the City on Major Roads. This included planning, design, and installation of new signage.
- DPW Building Roof Replacement.
- DPW Vehicle Storage Garage Re-Painting.
- Salt Storage Dome Re-Roof.
- Exterior Way-finding at City Hall Municipal Campus.
- Citywide Facilities Audit.
- Police Department Cell Block Plumbing Replacement.
- Police Department Master Keying.

Sidewalks

Director Mekjian and Engineering Manager Cubera led the discussion reading Sidewalks. They reviewed the prioritization process for sidewalk projects in the City, and the projects reflected in the CIP. Highlighted projects included:

- Sidewalk replacement and maintenance, including brick pavers in Historic Districts.
- Non-motorized Master Plan (not yet funded by City Council).
- Middlebelt, west side, Ten Mile to Juneau Lane.
- 14 Mile south side, Pear Ridge to Clubhouse.
- 11 Mile Road, south side, Orchard Lake to Middlebelt Roads.

Engineering Manager Cubera explained that some expensive projects needed to be split up in multiple years, such as the Power Road project, east side, 10 Mile to 11 Mile Roads. Bike paths also needed to be funded, and this could be rolled into projects such as the Power Road project, by including a bike path up to Oakland Community College. This combined project was “far future.”

Discussion included:

- Connecting the sidewalk on Middlebelt from Juneau all the way to Moran.
- The non-motorized Master Plan was very important and should be funded.
- The non-motorized Master Plan could address sidewalk shoveling.
- Further discussion regarding completing a non-motorized Master Plan noted that right now the Engineering Staff was completely focused on road improvements in the City.
- It was suggested the Staff Planner Stec talk with Planning Consultant Arroyo regarding how much consultant fees would be for a non-motorized Master Plan. That cost should be included in the Public Hearing.

Transportation

The chart for major road projects would be included for the Public Hearing.

Engineering Manager Cubera reviewed Summer 2016 Capital Improvements Projects including:

- Thirteen Mile Road Rehabilitation between Haggerty and Halsted Roads.
- Thirteen Mile Road Rehabilitation between Farmington and Orchard Lake Roads.
- Drake Road Rehabilitation between Thirteen Mile and Fourteen Mile Roads.
- Inkster Rd Mill and Fill between Thirteen Mile Fourteen Mile Roads.
- Gill Road between 8 Mile 9 Mile Roads and Colfax Street, and between Gill and Farmington,

Road Rehabilitation.

- Briar Hill Subdivision Road Rehabilitation.
- Independence Commons Subdivision Road Rehabilitation.
- Hollywood Subdivision, and Westhill Woods and Tarabusi Grand River Area Subdivision Road Rehabilitation.
- Costick Center Parking Lot C Rehabilitation.
- Fourteen Mile Road Sidewalk – between Chatsworth and Inkster Road South.

Future road construction discussion included:

- Eleven Mile Road reconstruction, Orchard Lake to Middlebelt.
- Drake Road from 12 Mile to 13 Mile Road.
- 13 Mile Road from Halsted to Drake.
- The City was seeking Federal funds for 13 Mile from Farmington to Drake, 13 Mile from Inkster to Middlebelt, and 11 Mile from Inkster to Middlebelt.
- Orchard Lake Boulevard, Thirteen to Fourteen Mile – Right-of-way and Construction.
- Twelve Mile Widening, Inkster to Middlebelt.

Engineering Manager Cubera pointed out that when Federal funds were sought, Federal approval of a project was a first step – the actual completion of the work was three years after approvals were received. The City was also prioritizing roads that didn't have the kinds of volume that would qualify for Federal funds.

Equipment

DPW Superintendent McCarthy led this discussion. After reviewing 2015/2016 equipment purchases, he highlighted 2016/2017 equipment needs, which included:

- 5-yard dump truck with slip-in V Box replacement.
- 10-yard dump truck with slip-in V Box replacement.
- Mechanical street sweeper.
- Sewer camera – replacement as a Hook Loader Attachment.
- Miscellaneous equipment refurbishment.

Superintendent McCarthy said they monitored the life cycle of DPW equipment. If the City Council approved the expenditures as requested, the new trucks ordered would probably be built and delivered by December 2017.

As the presentations had ended and there appeared to be no more discussion, Commissioner Stimson made the following motion:

MOTION by Stimson, support by Fleischhacker, to set the Capital Improvements Plan 2016/2017 through 2021/2022 for Public Hearing on March 24, 2016.

Motion carried unanimously.

PUBLIC COMMENTS: None

COMMISSIONER COMMENTS:

Commissioner Mantey expressed gratitude and support for starting this meeting at 6:00 p.m.

ADJOURNMENT

There being no further comments, Vice Chair Rae-O'Donnell adjourned the meeting at 9:18 p.m.

Respectfully submitted,

Steven Schwartz
Planning Commission Secretary

/cem