

AGENDA
CITY COUNCIL STUDY SESSION
AUGUST 23, 2021 – 6:00PM
CITY OF FARMINGTON HILLS
CITY HALL – COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com

1. Call Study Session to Order
2. Roll Call
3. Update on Public Art
4. Discussion on reconstituting the Commission on Energy and Environmental Sustainability (CEES)
5. Adjourn Study Session

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made. Thank you.



OFFICE OF CITY MANAGER

DATE: August 18, 2021
TO: Mayor and City Council
FROM: Gary Mekjian, City Manager
SUBJECT: Reconstituting the Commission on Energy and Environmental Sustainability (CEES)

There has been some discussion about the referenced. I've attached, for City Council review, information regarding what the CEES did, why it was established, and where it is now. In addition, with our broadband system design now underway, City Council may want to have this commission include *Innovation* as part of their mission and include a member(s) of the commission as one of the stakeholders in our future Smart City/Digital Transformation effort which will include developing and implementing digital applications that ride on the future broadband backbone. We look forward to City Council's discussion.

Gary Mekjian

From: Ellen Schnackel
Sent: Tuesday, August 10, 2021 1:16 PM
To: Gary Mekjian; Kelly Monico; Pam Smith
Cc: Bryan Farmer; Joseph Valentine; Karen Mondora
Subject: FW: Sustainability Program

Sustainability Program History....

From: Ellen Schnackel
Sent: Thursday, July 08, 2021 12:51 PM
To: Gary Mekjian <GMekjian@fhgov.com>
Cc: Joseph Valentine <JValentine@fhgov.com>
Subject: Sustainability Program

The Sustainability Program Coordinator was a position that first began under the direction of Nate Geinzer. The position was designed to recognize and complete projects that would further incorporate sustainability into city facilities and programs. When Nate left the City, the position fell under the direction of the Department of Special Services. The current part time position is housed at the Farmington Hills Nature Center at a rate of about \$14/hour. Some of the position projects and work includes/has included:

- Energy Prize Program - project complete
- Develops displays and educational materials that are shared in the Nature Center and through Nature Center programming
- Developed the installation of recycle cans (blue cans in our parks) and the design of collecting recyclables and trash, and continues to work on efforts to increase recycling in additional parks and facilities
- Developed and assists with STEM Programming at our Nature Center, which serves Farmington Public Schools in person and virtual field trips, using funding from program revenue and Bosch Grants
- Assists with the planning and work required for Invasive Species in Parks and public property
- Represents city and attends meetings with CISMA (Oakland County Cooperative Invasive Species Management Area)
- Assist with deer management at Nature Center by logging resident concerns
- Develop resources, videos and other information for residents in regards to sustainability
- Researches and sometimes incorporates solar, composting, LED lighting, and other sustainable efforts into operation
- Helped create the Nature Discovery Trail Interpretive Areas
- Develops campaigns and pilot projects to continue to show the community the efforts made by the city to progress toward being more sustainable

Funding has gone from over \$60,000 from general fund to \$20,000. The \$20,000 is placed in Special Services Administration budget and is being used for trail restoration, invasive species planning, invasive species removal, assist with stream restoration, equipment for volunteers (to use during invasive species removal volunteer days), purchase of recycle cans, and other sustainable projects.

The City used to have a "green/sustainable commission", however when the city reduced the number of commissions that existed, the green commission was cut. The sustainability position shows that the city continues to support the continuous effort to be more sustainable.

Thanks,
Ellen

Ellen S. Schnackel, Director
City of Farmington Hills Special Services
28600 W. Eleven Mile Rd.
Farmington Hills, MI 48336
248 473-1807 phone
248 473-1871 fax
eschnackel@fhgov.com

Section 2-165. Absences.

To reflect that three unexcused absences in the court of a year (rather than a term) shall subject a member to removal . . .

Section 2-172. Purposes, authority and duties.

Attorney Joppich also reiterated that the last sentence indicating that, "All programs and activities will be sent to council for approval" will be removed from all sections as previously discussed.

Section 2-173. Members; appointment

Remove the last two highlighted sentences as discussed.

Section 2-192. Authority, purposes and duties.

Attorney Joppich explained that this ordinance for the Commission on Energy and Environmental Sustainability (CEES) already included extensive provisions. He noted that he will remove Items 1, 2 and 10 under this section of the ordinance as they are duplicates since this now being incorporated into one board and commission ordinance.

Discussion was held on the CEES and issues with getting a quorum at the meetings. It was determined that it would be best for this commission to serve under the Parks and Recreation Commission.

Attorney Joppich stated that Council could repeal the existing ordinance eliminating it as a stand-alone commission but the next step would be to determine if it would be left to the Parks and Recreation Commission to pass a motion to establish the subcommittee or if it should be included in the Parks and Recreation Commission ordinance that this is a mandatory subcommittee of the Commission.

City Manager Boyer preferred that it was left to a motion of the Parks and Recreation Commission and not included as part of the ordinance. Mayor Massey agreed and suggested making it a part of their by-laws.

Councilmember Bruce expressed concern that if it were not made a mandatory subcommittee under the Commission that it would fade away eventually.

Councilmember Lerner stated that council needs to cut down on the number of boards and commissions and offered as a compromise perhaps changing the name of the commission to the Parks, Recreation, Energy and Sustainability Commission and allow the members to determine how to best handle the topic.

Councilmember Rich did not agree that the city necessarily had too many boards and commissions and agreed with Dr. Bruce that that his is a forward thinking commission and the city needs to have something on this topic.

Mayor Massey spoke again to the consistent lack of quorum and suggested a name change of Parks, Recreation and Sustainability Commission.

Councilmember Knol suggested allowing up to 11 members on a joint board and commission as she does not believe that the Beautification Commission will be able to get 11 members. She suggested putting CEES with the Beautification Commission although she is not sure it was a good fit.

City Manager Boyer stated that both could probably better fall under Parks and Recreation, but felt the Beautification Commission should stand on its own.

AGENDA
CITY COUNCIL MEETING
AUGUST 23, 2021 – 7:30PM
CITY OF FARMINGTON HILLS
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
Cable TV: Spectrum – Channel 203; AT&T – Channel 99
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

REGULAR SESSION MEETING BEGINS AT 7:30P.M. IN THE CITY COUNCIL CHAMBER

STUDY SESSION (6:00 P.M. Community Room – See Separate Agenda)

REGULAR SESSION MEETING

CALL REGULAR SESSION MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of Regular Session Meeting Agenda
2. Proclamation recognizing September 2021 as [Suicide Prevention Awareness Month](#)
3. Proclamation recognizing September 2021 as [National Recovery Month](#)

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 5 – 11)

All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council Member or citizen so requests, in which event the items may be removed from the Consent Agenda for consideration.

CONSENT AGENDA ITEMS FOR DISCUSSION

PUBLIC QUESTIONS AND COMMENTS

Limited to five (5) minutes for any item of City business not on the Agenda.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

CITY MANAGER UPDATE

NEW BUSINESS:

4. Consideration of approval of [appointments](#) to various boards and commissions.

CONSENT AGENDA:

5. Recommended approval of purchase of fleet vehicles with Signature Ford for nine vehicles in the amount of \$324,746, Berger Chevrolet for two vehicles in the amount of \$59,858, and Todd Wenzel Buick GMC for eight vehicles in the amount of \$278,627. [CMR 8-21-81](#)
6. Recommended approval of award of contract for the Pressure Reducing Valve (PRV) Vaults Project to Trojan Development Company, Inc. in the amount of \$716,136.89. [CMR 8-21-82](#)

7. Recommended approval of award of contract for the Police Department and City Hall Structural Repairs to RAM Construction Services of Michigan, Inc. in the amount of \$47,000. [CMR 8-21-83](#)
8. Recommended approval of award of proposal for Business Innovation Center Study Phase 2 to Public Sector Consultants in the amount of \$78,815. [CMR 8-21-84](#)
9. Recommended approval of [request for employment](#) under section 10.01A of the City Code.
10. Recommended approval of the City Council [study session meeting minutes](#) of August 9, 2021.
11. Recommended approval of the City Council [regular session meeting minutes](#) of August 9, 2021.

ADDITIONS TO AGENDA

ADJOURNMENT

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

REQUESTS TO SPEAK: Anyone requesting to speak before Council on any agenda item other than an advertised public hearing issue must complete and turn in to the City Clerk a blue, Public Participation Registration Form (located in the wall rack by the south door entering the council chambers).

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PROCLAMATION
Suicide Prevention Awareness Month
September 2021

- WHEREAS,** according to the Centers for Disease Control and Prevention, in 2019 over 47,500 Americans died by suicide, which means there was one death by suicide every eleven minutes, and there were an estimated 1.38 million suicide attempts; and
- WHEREAS,** suicide rates increased 33% between 1999 and 2019, and suicide is now the 10th leading cause of death overall in the United States; and
- WHEREAS,** suicide is the second leading cause of death for people ages 10 to 34, the fourth leading cause among people ages 35 to 54, and the eighth leading cause among people ages 55 to 64; and
- WHEREAS,** suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and
- WHEREAS,** we can reduce these disturbing statistics through public awareness, education, and treatment, which all play a crucial role in preventing this tragic problem that causes loss of life, and terrible suffering for the families and loved ones left behind; and
- WHEREAS,** Farmington SAFE (Suicide Awareness For Everyone) is dedicated to making a difference by empowering community members, bringing the stigmatized topics of depression and suicide out into the open, and connecting those who need mental health assistance to the many resources that are available.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim September 2021 as **Suicide Prevention Awareness Month** in the City of Farmington Hills and encourage community members to “Talk About It” in order to raise awareness of depression and suicide and work together to prevent this tragic loss, which greatly impacts families and communities.

Vicki Barnett

Vicki Barnett, Mayor



PROCLAMATION
National Recovery Month
September 2021

- WHEREAS,** according to the Substance Abuse and Mental Health Services Administration, over 20 million people in the United States age 12 or older have a substance use disorder; and
- WHEREAS,** the Centers for Disease Control reported that 70,630 drug overdose deaths occurred in the United States in 2019, which represents an increase of over 4% compared to 2018; and
- WHEREAS,** synthetic opioids other than methadone are currently the main driver of drug overdose deaths, showing that further education and awareness is needed about the risks and potential harm associated with prescription drug misuse; and
- WHEREAS,** substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically or functionally significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home; and
- WHEREAS,** stigma and stereotypes associated with substance use disorders often keep people from seeking treatment that could improve their quality of life; and
- WHEREAS,** substance use disorder recovery efforts benefit both individuals and their communities by focusing on the person's ability to live, work, learn, and fully contribute to society.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim September 2021 as **National Recovery Month** and call upon our citizens, public and private institutions, businesses, and schools to increase their awareness and understanding of substance use disorders and the need for appropriate and accessible services to promote recovery.

A handwritten signature in black ink that reads "Vicki Barnett".

Vicki Barnett, Mayor



INTEROFFICE CORRESPONDENCE

DATE: August 23, 2021
TO: City Council
FROM: Vicki Barnett, Mayor
SUBJECT: Recommendation for appointments

I would like to recommend the following appointments at the August 23, 2021 City Council meeting:

Committee to Increase Voter Participation

Dawn Raymond	Length of Term: 3 years	Term ending: February 1, 2024
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Ms. Raymond will fill the vacancy of Mitch Seelye who did not seek re-appointment. Attached, please find Ms. Raymond's letter of interest and resume.

Farmington Community Library Board of Trustees

Ernie McClellan, Jr.	Length of Term: Unexpired term	Term ending: February 1, 2022
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Mr. McClellan will fill the unexpired term of Bill Largent who resigned in May 2021. Attached, please find Mr. McClellan's letter of interest and resume.

Kathie Brown	Length of Term: Unexpired term	Term ending: February 1, 2023
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Ms. Brown will fill the unexpired term of Paul Huyck who resigned in May 2021. Attached, please find Ms. Brown's letter of interest and resume.

Thank you for your consideration of these appointments.

Dawn L. Raymond



Good Day Mayor Barnett, Council, and interested community members:

I submit this letter to ask for consideration of an appointment to one of the vacant positions on the Committee to Increase Voter Participation for the City of Farmington Hills, Michigan.

As a nearly life-long resident of Farmington Hills who has lived within three demographically and socially-economically diverse areas of the city, I understand the considerations and varying viewpoints of the new voter who may still live at home, the renter in a large complex, and the subsequent homeowner when that person considers when and how to vote, and the perspectives that person may have about voting as a general concept.

Additionally, I started as an Election Precinct Worker about 15 years ago and have been a Election Precinct Chairperson/Co-Chairperson for at least 10 years within various precincts here in Farmington Hills. I know the struggles some have getting to the polls as well as the issues which have come up when a voter has felt discouraged about voting locally, especially prior to the same-day registration opportunity. I can apply much of this experience in striving to overcome concerns voters have about voting in elections. I have seen growth in voter turnout in the precinct where I have worked for over five years, especially with new, young voters who are encouraged to not only vote in the federal elections but to come out for the local and state elections. Even so, there is certainly a need to have more than 30% of the voters of an area turn out to make decisions for the masses.

Working as an educator for nearly 15 years with endorsements in Social Studies and English, I realize the continuing need to keep the electorate informed of their rights as voters and to be informed citizens.

An appointment to this committee would let me apply my knowledge of the voting process as both an election worker and an educator.

Respectfully,

Dawn L. Raymond

Dawn L Raymond

Professional Profile

With the goal of modeling responsible citizenship and to expand my knowledge and demonstrate resourcefulness, I:

- Continue efforts towards personal and professional development.
- Sensibly utilize the Internet and various software programs to improve my ability to share information on a variety of platforms.
- Commit to nurturing a lifelong understanding of the world in which we reside to encourage individuals to be responsible and participating citizens.
- Volunteer and support causes to model the importance of an investment in one's community.

Key Qualifications

Clear understanding of voting process and voter requirements as a City of Farmington Hills Election Precinct Chairperson, election worker since 2006.

Effectively interact with varying age groups in dynamic situations.

Assess understanding of information and modify approach as necessary.

Secondary Teaching Certification in English (BA) and Social Studies (RX), Master of Arts in History.

Education and Professional Certifications

Master of Arts, History

Madonna University, Livonia, MI.

Additional Masters Level coursework:

Humane Studies, Non-Profit Leadership Core – Developing and Deploying Volunteers, Humane Studies in the Franciscan Tradition.

Reading – Reading Process, Assessment and Instruction for Secondary Teachers

Bachelor of Arts, English and Social Studies (dual majors)

Madonna University, Livonia, MI.

Bachelor of Science, Business Administration

Lawrence Technological University, Southfield, MI.

Concentrations of Study:

Marketing, Entrepreneurship, German.

Standard Teaching Certificate, Secondary, English (BA) & Social Studies (RX)

Michigan Department of Education, valid through 2025.

Employment

Dealership Accountant I/Showroom & Service Receptionist. October 2015 to present.

Erhard BMW of Farmington Hills, Farmington Hills, MI

Utilization of CDK Global products. Accounting for manufacturer monies. Process receipts and vendor invoices. Collect AR balances. Submit for payment on third party warranty and service contracts. Banking reconciliation, deposits. Schedule review and maintenance. Assist showroom, service, and parts customers. Direct phone calls. Assist Office Manager.

Employment (continued)

Precinct Chairperson, Local/State/Federal Elections. May 2006 to present
City of Farmington Hills Clerk's Office, Farmington Hills, MI

Educator, Grades 6-12. November 2015 to January 2020

Brightmont Academy, Birmingham, MI

Courses taught using a hybrid learning model:

Social Studies: US History. World History. Government. Economics. 5th, 7th, & 8th Social Studies.
AP US History.

English: 5th, 7th, & 8th ELA. English 9. English 10. English 11. English 12. Creative Writing. Writing Strategies. Reading Strategies.

Science: 5th Science.

Electives: Art Appreciation. Art Studio. College and Career Planning. German 1. Spanish 1. Media Literacy.

Guest Teacher: Grades 6-12, Adult Education. October 2006 to October 2018

PESG, Caledonia, MI

Districts: Berkley, Birmingham, Livonia, Plymouth-Canton, Southfield, Westland

Research Assistant. February 2004 – July 2016.

Independent Contractor for Terri Miller of E-Visual Communications, Shelby Township, Michigan.

Teaching Assistant, Culinary Arts, grades 11-12. December 2011 to August 2015

William D Ford Career Technical Center, Westland, MI

Medical Records and Health Information Technician. August 2010 – July 2011.

Independent Contractor for Dr. Kevin Nurmi, Troy Internal Medicine, Troy, Michigan

Journeyman Steamfitter. September 1992 – June 2012 (honorable withdrawal).

United Association Steamfitters/Pipefitters & HVAC/R, Local 636, Farmington Hills, MI

Community Involvement

Michigan Humane Society

Humane Education, 2010-current: Volunteer performing group instruction in classroom and shelter settings regarding animal welfare, pet ownership, and safety around animals.

Administrative Office & Food Pantry, 2014-current: Letter/Note Writing, Data Entry, Gift Bag Prep.

MPAW Eastern Regional Conference Attendee, June 2014.

Meet Your Best Friend at the Zoo, 2012-2016: Information Table, Gate Patrol.

MegaMarch Team Captain, 2010-2018: Team - "Making Treads for Fosters."

Pure Michigan Campaign 2012: Participant in MHS portion of Statewide Sing-Along.

Miss Wayne County Scholarship Program Committee

Auditor, 2015-current: Compile scoring data sheets from judges to determine pageant scholarship awards.

Stage Crew/Voice Over, 1993-2003. Welcoming voice-over. Backstage contestant coordination. Propwork.

Computer Skills

Software: CDK. Microsoft Publisher, Microsoft Office 365, Mozilla Thunderbird, Google Docs.

Working knowledge of HTML and webpage design, AutoCAD, Adobe Photoshop Elements 7.0, Dreamweaver MX, Firework MX.

Education Related: APEX Learning, TeachWorks, Edmodo, Blackboard, Smartboard Technologies, EA+/Skyward, Zangle, Moodle, Dropbox, Google Online Suite, GroupWise.

Professional Development

- **Education**

MISD: Macomb Area Secondary World History and Geography Project 2016-2017, 100+ hours.
Wayne-Westland Community Schools: Working with Special Populations, Positive Behavior Support Best Practices, Student Engagement Best Practices.
Michigan Virtual: assorted courses in Socio-Emotional Learning, Hybrid Teaching, Communication, etc.
Ed2Go: Spanish in the Classroom. Adolescents in the Classroom. Creating Webpages.

- **Culinary Arts**

ServSafe Certification, 2012-2017. ServSafe Instructor 2013-2016. ServSafe Allergens, 2013-2017.
Prostart Teachers' Roundtable at Gordon Food Service, August 2013.
Sur la Table Cooking Classes, 2013-2015: Macarons, Knife Skills, Pasta.
Michigan Restaurant Show, 2012-2015: Seminar attendee - Employee Motivation, Women in Industry, School-to-Work Transition, Catering to Michigan's Cultural Diversity.

- **Steamfitter**

Pipefitters 636 Training Center: EPA Section 608 Technician Certification – Type I, Type III.
HAZWOPER Certification, AutoCAD.
Trane, Inc.: Centrifugals.
Bell & Gossett: Seminars on pump products.
Honeywell: Building Solutions Systems and Integration product training.
Auto-Matrix: Building Solutions Systems and Integration product training.

Personal Development

- **The Arts**

Madonna University Continuing Education: Pewabic Pottery presents Hand Building with Clay.
Farmington Community Education: Floral Design 1 & 2, Stained Glass Design.
Oakland Community College Continuing Education: Calligraphy.
Hoijakat Folk Dancers: Assorted Dance Workshops.

Personal and/or Professional References Available

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From: Ernie McClellan Jr <[REDACTED]>
Sent: Wednesday, July 28, 2021 12:16 PM
To: CMO
Subject: Boards and Commissions
Attachments: Ernie's Resume-2.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello CMO –

I am writing to express interest in serving on a board of commission. I've been a resident of FH since August 2017, and I have worked in the city since 2016. Formerly managing a large BPO operation serving Google.

I am currently employed by Percepta (a Ford Joint Venture) managing business operations for Ford Commercial Solutions. Additionally, I am a licensed insurance broker in 8 states. www.emiagency.com

Currently, I serve as a board member of the Troy Nature Society, which manages the 100 acre Stage Nature Center

My primary interests are in:

Library Board
Committee to Increase Voter Participation
Economic Development Corporation

As a Master Black Belt, who has been a people leader for a number of years, the issues at the library are of particular interest. My expertise in quality operations and people management are in need. Additionally, the library is a key cornerstone of our educational system. My knowledge of what workplaces demand today and tomorrow can serve the system well.

Additionally, I served as the Training Manager for the Kansas City Board of Election Commissioners leading up to the 2008 election cycle. My work in election management has been recognized by the [Election Assistance Commission](#).

If you have any questions or concerns, please do not hesitate to let me know.

All the Best,

Ernie McClellan
[REDACTED]

Ernie McClellan, Jr.

Digitally Enabled Risk Management Professional

Creating high-efficiency risk management solutions at optimal cost

📍 Detroit

in

SKILLS & COMPETENCES

Communication



Budget Management



Customer Experience



Management



Training & Human Development



Consulting



WORK EXPERIENCE

Managing Broker

EMI - Ernie McClellan Insurance LLC

09/2007 - Present

Insurance and risk management related services

Kansas City, Missouri

Manager - Business Process Outsourcing

Cognizant [🔗](#)

10/2017 - 12/2019

Digital Operations

Achievements/Tasks

North America

- Direct merger of two previous consultancies.
- Senior People Leader for North America Customer Experience Team (200 HC).
- Responsible for Voice, Email, Chat, and Social channels.
- Ultimate responsibility to PL and CX metrics. Maintain CSAT +93%.

Training & Quality Manager

arvato|Bertelsmann [🔗](#)

06/2015 - 10/2017

Tasks/Achievements

North America

- T&Q Manager for leading multinational technology company specializing in internet related services and products; primarily online marketing and advertising services
- Direct staff of Quality Coaches, Trainers, and Subject Matter Experts
- Responsible for Learning Methodology Content Development and Training Delivery
- Consistent achievement of key CX metrics and internal operational measures. Growth of CSAT measure from ~87 to > 93%
- Responsible for Voice, Email, Chat, and Social channels

WORK EXPERIENCE

Training/Development Specialist

Accenture, LLP - Rose International [↗](#)

06/2013 - 05/2015

Topeka, Kansas

Tasks/Achievements

- Kansas Eligibility Enrollment System (KEES) project. Strong knowledge of programs offered by KS Dept. of Health and Environment and Department for Children and Families. Understanding of MMIS, CMS, and Federal Exchange interfacing.
- Developed web based and instructor-led training and development materials for a variety of audiences; Delivered training content in a variety of small and large group settings.
- Post-implementation support activities for State Department for Children and Families locations in KS. Primary face of project to end-users. Liaison between local office management and project staff for over 25 counties, including the most populated, Johnson (KC Metro).
- Develop system test parameters to ensure reliability of development activities Analyze system design documents to identify system test conditions.

Training Manager

Kansas City Board of Election Commissioners [↗](#)

06/2011 - 05/2013

Kansas City, Missouri

Tasks/Achievements

- Responsible for developing KCEB's election worker training programs; Developed and implemented "KCEB Academy" an internal staff and public training program [↗](#)
- Manage the KCEB staffers responsible for recruiting and training temporary personnel, deputy registrars and the approximately 1000 Election Day poll workers
- Conducted successful RFP and implementation process for Electronic Voter Check-In system [↗](#)
- Led RFP and Design project resulting in a new web presence for agency
- Contributor, national best practice curation conducted by Election Assistance Commission - Washington, DC

Manager - Sales Compensation (Business Markets)

Embarq [↗](#)

01/2007 - 10/2007

Overland Park, Kansas

Spin-off of Sprint Local Telecommunications Division, later merged into CenturyLink

Tasks/Achievements

- Design, implementation, and administration of performance-based sales compensation plans (PFP) in support of sales objective across all business markets sales channels.
- Manage team members responsible for day-to-day sales compensation functions policy administration.
- Liaise with HR business partner in development of Total Rewards compensation plans.
- Contained existing cost overruns, while realigning plan objectives with current market objectives.
- Facilitated adoption of new sales compensation reporting platform (TruComp).

Manager - Retail Sales

Sprint [↗](#)

10/2005 - 01/2007

Gardner, Kansas

Local Telecommunications Division - Consumer Markets

Tasks/Achievements

- Launch and manage flagship retail operation and corporate test lab.
- Responsible for all management operations including local marketing plans, new marketing sales strategies.
- Completed tenure at 167% of sales objective; Designated Chairman's Club winner (top 3% sales performance)

WORK EXPERIENCE

Technical Support Manager

Sprint [↗](#)

08/2004 - 10/2005

Carlisle, Pennsylvania

Local Telecommunications Division - Consumer Markets

Tasks/Achievements

- Managed technical support call center operation that included overall responsibility for nearly 200 online technicians who provided support to high-speed internet products.
- Direct management of 11 supervisors and administrative personnel; Managed relationship between call center and other business units in support of business objectives.
- Achieved balanced scorecard by exceeding sales objective while improving customer satisfaction in a service oriented environment.
- Directed the development of new tools to improve operational efficiencies later deployed nationwide.

National Sales Support/Compensation Administrator (Consumer Markets)

Sprint [↗](#)

08/2002 - 08/2004

Overland Park, Kansas

Local Telecommunications Division - Consumer Markets

Tasks/Achievements

- Liaison for the national consumer markets call center and retail organizations with marketing, finance, operations, regulatory, IT, and other internal organizations.
- Oversight of sales compensation design, implementation and administration in partnership with Human Resources for Pay for Performance (PFP) at-risk compensation plans.
- Manage pay for performance and incentive budgets in support of successful attainment of business unit sales objectives.
- Manage a team of six regional project managers who were located remotely throughout the operating regions.
- Facilitate Joint Application Design sessions for development of new sales compensation reporting system (TruComp) and Internal Service Order Entry Architecture (SOE)

EDUCATION

BA, Communication

Rockhurst University

08/2009 - 05/2011

Kansas City, Missouri

Coursework - BA English Language/Literature

Fayetteville State University

08/1996 - 05/1999

Fayetteville, NC

HONOR - AWARDS

Diamond Club (2000 - 2002)

Sprint

- Awarded to top 5% of sales organization

Sprint Values Excellence Award (2003)

Sprint

- Teamwork Award
- Awarded to team responsible for essentially irradiating public utility/service commission complaints through deep root cause analysis

Top Gun Award (2006)

Sprint

- Awarded to top 1% of sales leaders in Digital

Chairman's Club (2007)

Sprint/Embarq

- Awarded to top 1% of sales leaders overall p/l

VOLUNTEER EXPERIENCE

Board Member/Treasurer

40 Acres and a Mule, Inc.

10/2007 - Present

Community Development Organization

Kansas City, MO

Tasks/Achievements

- Develop activity campus & space rental marketing plan to cure for declining support from legacy sources.
- Manage commercial swimming pool/lifeguard operations.
- Payroll/Hr administrative functions.

Board Member/Secretary

Mental Health America of the Heartland

08/2005 - 12/2011

Award-Winning Heartland Housing Initiative, "Compassionate Ear " hotline staffed by community peers 24/7

Kansas City, Kansas

Tasks/Achievements

- Member of Executive committee - Secretary
- Membership committee chair
- Public relations committee chair
- Merger an absorption of smaller consumer operated drop-in center

Contact: Sue Crain-Lewis - Kansas City, KS

Steering Committee Young Leader's Society

Heart of America United Way

05/2002 - 12/2004

Kansas City, MO

Tasks/Achievements

- Membership committee chair

CERTIFICATES

Advanced Project Management (11/2020 - 01/2021)

Lawrence Technical University

Six Sigma Black Belt (CSSBB) (08/2020 - 01/2021)

Lawrence Technical University

FCL Library Board Trustee Position

Kathie Brown <[REDACTED]>

Sat 8/14/2021 1:25 PM

To: Vicki Barnett <VBarnett@fhgov.com>

1 attachments (25 KB)

Resume 2021 - Kathie Brown.docx;

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Madam Mayor,

I am writing to you about my revised application for the Library Board Trustee position that I left at your office in April 2021. I have not heard back from you and was wondering if you had considered me to fill one of the two positions.

I feel that I would be a great fit for this position as I have worked at the FCL library for 20 years, know the ins and outs of all the departments in the library and have much experience working with our wonderful patrons, library staff and library board members. This has helped show me the needs of the library from many different perspectives. I have researched, implemented and administered the self-check out and security gates, the current automation system, the telephony system, the collection agency, the automated material handling system, eBooks, eAudiobooks and streaming media. I always kept the library on the bleeding edge of new technology. Having been a Library Director at two other libraries, I have working knowledge of how the Library Board and Director should interact and what is expected from each. I was also the President of two Credit Life Insurance Companies so have experience in that public sector as well.

I know that a number of people have sent you references on my behalf and I hope you were able to read some of them.

I have attached the updated resume in case you did not receive a copy of it.

Sincerely,
Kathie Brown

[REDACTED]

Kathie Brown



Professional Summary

Accomplished Library/IT Professional with 44 years of experience in public, medical, school and consortia library settings and a well-rounded, working knowledge of library interactions with the Public, Staff and Library Board Trustees.

Experience

- **Coordinator of Automation and Volunteers**
Farmington Community Library
Farmington/Farmington Hills, MI
June 2001 – May 2019
- **Library Technical Assistant – Part Time**
Farmington Community Library
Farmington/Farmington Hills, MI
December 1999 - June 2001
- **Library Information Systems Technician**
Providence Hospital & Medical Centers
Helen L. DeRoy Medical Library
Southfield, MI
September 1996 – May 2001
- **Library Director – Part Time**
Franklin Public Library
Franklin, MI
June 1988 – December 1988
- **Library Automation Specialist and Trainer**
Wayne Oakland Library Federation/The Library Network (65 member libraries)
Wayne, MI
April 1986 – April 1996
- **Library Director**
Brandon Township Public Library
Ortonville, MI
March 1985 – March 1986
- **A.E.K, Inc – Credit Life Insurance Company**
Detroit, MI
President – January 1980 – March 1994

- **Circulation Clerk and Assistant Branch Head**
West Bloomfield Public Library and Westacres Branch
West Bloomfield, MI
August 1975 – March 1985
- **Sherron Enterprises – Credit Life Insurance Company**
Detroit, MI
President – February 1989 – February 1990
President – February 1977 – December 1981,
Vice-President - January 1972 – January 1977

Education:

- **A.A.S – Library Technical Assistant**
Magna Cum Laude
Oakland Community College
Farmington Hills, MI
1976
- Eastern Michigan University
Ypsilanti, MI
1966 - 1968

Professional Affiliations

- Michigan Library Association
- American Library Association
- Innovative Users Group – Board Member and Enhancement Process Coordinator (world-wide automation system user group) 2014 – 2019
- Polaris Users Group – Enhancement Coordinator (world-wide automation system user group) 2012 - 2014

Civic/Volunteer Affiliations

Present

- Election Official, Counting Board - 2020
- Farmington Hills Beautification Commission - Commissioner – 2018 - Current
- Staman Acres Civic Association - COHA representative – 2015 - Current
- Staman Acres Civic Association - Treasurer – 2005 - Current

Past

- Hockey Coach
- Special Olympics Coach
- Kids on the Block Puppeteer (disabled child puppets)
- Brownie, Girl Scout, Tiger Cubs and Cub Scout Leader

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
August 23, 2021

SUBJECT: PURCHASE OF FLEET VEHICLES

ADMINISTRATIVE SUMMARY

- Each year the City of Farmington Hills participates in cooperative or extendable bids with various agencies including the State of MI, Oakland County & Macomb County who are members of the Michigan Intergovernmental Trade Network (MITN Cooperative). Cooperative or extendable bids have proven to be cost effective for the City due to the volume created by the cooperative process.
- Each year staff conducts a fleet evaluation during the budget process and replacements are requested based upon the overall condition of a vehicle and available funding. Some vehicles serve multiple departments as they are cycled throughout the City. During the lean budget years, vehicle replacements were scaled back and skipped for one full year, but slowly new vehicles have been added back to the budget process. At this time, the City is back on track with routine replacements and the fleet is in good shape.
- Each vehicle purchased includes a minimum three-year or 36,000 mile manufacturer's warranty.
- Funding for each vehicle is budgeted and available in the FY 2021-22 Capital Budget, Parks Millage budget and Public Safety Millage budget.

PURCHASE SUMMARY

Department	Awarded Dealer	Model	Qty	Unit Price	Total	Planned Replacement
Fire	Signature Ford	F-150 4x4	1	\$38,225	\$38,225	(1)2013 Suburban 67,300 Miles
Police	Signature Ford	Explorer Utility SUV AWD	4	\$36,544	\$146,176	(1) 2015 Explorer with 89,000 miles, (1) 2018 Explorer with 107,000 miles, (1) 2018 Explorer with 96,000 miles, (1) 2017 Explorer with 144,000 miles
Police	Signature Ford	Explorer Utility SUV AWD Hybrid	1	\$39,659	\$39,659	(1) 2018 Ford Explorer with 108,000 miles
Police	Signature Ford	Escape SE SUV AWD	1	\$26,040	\$26,040	(1)2015 Ford Explorer with 86,000 miles
Police	Signature Ford	F-150 XLT 4x4	1	\$38,326	\$38,326	(1)2014 Ford Explorer with 99,119 miles
Police	Signature Ford	Explorer SUV	1	\$36,320	\$36,320	(1) 2014 Ford Taurus with 99,000 miles
Police	Berger Chevrolet	Chevrolet Blazer 2LT	1	\$32,574	\$32,574	(1) 2014 Ford Explorer with 95,181 miles

Department	Awarded Dealer	Model	Qty	Unit Price	Total	Planned Replacement
Police	Berger Chevrolet	Chevrolet Traverse AWD	1	\$27,284	\$27,284	(1) 2017 GMC Terrain with 89,000 miles
Police	Todd Wenzel	Acadia SLE AWD	1	\$31,750	\$31,750	(1) 2016 Chevrolet Impala with 111,200 miles
DPW Engineering & Special Services	Todd Wenzel	2500 Sierra	3	\$34,677	\$104,031	(1) Sierra w/104,000 miles, (1) 2011 Sierra w/118,000 miles and (1) 2012 Sierra w/100,000 miles.
DPW	Todd Wenzel	Yukon	1	\$46,539	\$46,539	(1) 2013 Yukon w/190,000 miles
City Fleet	Todd Wenzel	1500 Sierra	1	\$44,311	\$44,311	(1) 2008 Chevrolet Impala w/ 100,000 miles.
City Fleet	Todd Wenzel	Terrain	2	\$25,998	\$51,996	(1) 2004 Yukon w/117,500 miles, 9207 2013 Sierra w/74,500 miles

RECOMMENDATION

Based on the above information, it is recommended that City Council authorize the City Manager to issue purchase order(s) as follows:

- 1) To Signature Ford for nine (9) vehicles in the amount of \$324,746.
- 2) To Berger Chevrolet for two (2) vehicles in the amount of \$59,858.
- 3) To Todd Wenzel Buick GMC for eight (8) vehicles in the amount of \$278,627.

Prepared by: Kelly Monico, Director of Central Services

Reviewed by: Kevin McCarthy, DPW Superintendent

Reviewed by: Karen Mondora, Director of Public Services

Approved by: Gary Mekjian, City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL – August 23, 2021

SUBJECT: Award of Contract for the Pressure Reducing Valve (PRV) Vaults Project

Administrative Summary

- This project consists of installing two new Pressure Reducing Valves (PRV) on the City's water supply system at two separate locations.
- The PRV's are proposed to be installed to help regulate pressures, improve operational flexibility, and provide a redundant internal supply.
- The PRV installation is identified in the City's Water System Emergency Planning document as well as the Capital Improvement Plan.
- The project was publicly bid and advertised on the Michigan Inter-Governmental Trade Network (MITN) with bids opened on August 12, 2021. A total of five (5) bids were received.
- The lowest bid submitted by Trojan Development Company, Inc., was in the amount of \$716,136.89. Trojan has successfully completed similar projects for the City of Farmington Hills and the Oakland County Water Resources Commissioner's Office.
- Funds are available in the City's Water Fund and the project is within the budgeted amount.

RECOMMENDATION

IT IS RESOLVED, the Pressure Reducing Valve (PRV) Vaults Project be awarded to the lowest competent bidder, Trojan Development Company, Inc., in the amount of \$716,136.89; and

IT IS FURTHER RESOLVED, the City Manager and the City Clerk to be authorized to execute the contract on behalf of the City.

Support Documentation

In response to the Great Lakes Water Authority (GLWA) 14 Mile Road water transmission main break which occurred in October 2017, the City worked with the Oakland County Water Resources Commissioner's Office (WRC) on preparing an emergency planning document in the event that one of our metered water connections is out of service. As a result of this exercise, it was recommended that two pressure reducing valves (PRV) be installed on the City's water supply system in order to maintain an appropriate level of service for our residents. The need for these PRVs has been substantiated with the occurrence of three (3) separate, widespread boil water advisories issued for the southwest area of City in the last 5 years.

Within the City's water supply system, the Central East pressure district is currently supplied water through one connection to the Great Lakes Water Authority (GLWA) transmission main. This connection does not have automated controls, which has created issues in the City's water supply when the GLWA system experiences fluctuations in water pressure. A PRV is proposed

to be installed at the boundary between the Central East and Central West district to help regulate water pressure, improve operational flexibility, and provide a redundant internal supply.

The City’s Southwest pressure district is supplied water from two GLWA connections, which are both located downstream of the GLWA’s Newburgh pumping station. Occasionally the GLWA pumping station has experienced operational issues and power outages, which has resulted in a loss of water pressure for the surrounding area. This most recently occurred on July 21, 2021 when the Newburgh pumping station lost power. This resulted in a precautionary boil water being issued for the surrounding area. A PRV is proposed to be installed at the boundary of the Southwest and Central West pressure districts to help regulate pressures, improve operational flexibility, and provide a redundant internal supply.

When the two PRVs are installed, the City will have the ability to supply water to all of its pressure districts solely from the meter located at 14 Mile Road and Halsted and the water tower, without any manual valve operation. These installations will result in improved reliability and level of service for the City’s water customers.

BID SUMMARY

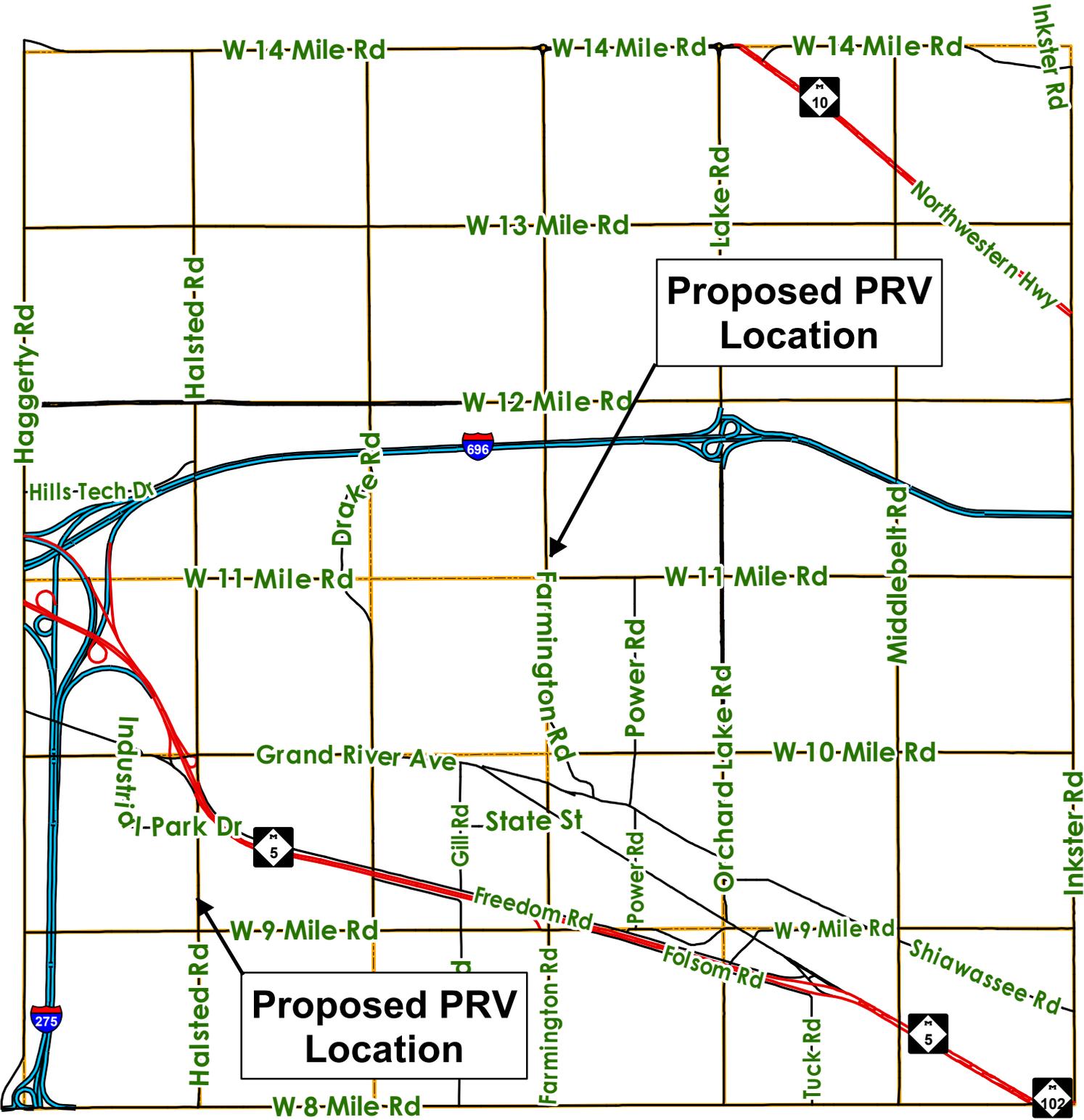
<u>CONTRACTOR</u>	<u>TOTAL</u>
Trojan Development Company, Inc. Oxford, MI	\$716,136.89*
Lawrence M. Clarke, Inc. Belleville, MI	\$994,825.50
CSM Mechanical, LLC Milford, MI	\$1,083,823.45*
L. D’Agostini & Sons, Inc. Macomb, MI	\$1,119,137.50*
Pamar Enterprises, Inc. New Haven, MI	\$1,399,526.00

Table Description: Summary of bid results for the Pressure Reducing Valve (PRV) Vaults Project

*Corrected Total

Prepared by: Tammy Gushard, P.E., Senior Engineer
 Departmental Authorization: Karen Mondora, P.E., Director of Public Services
 Kelly Monico, Director of Central Services
 Approved by: Gary Mekjian, P.E., City Manager

Pressure Reducing Valve (PRV) Vaults Project



SOURCES: City of Farmington Hills, 2019
Oakland County GIS, 2019

DISCLAIMER: Although the information provided by this map is believed to be reliable, its accuracy is not warranted in any way. The City of Farmington Hills assumes no liability for any claims arising from the use of this map.

REPORT FROM THE CITY MANAGER TO CITY COUNCIL – August 23, 2021

SUBJECT: Award of Contract for the Police Department and City Hall Structural Repairs Project

Administrative Summary

- The Farmington Hills Police Department and City Hall buildings have previously experienced water intrusion into their basements.
- A structural assessment of the foundations and walls was completed by Sidock Group and several repairs were recommended. These repairs were also identified as a priority from the City's facilities condition assessment.
- The project was publicly bid and advertised on the Michigan Inter-Governmental Trade Network (MITN) with bids opened on July 30, 2021. A total of two (2) proposals were received.
- It is recommended, the RFP be awarded to RAM Construction Services of Michigan, Inc. for their total bid amount of \$42,341, with a small contingency for unforeseen issues.
- RAM Construction Services of Michigan, Inc. has successfully completed similar projects for the Ann Arbor Downtown Development Authority, Detroit Medical Center/Children's Hospital and Oakland Community College.
- Funding for this project is available in the Public Facilities budget of the City's Capital Improvement Plan.

RECOMMENDATION

IT IS RESOLVED, the Police Department and City Hall Structural Repairs Project be awarded to RAM Construction Services of Michigan, Inc., in the amount of \$47,000; and

IT IS FURTHER RESOLVED, the City Manager and the City Clerk to be authorized to execute the contract on behalf of the City.

Support Documentation

The Farmington Hills Police Department and City Hall buildings have previously experienced water intrusion in their basements. As a part of the City-wide facilities condition assessment, these areas of water intrusion were identified as a priority and the repairs were budgeted in the public facilities section of the City's Capital Improvement Plan. A structural assessment of the foundations was performed by Sidock Group, Inc. and they have found isolated areas of minor to severe corrosion deficiencies. In addition, there was visible foundation cracking of varying degrees found in one of the corridors at City Hall. These deficiencies were not found to compromise the structural integrity of the building however require repair. The recommended repairs include waterproofing along portions of the exterior wall, completing corrosion cleanup, replacing broken concrete masonry units (CMU), installing grout, sealing floor cracks and repairing joints.

BID SUMMARY

<u>CONTRACTOR</u>	<u>TOTAL</u>
RAM Construction Services of Michigan, Inc. Livonia, MI	\$42,341.00
Pullman SST, Inc. Trenton, MI	\$44,250.00

Table Description: Summary of bid results for the Police Department and City Hall Structural Repairs Project

Prepared by: Tammy Gushard, P.E., Senior Engineer
Departmental Authorization: Karen Mondora, P.E., Director of Public Services
Kelly Monico, Director of Central Services
Approved by: Gary Mekjian, P.E., City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
August 23, 2021

SUBJECT: AWARD OF PROPOSAL FOR BUSINESS INNOVATION CENTER STUDY PHASE 2

ADMINISTRATIVE SUMMARY

- Request for proposals were advertised, available on the MITN e-procurement system and opened on June 22, 2021 for the Business Innovation Center Study Phase 2. Notification of solicitation was sent to over 300 firms with three (3) responding: Aventura Business Consulting (with sub-consultants ISM, Inc & White Pine Software Technologies), Buedek LLC and Public Sector Consultants (with sub-consultant NSA Architects).
- After careful consideration and support at the 2019 City Council Goals and Objectives session, it was determined in the City's best interest to do a study to understand the entrepreneurial environment that exists in the Farmington Hills community as a strategic, incremental step towards operating and sustaining a successful business innovation center.
- In 2020, Phase 1 study information was presented to City Council which consisted of research of market potential and demand and the feasibility of housing the Business Innovation Center at the Hawk, as well as providing a general overview of the space available on the third floor. After presentation it was determined that the findings of the Phase 1 study warranted a Phase 2 study.
 - ✓ Review the Phase 1 Market Feasibility report and provide recommendations to address opportunities and needs for the innovations center to be successful.
 - ✓ Work with the EDC on the development of clear Vision and Mission for the Innovation Center.
 - ✓ Provide an Executive Summary and Clear and Inclusive Business Plan that addresses potential uses, facility needs, operational needs, programming needs, startup capital needs, financial analysis with expected costs, an implementation timeline and a complete marketing plan as outlined below:
 - Implementation Plan-Develop an outline to illustrate the proposed timeline for setting up and operating an innovation center.
 - Innovation Center Structure and Approach
 - Analyze programming needs and recommend the types of programming that should be fostered at the innovation center.
 - Analyze and identify business capital needs for startup and ongoing operation.
 - Analyze and identify facility and infrastructure need to accommodate uses at the innovations center. (e.g., electrical, wi-fi, plumbing, ventilation, room configurations, common spaces, etc.) Analyze need for separating the innovations center as a stand-alone facility from the rest of the community center. Analyze whether common areas such as conference rooms or a front office would be feasible.
 - Analyze and identify office equipment and related needs to accommodate uses at the innovations center.
 - Provide a recommended structure for how the innovations center should be established and managed in collaboration with the EDC.
 - Provide recommendations for staff requirements for the innovations center.
 - Outline the proposed impact the innovations center would have on the economic development efforts in the city.
 - Financial Analysis
 - Conduct a financial analysis to clearly outline initial and ongoing facility development costs.
 - Conduct a financial analysis to clearly outline initial and ongoing operational costs.
 - Outline all assumptions used in the financial analysis.

- Provide a high level estimate of renovation costs to change the former classrooms into the recommended use.
 - Marketing Plan-Provide a comprehensive marketing plan outlining specific strategies for the promotion and marketing of the innovations center.
 - Recommendations
 - Identify targeted industries that align with the Phase I feasibility study and provide a comprehensive list of recommended uses.
 - Provide recommendations to the EDC & City Council.
- Due to the impactful nature of this study, staff employed a very thoughtful, thorough, and purposeful process with the intent to contract with a firm that could provide the vast needs that a Phase 2 study requires. Staff, members of the EDC and our Economic Development Consultant (from AKT Peerless) reviewed and evaluated all proposals. The group then shortlisted two (2) firms for interviews and is now recommending the City enter into an agreement for Business Innovation Center Study Phase 2 with Public Sector Consultants. While both firms (and their sub-consultants) interviewed had experience and demonstrated a high level of knowledge (and passion) in the business Innovation Center arena, the Public Sector team has a deeper bench of experts to prepare a study of this nature. They have in-house accelerator support, financing, business plan writing and marketing teams and their sub-consulting firm NSA Architects (a Farmington Hills firm) evaluating and designing facility infrastructure to support Innovation Center endeavors. The Public Sector Team has walked public agencies throughout the United States through this exact process. Staff and the EDC are confident that Public Sector Consultants is qualified and is the best fit for this Phase 2 study.
- Funding for this service is available in the General Fund.

EVALUATION TABULATION-ATTACHED

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to approve contract for Phase 2 of a Business Innovation Center Study with Public Sector Consultants in the amount of \$78,815.

Prepared by: Kelly Monico, Director of Central Services

Reviewed by: Joseph Valentine, Assistant City Manager

Reviewed by: Samantha Seimer, AKT Peerless Economic Development Consultant

Approval by: Gary Mekjian, City Manager

City of Farmington Hills & City of Farmington
RFP-FH-21-22-2284
Business Innovation Center Study Phase 2
opened 06/22/2021

Minor Concern =Minus 5 points

Written Response Evaluation		40	30	30	100	200	
Company Name	City/State	Letter of Introduction, Firm Narrative and Short narrative of similar projects	Qualifications	Pricing & Contract Exceptions	Eval Score	Interview	Total Score
Aventura Business Consulting LLC	Farmington Hills, MI	40 Included. In business for 11 years. Experience in practicing entrepreneurship & economic development discipline, labor relations and organization development. Worked on several programs with MEDC. Former Director of SPARK Ease Incubator and Manager of Capital programs at Ann Arbor SPARK. Proposed a path forward to meet the requirements of the Phase 2 scope including a 5 month timeline.	25 Included. Will utilize White Pine Software Technology for security and network recommendations and International Strategic Management for economic development growth, training & workforce development information. References include Economic Development Alliance, SPARK East & Renaissance Venture Capital. Listed many other business services they provide. While the team members have excellent experience they have never walked a project like this as a team before. Project estimate is 5 months but team has confidence that they can report back to Council as task are completed (i.e. business plan before infrastructure review).	25 Base Fee listed at \$37,600 Aventura (300 hours or-\$125.33 per hour) . Lowest base price. Additional fees for Network & Hardware Planning White Pine estimated at \$16,000 (\$80 per hour) and Entrepreneur Program Planning ISM Inc. \$15,500 (\$100 per hour). Deliverables total actually estimated at \$69,100. Does not include an architect to master plan, just recommendations.	90	82	172
Buedek LLC	Farmington Hills, MI	35 Included. Minority owned professional business consulting. Enrolled & completed market experience discovery program under University of Toledo. Experience in accounting. Noted that a contributor is the Innovation Program Manager a the Office of Tech Transfer Venture Accelerator. Also taught lean start up principles. Ran local non-profit healthcare hackathon. Noted experience with start-up companies in Michigan but did indicate the companies they provided this service for. Noted Biotech experience.	25 Included. Will utilize Innovative Management Services LLC as support of business start-up. Only one reference MAFEREB LLC which is a sister company. Subconsultant and advisory member currently run science incubators in MI. They also offer staff training, accounting, IT management.	20 Base Fee's \$78,500 (300 hours or-\$261.66 per hour) . Second lowest base price. Second highest base fee however hours documented indicate the highest per hour fee.	80	N/A	80
Public Sector Consultants	Lansing, MI	40 Included. Michigan business for 40+years. They have completed projects for TechTown Detroit, Lawrence Technological University and Oakland University. SC notes extensive economic development experience & program development in Michigan. Currently working with Macomb County on the creation of a non-profit Robotics Collaboration and Innovation Center. Competed a medical innovation & healthcare industry cluster assessment for TechTown Detroit. Worked with the Lansing Economic Area Partnership to develop the Accelerating Capital Strategy. Worked with LTU on Business Technology Accelerator. Worked with MAREC to develop a marketing plan,	30 Included. PSC will engage NSA Architecture and Jeff Smith for strategic counsel on incubator component's References include Centrepolis Accelerator, Oakland University & TechTown Detroit. Also provides Michigan Saves Financing programs low cost energy financing improvements, Great Lakes Fisheries Trust to protect the Great Lakes as a resource. & Catamaran software to track activities & data related to Individuals with Disabilities Education Act evaluation & implementation services. Proposal had Minor exception to proposed agreement. In discussion retracted exceptions and will sign agreement as stated. The PSC in-house team has done this type of project with all deliverables multiple times. Project estimate is 5 months but team has confidence that they can report back to Council as task are completed (i.e. business plan before infrastructure review).	25 Base Fee's \$78,815 (500 hours \$157.00 per hour) . Highest priced base submission , but most workhours projected.	95	89	184

Interview Business Innovation Center Study Phase 2

Company	Pts.	Public Sector Consultants		Aventura
Presentation	1-30			1-30
20 Minute presentation	25	Brooke Smith (NSA Architects), Ben Fulton & Tim Dempsey - 53 employees, Incubator & Accelerator support, strategic marketing, Marketing & Branding. Experience includes TechTown Detroit, Grand Valley, Centrepolis Accelerator, MEDC, East Lansing Innovation Center & Oakland University (Downtown Pontiac. Relationships with EDC's around the State.NSA located in Farmington Hills - Work in municipal, Tech centers as well as Labs. Projects include Warren Service Labs, Bioventure Incubator Labe in Oakdale, IA (for University of Iowa). Cortex One is St. Louis, MO - Lifesciences Biotech lab. Project-Kickoff, Determine team & Develop detailed project. Establish Mission & Vision (i.e. strategic planning). Incubator structure (staffing, facility infrastructure, organization, programming, Capital & Equipment). Develop recommendations, Create a plan with estimated capital & operating costs and then present to EDC & City. Marketing Plan - Messaging to tailored target audiences and we need to address fragmented media to reach target audiences.	23	Joe Licavoli (Aventura), Robert Smith (White Pine) & Faris Alami (ISM). Never worked together as a whole team, but Faris and Joe worked at TechTown.Specific, Measurable, Attainable, Relevant & Timely. Joe work with Ann Arbor Spark as Director - Very familiar with Capital funding, MEDC and SmartZone. White Pine 30+ years experience. They do a lot of work in tech space. ISM experience with Entrepreneurial Ecosystems. Affiliated with Kaufman Foundation, Rowth Wheel and several other groups. Facility & network infrastructure, market information, management structure, fundraising, media partnerships, operations model, cash flow analysis & cost projects. Plans for Imnovation start-ups & coworking solutions. Need to develop the proper approach for who will be running the center. Will develop an operations handbook and provide a sample annual budget. Needs to design for long term infrastructure.
Questions	1-10			1-5
State your role on the project and why each team member (including any sub-consultants) was selected to be part of this team?	10	We capitalize on relative skills & strengths. Each team member has specific experience with writing business plans, or evaluating financing options, grant writing, etc. Marketing is extremely important and our team member Misty has extensive experience in that area.	9	Roles were defined and communicated. There is some overlap with ISM and Aventura, but each of the three team members brings years of expertise. They noted that they are flexible and can pivot if necessary.
What project experience is the most relevant to our project and why?	10	Brooke noted that much of the physical infrastructure is adaptive re-use and needs to focus not only on the needs of the workspace but the rest of the building. They have done a lot of work in smart zones. Business has changed due to the pandemic. Need to be flexible.	9	The Underground in Port Huron. Lots of similarities as well as the initial start up of TechTown.
Based on your currently knowledge of this project, what do you perceive as the biggest obstacle or challenge?	8	It is a large public facility & staffing could be an issue. Need to analyze debt load for City. It is not in a business district. Need to account for operational costs including utilities.	6	Changing the Zoning, legacy feelings about the old high school & updating infrastructure.
Given your knowledge of the local market what types of businesses do you see most in need of this facility? Are we on target with our thought process of technical.	8	While Phase 1 indicated Co-working might be an option, they just worked in Traverse City and it doesn't seem to be appropriate. More people will just work from home. Light Biotech may be the fit.	8	Yes on target with tech & biotech but may also need to be retail. That will be something to debate with the group.
Can you discuss your timeline as it relates to your fees? What happens if we go beyond your estimated time for Phase 2?	9	6 month project and the fees are project based. They are willing to extend pricing if there is a phase 3.	7	5 month project and costs given are all inclusive, however if scope changes they will need to discuss. Architect not included.
How many clients are you currently serving? Will you have adequate staff to serve these clients and the City?	10	They are currently working with 2 other cities but have a deep bench and can commit staff to the project.	10	They have adequate staff.
Is there anything else that you can share that would demonstrate your interest in or ability to complete this project?	9	Pointed out the vast amount of experience they have and indicated its about finding the right niche for this market. They are excited about the project.	10	They are excited about the project and offered that they would like to include student population in the plans. They are committed to this project and can phase the project as we need to.
Total Questions	64		59	
TOTAL SCORE	89		82	



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Dillon Cotton
Date: August 12, 2021

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Dillon Cotton who is related to an employee of the City, Dennis Cotton, who is a Healthy Living Coach with the Department of Special Services.

The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, distribution of job announcements at Farmington Public Schools and Oakland County Community College, Orchard Ridge Campus. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Dillon Cotton.

Name: Dillon Cotton
Position Applied For: Hawk Gymnasium Coordinator
Salary: \$15/hour
Relationship: Dillon Cotton is the son of Dennis Cotton who is a Healthy Living Coach with the Department of Special Services.
Justification: Dillon Cotton is the most qualified applicant and is available to begin work immediately.

Prepared by:

/s/ James Vayis

Authorized by:

/S/ Ellen Schnackel

Ellen Schnackel
Director of Special Services

Approved by:

Gary Mekjian
City Manager

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL STUDY SESSION MEETING
COUNCIL CHAMBER
AUGUST 9, 2021 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:07pm.

Council Members Present: Barnett, Boleware, Bridges, Knol, Massey, Newlin and Strickfaden

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Director Gardiner, Planning Consultant Arroyo and City Attorney Joppich

Councilmember Bridges left the meeting at 6:10pm for a family emergency.

CANNABIS INDUSTRY INFORMATION GATHERING & PUBLIC OUTREACH PLAN

City Manager Mekjian explained that this plan was a working document that has been revised over several study sessions with City Council and the red lined language was included from the last study session and there were highlighted areas where staff was seeking additional input from City Council.

Attorney Joppich reviewed the draft plan with City Council.

City Council suggested the following revisions/additions to the plan:

- Page 2, *Public Invitation to Attend Sessions* - include Chamber of Commerce as another avenue to invite the public to the industry sessions and for all invitation or postings to be provided at least one month prior to the first session and to include all session dates/times.
- Page 4, III. Public Outreach – note that the city will hold two (2) public workshop sessions and add Chamber of Commerce to this section as well under *Outreach Effort*
- Page 5, Session Format (1) – Council consensus was to hold sessions on days other than normal meeting nights and consider a Saturday session and to consider the HAWK auditorium for the venue to allow for maximum space
- Page 5, Session Format (3) – revise to allow three minutes for each member of the public to speak
- With regard to the public sessions, two options were provided: 1) Regular meeting sessions allowing each person to address all Council members for up to three minutes; or 2) Facilitated public input sessions with Council. **Council consensus was for Option 1**

Attorney Joppich stated that he would incorporate the changes discussed this evening and distribute the revised plan to City Council for a final review. He stated that it did not require formal approval of Council.

DISCUSSION ON SMOKING LOUNGE LICENSE FEES

City Clerk Smith reviewed the proposed fees for smoking lounge licenses as well licenses for miniature golf/go-kart tracks or arcades as required per the ordinances just approved by City Council. She reviewed fees required of other communities and noted that she discussed the time and cost of required inspections

with the other departments. Staff is proposing \$300 initial fee and \$200 renewal fee for licenses issued under both ordinances as this would cover staff costs and is consistent with other communities.

In response to Council inquiry on what other communities charge for miniature golf/go-kart tracks or arcades, Clerk Smith responded that this was more difficult to compare to other communities as they did not have a separate ordinance as the city has approved and that often the arcades in particular are more as communities charge a license fee and then also charge a fee per arcade game.

Some concern was expressed with charging \$300 for miniature golf/go-kart tracks or arcades. Clerk Smith noted that both ordinances require the same inspection process so the fees would still only cover staff costs but that the decision is certainly up to City Council.

Clerk Smith noted that resolutions for these fees are on the regular session agenda for consideration.

Since there was time before the regular sessions, the Mayor inquired if there was any public comment at this time:

The following comments/questions were raised by the public:

The definition of a smoking lounge and what type of ventilation would be required?

Attorney Joppich reviewed the definition and Clerk Smith noted that the ventilation of the building is most likely handled through the inspection process for the building.

How can a person obtain a copy of the draft plan?

Mayor Barnett answered that the draft plan is available on the city website as part of the City Council meeting material.

Comment that if the city is in a position of opting in to allow any of the licenses to not seek public input but rather input from other communities. It was mentioned that both Madison Heights and Westland have very comprehensive ordinances.

Mayor Barnett commented that reaching out to other communities is part of the plan being discussed and that the city has put together a very comprehensive approach.

Request that as the city contemplates allowing cannabis licenses to keep in mind that there are three different sets of laws that govern different uses and to consider how all of those would be affected and fit in with other ordinances.

Mayor Barnett assured the public that the City Attorney has extensively reviewed the laws with Council.

Would there be a set number of dispensaries allowed?

Mayor Barnett stated that this is not yet known until the city goes through the process as outlined.

Reminder to Council that there is still a stigma with regard to marijuana use and kudos to council for inviting industry leaders to help alleviate the fears of the unknown.

Who will decide which industry persons will participate?

Attorney Joppich briefly reviewed that process as outlined in the plan

ADJOURNMENT

The study session meeting adjourned at 7:14pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Smith', written in a cursive style.

Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
AUGUST 9, 2021 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:32pm.

Council Members Present: Barnett, Boleware, Knol, Massey, Newlin and Strickfaden

Council Members Absent: Bridges

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Gardiner, Mondora, Monico and Skrobola, Planning Consultant Arroyo and City Attorney Joppich

PLEDGE OF ALLEGIANCE

Mayor Barnett led the pledge of allegiance.

APPROVAL OF REGULAR SESSION MEETING AGENDA

MOTION by Knol, support by Massey, to approve the agenda as amended to include consideration of entering into a closed session for purposes of discussing a written confidential and privileged attorney client letter with the city attorney.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

PROCLAMATION RECOGNIZING CRITICAL ASSISTANCE FROM MUTUAL AID PARTNERS

The following Proclamation was read by Council Member Massey and accepted by Bryan Pickworth, Department of Public Works Maintenance Supervisor:

**PROCLAMATION
Mutual Aid Partners
*Recognizing Critical Assistance Following Recent Severe Storms
August 2021***

WHEREAS, the City of Farmington Hills experienced several severe storms with heavy rainfall and damaging winds in July 2021 resulting in widespread power outages and an extensive number of downed trees that blocked roadways and prevented access to homes; and

WHEREAS, several communities in the metro Detroit area including Clawson, Huntington Woods, Livonia, Madison Heights, Oak Park, Orchard Lake Village, and West Bloomfield Township offered critical assistance during this disaster; and

WHEREAS, by offering vital mutual aid and providing additional equipment, personnel, and supplies, these partners helped ease the burden on workers from the City's Division of Public Works and greatly enhanced our ability to serve the needs of residents and businesses following the storms; and

WHEREAS, we are grateful for the resources, time, knowledge, and expertise that was made available as all agencies worked together in a spirit of cooperation to restore the City's infrastructure as quickly and safely as possible under difficult circumstances; and

WHEREAS, this experience demonstrates the great importance of the vast mutual aid network in place across our county and throughout our state as we face possible similar emergency events in the future.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby encourage our residents to recognize these dedicated **Mutual Aid Partners** and express gratitude for their commitment to helping our community in the devastating aftermath of recent severe storms.

PROCLAMATION RECOGNIZING AUGUST 2021 AS NATIONAL IMMUNIZATION AWARENESS MONTH

The following Proclamation was read by Council Member Newlin:

**PROCLAMATION
National Immunization Awareness Month
August 2021**

WHEREAS, National Immunization Awareness Month is held each August to highlight the importance of vaccinations and to raise awareness about how vaccines prevent serious and sometimes deadly diseases; and

WHEREAS, each of us has the power to protect ourselves and others against vaccine preventable diseases including the recent COVID-19 pandemic where even healthy adults can become seriously ill and pass the illness on to others with sometimes devastating results; and

WHEREAS, vaccines are safe and effective, and vaccine preventable diseases are still a threat to the health and safety of people across our nation from babies to the elderly; and

WHEREAS, getting vaccinated according to the routine childhood immunization schedule is one of the most important things a parent can do to protect their child's health and is the best way to keep them from getting serious diseases including tetanus, diphtheria, and whooping cough; and

WHEREAS, it is recommended that everyone six months of age and older get the flu vaccine every season, especially those who are more vulnerable to serious flu illness including babies and young children, older people, and people with certain chronic health conditions; and

WHEREAS, everyone should speak with their family physician and plan for the administration of appropriate vaccinations throughout their lifetimes to ensure long-term health and safety.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby encourage residents to recognize and acknowledge **National Immunization Awareness Month** and take action to ensure the health and safety of all members of their family and our whole community.

Mayor Barnett announced that the proclamation will be sent to the Oakland County Health Department.

CORRESPONDENCE

Correspondence was acknowledged relating to the following:

- Concern from residents of Timbercrest that there was no prior notice to residents of their road rehabilitation and some were unable to get in or out of their homes

Assistant City Manager explained that there is a notification process that just was not followed and this has been addressed with the department. Mayor Barnett suggested posting signs in subdivision

- Notification from Sylvia and Les Charbarneau from Pines Subdivision regarding drainage issues
- Inquiry from Leanne Bigos, Scott Drive, regarding the DEI contract on the consent agenda

CONSENT AGENDA

MOTION by Boleware, support by Strickfaden, that the City Council of Farmington Hills hereby approves removing item 11, resolution for a Regional Urban Deer Management Plan for Oakland County and item 15, extension of agreement for Diversity, Equity and Inclusion Consulting from the consent agenda for discussion.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, NEWLIN AND STRICKFADEN

Nays: MASSEY

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 5-1-1-0.

MOTION by Boleware, support by Strickfaden, to approve consent agenda items 12 through 14 and 16 through 18, as read.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

CONSENT AGENDA ITEMS FOR DISCUSSION

RECOMMENDED ADOPTION OF A RESOLUTION SEEKING THE ESTABLISHMENT OF A REGIONAL URBAN DEER MANAGEMENT PLAN FOR OAKLAND COUNTY, CMR 8-21-78

Mayor Barnett acknowledged that there were several people wanting to speak on this issue from the public:

Thomas Progar commented that he had hoped the presentation last week would have focused more on education and awareness. He is in favor of a management plan and hopes that the option of sterilization is considered.

Kimberly Korona stated that she also hopes the city will consider non-lethal measures and that consideration is given to peacefully co-exist with wildlife as it is the people who have disturbed their natural habitat. She also spoke to education efforts taken by other communities.

Mr. Roseman, read a portion of his daughters essay titled "Chasing White Tail Deer". He is a hunter and offered suggestions should the city decide to allow for a hunt in the suburban area.

Mayor Barnett clarified that the city is not proposing any specific method at this time to address the deer population and the purpose of the resolution is education and to work with other entities.

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS

**RESOLUTION SEEKING THE ESTABLISHMENT OF A REGIONAL URBAN DEER
MANAGEMENT PLAN FOR OAKLAND COUNTY**

RESOLUTION NO. R-150-21

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held in the Farmington Hills City Hall on the 9th day of August, 2021 at 7:30 p.m., with those present and absent being,

PRESENT: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
ABSENT: BRIDGES

the following preamble and resolution were offered by Councilmember Boleware and supported by Councilmember Knol.

PREAMBLE:

WHEREAS, the City of Farmington Hills is located in Oakland County, Michigan and encompasses 34 square miles of hills, waterways and natural corridors that support diverse wildlife, and

WHEREAS, the Natural Resources Commission is responsible for Michigan Department of Natural Resources (MDNR) policy which influences department priorities, methods of operation, and the manner in which programs relate to the citizens of the State of Michigan, and

WHEREAS, the MDNR has indicated a healthy deer population is characterized by 20 deer or less per square mile, and

WHEREAS, based on aerial counts conducted by the City, it is believed that the City of Farmington Hills has concentrated deer populations of up to 80 deer per square mile, and

WHEREAS, communities with an overpopulated urban deer population can have negative effects including excessive deer/vehicle crashes, property destruction, and personal and pet health and safety related concerns, and

WHEREAS, according to the Michigan Office of Highway Safety Planning, Oakland County has consistently led the State of Michigan in the number of car/deer crashes totaling roughly 2,000 per year, and

WHEREAS, considering the fact that urban deer constantly traverse jurisdictional boundaries between communities throughout Oakland County, urban deer populations are an ongoing regional issue in Oakland County rather than a local one, and

WHEREAS, the Michigan Deer Management Plan stipulates operational details will be specified at regional levels within an adaptive-management framework in which specific management methods are routinely adjusted and updated as local conditions, technology, regulations and other aspects of management change, and

WHEREAS, a true solution to a regional problem requires a regional approach, and

WHEREAS, a regional solution to addressing the excessive urban deer population in Oakland County can most effectively be achieved through a collaborative plan with neighboring communities, the County, and the MDNR.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

RESOLVED, that the City of Farmington Hills supports a collaborative regional solution for the health and safety of its citizens, their property and the deer herd in Oakland County, and further

RESOLVED, that the Farmington Hills City Council directs its Administration to work with its County Commissioners, State Senator, State Representative, the Natural Resources Commission, Oakland County, the MDNR, and Oakland County communities to develop a regional urban deer management plan for Oakland County, as well as to identify funding sources to implement such a plan, and

RESOLVED, that a copy of this Resolution be sent to members of the Michigan Natural Resources Commission, the Director of MDNR, our State Representative, State Senator, Oakland County Executive, County Commissioners, and the communities in Oakland County.

AYES: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN

NAYS: NONE

ABSENT: BRIDGES

ABSTENTIONS: NONE

MOTION CARRIED 6-0.

PUBLIC QUESTIONS AND COMMENTS

Lorna Slenkai, along with another resident of Greening, complained about parties being held on Greening Street that started in 2019 and were shut down by the city and now have started again. They reported that the parties were advertised as concerts and provided information to Council and included approximately 250 people in attendance, paid admission, armed security, drugs, guns, etc. They mentioned that the homeowners were ticketed for disturbing the peace they believe but felt that the city needs an ordinance to address commercial activity in residential areas.

Attorney Joppich stated that it was his understanding that the matter was brought to the District Court and other enforcement avenues are being investigated. At Council's request he indicated that he would keep Council informed as to the status as this case proceeds through the court process.

Patricia Gardner Blackwell and Walter Blackwell, Meadowview Drive, spoke of the severe flooding in their area and into their home and asked for assistance from the city, particularly reviewing the drainage culvert in the area that was changed from 18" to 12" when the road was rehabilitated a few years ago.

Mayor Barnett explained that the emergency declaration of the Governor did not cover costs for individual homeowners and individuals were unable to apply for relief through FEMA as there has been no federal emergency declaration.

Assistant City Manager Mekjian stated that he will direct staff to go out to their home and review the street and ditching and potential need to replace the culvert to alleviate some of the flooding.

Steve Werner, 26049 Drake, stated that he lived across from the Blackwells and agreed that there was no sign of prior flooding before the streets were repaired in 2018 and since then he has had water in his basement 6-8 times, and he believes it is the reduced drainage culvert causing the flooding.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

The following comments and announcements were made:

- Congratulations to Mayor Barnett's son for having an asteroid named after him
- Success of the SAFE Softball Tournament and congratulations to the combined Special Services and Police Department team for their win. It was noted that this event takes place the first Saturday in August each year
- Farmington Youth Assistance Carnival to be held on August 10th from 4pm to 7pm
- Congratulations to Jessica Beemer who will be receiving the Dick Tupper Public Service Award at their Gala event at the Longacre House on August 11th from 4pm to 6pm

CITY MANAGER UPDATE

City Manager Mekjian provided the following update:

- Beaumont Hospital Wellness Walk and Talk will be at Heritage Park August 13th from 12-1pm
- Fire Department First Responders Autism Event will be held on September 25th from 10:30am-1:30pm
- The city is filing a formal complaint against DTE with regard to the continued power outages in Farmington Hills and is trying to work with them on this issue
- The city is still in the process of interviewing and trying to find the best fit for an Economic Development Coordinator

UNFINISHED BUSINESS

CONSIDERATION OF REVISED PLANNED UNIT DEVELOPMENT PLAN 2, 2021 LOCATED AT 27400 TWELVE MILE ROAD DATED JULY 23, 2021 (POSTPONED FROM JULY 12, 2021).

Ed Gardiner, Director of Planning and Community Development, explained that consideration of this Planned Unit Development (PUD) Plan was before Council for review at their meeting held May 24, 2021, at which time Council postponed any action and then again further postponed the item on July 12, 2021 to allow the proponent time to submit revised plans to address concerns expressed by residents and Council members. He noted that the proponent was present to discuss the revised plan as was the City's Planning Consultant to provide their report.

Raj Patel, proponent, stated that he presented most of the information regarding the skilled rehabilitation center for the site and discussed the various challenges of the site with historical buildings and grading. He presented photos of the site and inside of the existing buildings. Mr. Patel presented plans for the residential area of the site noting that they are proposing to partner with Robertson Brothers to build townhomes rather than apartments as the Council expressed the desire for owner-occupied dwellings over rentals. He noted that they are trying to find a balance for a plan that is economically feasible and works with the challenges of the site.

Tim Loughrin, Director of Land Acquisition for Robertson Brothers, presented his proposal to build townhouses on the site showing concept drawings and floor plans for the proposed units. He discussed proposed amenities and mentioned several developments they had built in the area.

Rod Arroyo, Giffels Webster, reviewed the proposed plan on behalf of the city noting that the new plan calls for 152 townhouses with 462 rooms-an increase in density over the previous plan, the height of the townhouses has not been provided and appear to be different heights, the courtyard layout is a positive design feature of the site and 18 overall spaces have been landmarked but still does not meet minimum requirements several setbacks do not meet required minimums. He noted that the revised plan is also missing required elements such as landscape plans, revised preliminary grading plans, water distribution, storm and sanitary sewer plans and a revised project narrative.

Considerable discussion was held by all members of Council and the following concerns/comments were expressed:

- Density is too high
- Concern over proposed setbacks
- More information requested on the height of the buildings
- Would like insurance that the townhouses would be owner-occupied
- Too much parking, especially since the townhouses will have garages
- Concern with the number of beds for the skilled nursing building and it becoming long-term nursing
- Concern with the aesthetics of the nursing facility compared to the proposed townhouses
- Questioned if the townhouses would include electric vehicle charging stations in the garages
- Questioned if the streets would be public or private
- Lack of landscaping plans and hard to visualize the open space areas with landscaping
- Preference for upper-scale ranch units
- Suggested mixed-use development with more density along Inkster and less density closer to the neighboring subdivisions

In response to Council comments, Mr. Patel responded at that the skilled nursing facility would include 120-140 beds with mostly short-term residents; however, there is always a small percentage that will be long-term. He stated that with regard to aesthetics, the two nursing facility is several hundred feet away

from the townhouses and it will appear as two completely different developments on the site. He added that they partnered with Robertson Brothers and asked them to provide the best layout for the site and did not dictate density for their plan.

Mr. Loughrin responded that since they were just brought into the project and their plans were concept plans at this point, he was not sure of the building heights at this time but the flat roof townhouses would be over 35 feet and the traditional pitch roof would be under 35 feet. He addressed the setbacks and commented that they could modify some to pull those back. He stated that through the master deed they will limit the number of townhouses that could be rented to 10 percent, they provide charging stations for all units, the plan is for private streets and the homeowners association would maintain the site and there would be normal garbage service so no dumpsters would be on site. He stated that they would definitely be providing more landscape plans. With regard to density, he is willing to look at the edges of the site and feels that this would reduce the density to some degree; however, the project is not economically feasible at 8-10 units per acre. He added that having ranch units on the site would not work with this 9-acre parcel and also would not be economically feasible. Mr. Loughrin added that they are willing look a mixed- use development and putting high density near Inkster as suggested but just are not sure how that might work.

Mayor Barnett mentioned that several members of the public wanted to speak on this issue.

Jeff Dawkins, resident, expressed concern with the 3-story buildings and density.

Scott Griffin, Hickory Oaks, also expressed concern with the proposed density noting that it is almost twice of what single-family residential would allow.

Linda Roberts, Hickory Oaks, commented that the plan does not compliment their neighborhood.

Mr. Patel commented that they had extensive conversations around density and met with many of the residents and have reviewed many different options for the site; but with the challenges of the site and cost to develop, he feels that is the reason it was not developed in the past. He feels that both he and Mr. Lochlin are the best in the business at what they do and could make the site beautiful and be good neighbors.

Mr. Loughrin added that the cost of development has significantly increased. He noted that they could review increasing the setbacks in a few areas that will ultimately reduce the density around the edges. He understood the concerns of the residents but mentioned that there will be a significant tree buffer with the proposed development being 135 feet from the neighbors at the closest point.

Attorney Joppich mentioned to City Council that this evening they would be approving the plan in front of them and once approved, elements of that approved plan are put into more detail through a PUD agreement that would come back to Council for consideration.

It was suggested that the city review again options for incentives such as through Brownfield or with the Historic District Commission and to invite the Historic District Commission if there is another meeting.

Discussion was held on postponing consideration of the plan to allow for revisions. Mr. Loughrin stated that they should be able to get revisions to the plan in by the end of the week to come back to the next meeting.

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby postpones the consideration of approval of revised Planned Unit Development 2, 2021 located at 27400 Twelve Mile Road to no later than September 13, 2021.

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-5-2021 TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCE, CHAPTER 8, "BUSINESS LICENSING" ARTICLE I, "LICENSES," TO REVISE AND UPDATE PROVISIONS THROUGHOUT THE ARTICLE; AND APPROVAL OF SUMMARY FOR PUBLICATION.

MOTION by Boleware, support by Massey, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-5-2021 to amend the Farmington Hills Code of Ordinance, Chapter 8, "Business Licensing" Article I, "Licenses," to revise and update provisions throughout the Article; and approval of summary for publication.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-6-2021 TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 8, "BUSINESS LICENSING" BY ADDING ARTICLE II, "SMOKING LOUNGES," TO LICENSE AND REGULATE SMOKING LOUNGES IN THE CITY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY AND WELFARE; AND APPROVAL OF SUMMARY FOR PUBLICATION.

MOTION by Strickfaden, support by Newlin, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-6-2021 to amend the Farmington Hills Code of Ordinances, Chapter 8, "Business Licensing" by adding Article II, "Smoking Lounges," to license and regulate smoking lounges in the City in the interest of the public health, safety and welfare; and approval of summary for publication.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-7-2021 TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 8, "BUSINESS LICENSING" BY ADDING ARTICLE III, "MINIATURE GOLF COURSES, GO-KART TRACKS, AND ARCADES," TO LICENSE AND REGULATE MINIATURE GOLF COURSES, GO-KART TRACKS, AND ARCADES IN THE CITY IN THE INTEREST OF THE PUBLIC HEALTH, SAFETY, AND WELFARE; AND APPROVAL OF SUMMARY FOR PUBLICATION.

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves ENACTMENT of Ordinance C-7-2021 to amend the Farmington Hills Code of Ordinances, Chapter 8, "Business Licensing" by adding Article III, "Miniature Golf Courses, Go-Kart Tracks, and Arcades," to license and regulate miniature golf courses, go-kart tracks, and arcades in the City in the interest of the public health, safety, and welfare; and approval of summary for publication.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

NEW BUSINESS

CONSIDERATION OF ADOPTION OF A FEE RESOLUTION ESTABLISHING LICENSING FEES FOR MINIATURE GOLF COURSES/GO-KART TRACKS AND ARCADES WITHIN THE CITY.

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS

RESOLUTION NO. R-147-21

RESOLUTION ESTABLISHING FEES FOR THE LICENSING OF MINIATURE GOLF COURSES/GO-KART TRACKS AND ARCADES

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held in the City Council Chambers on August 9, 2021, at 7:30 o'clock p.m., with those present and absent being:

PRESENT: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN

ABSENT: BRIDGES

The following preamble and resolution were offered by Councilperson Strickfaden and supported by Councilperson Boleware:

WHEREAS, on August 9, 2021, the Farmington Hills City Council adopted an ordinance establishing regulations for miniature golf courses/go-kart tracks and arcades within the city in the interest of the public health, safety, and welfare.; and

WHEREAS, Section 8-80 of the ordinance provides for licensing procedures and Section 8-20 of the City Code provides that a license fee shall be set by a resolution of Council, and

WHEREAS, City staff has reviewed the administrative costs and expenses that will be incurred by the City for purposes of processing the license applications and annual renewals;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Sections 8-20 and 8-45 of the City Code, the City of Farmington Hills City Council hereby establishes a non-refundable administrative and processing fee in the amount of \$300 for issuance of a license to operate a smoking lounge in the City of Farmington Hills and \$200 for the annual renewal of each license.

AYES: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
NAYES: NONE
ABSENT: BRIDGES
ABSTENTIONS: NONE

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

CONSIDERATION OF APPROVAL OF APPOINTMENT OF VOTING DELEGATE AND ALTERNATE VOTING DELEGATE FOR THE MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING ON SEPTEMBER 22, 2021.

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves the appointment of Mayor Vicki Barnett as the voting delegate and Mayor Pro-Tem Jackie Boleware as the alternate voting delegate for the Michigan Municipal League Annual Meeting on September 22, 2021.

MOTION CARRIED 6-0.

CONSENT AGENDA
RECOMMENDED AUTHORIZATION FOR THE CITY CLERK TO MAKE A TYPO CORRECTION TO THE RESOLUTION ADOPTED BY CITY COUNCIL ON JULY 26, 2021 AUTHORIZING BALLOT LANGUAGE FOR THE NOVEMBER 2, 2021 BALLOT.

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Clerk to make a typo correction as outlined in the City Clerk's memo dated August 9, 2021 to the resolution (assigned as R-134-21) adopted by City Council on July 26, 2021, authorizing ballot language to be included on the November 2, 2021 ballot, for the purposes of publishing and including the correct language in the City Charter.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A PERMIT TO BE ISSUED TO GEN-X PYROTECHNICS TO HOLD A FIREWORKS DISPLAY AT FRANKLIN HILLS COUNTRY CLUB ON AUGUST 21, 2021.

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby approves a permit to be issued to Gen-X Pyrotechnics, to hold a Fireworks Display at the Franklin Hills Country Club on August 21, 2021, as outlined on the application and information submitted to the Fire Department and subject to the following conditions:

- The event shall comply with NFPA 1123, ATF, and Minimum Fire Prevention code requirements
- The minimum display site radius is being increased from 70' per inch to 100' per inch of mortars used during the display. The Country Club and Gen-X Pyrotechnics shall secure the safety perimeter during the display
- Gen-X Pyrotechnics shall be responsible for general cleanup after the display. Any unfired shells shall be properly packaged and disposed of according to the ATF. Franklin Hills Country Club has agreed to any remaining cleanup if necessary
- No Fire Department standby has been requested by the vendor at this time. The vendor and Country Club staff shall call 911 immediately to report an emergency of any kind
- The City of Farmington Hills reserves the right to cancel its recommendation of approval if it is determined that weather conditions or site conditions are not favorable for this event to occur

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF PURCHASE OF TWO FREIGHTLINER TRUCK CHASSIS WITH WOLVERINE FREIGHTLINER-EASE SIDE IN THE AMOUNT OF \$212,838.00, TWO TANDEM-AXLE LIVE-BOTTOM DUMP TRUCKS AND 3-CYD DUMP TRUCK HOOK-LOADER EQUIPMENT WITH TRUCK AND TRAILER SPECIALTIES FOR AN AMOUNT NOT TO EXCEED \$423,500, AND F550 TRUCK CHASSIS WITH SIGNATURE FORD IN THE AMOUNT OF \$42,196.00. CMR 8-21-79

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Wolverine Freightliner-East Side, Mount Clemens, Michigan, for a total of \$212,838.00 for the purchase of two Freightliner truck chassis, and

IT IS FURTHER RESOLVED, that the City Council authorizes the City Manager to issue a purchase order to Truck and Trailer Specialties of Dutton, Michigan, for an amount not to exceed \$423,500.00 for the purchase of two tandem-axle live-bottom dump trucks and the 3-CYD dump truck hook-loader equipment, and

IT IS FURTHER RESOLVED, that the City Council authorizes the City Manager to issue a purchase order to Signature Ford of Owosso, Michigan for a total of \$42,196.00 for the purchase of a F550 truck chassis.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

ACKNOWLEDGMENT OF FISCAL YEAR 2020/21 FOURTH QUARTER FINANCIAL SUMMARY REPORT.

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby acknowledges the Fiscal Year 2020/21 Fourth Quarter Financial Summary Report.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF THE CITY COUNCIL STUDY SESSION MEETING MINUTES OF JULY 26, 2021.

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby approves the City Council study session meeting minutes of July 26, 2021.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF THE CITY COUNCIL REGULAR SESSION MEETING MINUTES OF JULY 26, 2021.

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby approves the City Council regular session meeting minutes of July 26, 2021.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

ADDITIONS TO AGENDA

Closed Session

ATTORNEY REPORT

City Council received the Attorney Report.

MOTION by Massey, support by Boleware, that the City Council of Farmington Hills hereby approves entering into a closed session for purposes of discussing a written confidential and privileged attorney client letter with the city attorney.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

Council entered back into regular session.

ADJOURNMENT

MOTION by Massey, support by Newlin, to adjourn the regular session City Council meeting at 11:17pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk