

**AGENDA**  
**CITY COUNCIL STUDY SESSION**  
**OCTOBER 25, 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](http://www.fhgov.com)

1. Call Study Session to Order
2. Roll Call
3. DTE Power Planning for Farmington Hills
4. Sarah Fisher Discussion
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.

**AGENDA**  
**CITY COUNCIL MEETING**  
**OCTOBER 25, 2021 – 7:30PM**  
**CITY OF FARMINGTON HILLS**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)  
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 November 1, 2021 as [Extra Mile Day](#)
3. Introduction of new Economic Development Director Tia Brockway

**CORRESPONDENCE**

**CONSENT AGENDA - (See Items No. 6 – 14)**

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**

**PUBLIC HEARING:**

4. Public hearing and consideration of authorizing the conversion of Biddestone Lane from gravel to hard surface. [CMR 10-21-97](#)

**NEW BUSINESS:**

5. Consideration of approval of [appointments](#) to the Economic Development Corporation and Historic District Commission.

**CONSENT AGENDA:**

6. Recommended authorization to enter into an agreement with David Walsh to provide Michigan Indigent Defense Commission (MIDC) grant administration services in an amount not to exceed \$28,560. [CMR 10-21-98](#)

7. Recommended adoption of a resolution establishing the Verdun Street Water Main Payback District and the final payback costs. [CMR 10-21-99](#)
8. Recommended adoption of a performance resolution for City projects in the Michigan Department of Transportation (MDOT) right-of-way. [CMR 10-21-100](#)
9. Recommended approval of award of proposal for 2021 automotive fluids purchase to Rowley's Wholesale in the amount of \$40,000; with possible extensions. [CMR 10-21-101](#)
10. Recommended authorization for repairs to the fuel systems at the DPW facility, the Police Department and the Parks and Golf facility to Oscar W. Larson Company in the about of \$48,810. [CMR 10-21-102](#)
11. Recommended approval of award of bid for the purchase and installation of three pick-up truck snow plows to Truck & Trailer Specialties in the amount of \$19,404. [CMR 10-21-103](#)
12. Recommended approval of award of contract to refurbish the salt dome conveyor system to Kimco USA in an amount not to exceed \$28,843. [CMR 10-21-104](#)
13. Acknowledgement of first quarter [financial summary and investment reports](#) and fourth quarter preliminary year-end financial summary report.
14. Recommended approval of the City Council [regular session meeting minutes](#) of October 11, 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).

**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.



## PROCLAMATION

**Extra Mile Day  
November 1, 2021**

- WHEREAS,** Farmington Hills is a city which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and
- WHEREAS,** the City of Farmington Hills encourages its citizens to maximize their personal contributions to society by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and
- WHEREAS,** Farmington Hills chooses to shine a light on and celebrate individuals and organizations who “go the extra mile” in order to make a difference and lift up fellow members of their community; and
- WHEREAS,** the City of Farmington Hills acknowledges the mission of Extra Mile America to create more than 500 Extra Mile cities in our country and is proud to support “Extra Mile Day” on November 1, 2021.

**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 November 1, 2021 to be **Extra Mile Day** and urge all members of the community to not only “go the extra mile” in their own lives, but also to acknowledge those individuals who are inspirational in their efforts and commitment to make their organizations, families, communities, country or world a better place.

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

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Vicki Barnett, Mayor

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – October 25, 2021**

**SUBJECT:** Consideration of Authorizing the Gravel Road Conversion to Hard Surface Pavement for Biddestone Lane.

**Administrative Summary**

- City Council previously approved the Policy for Converting Gravel Public Roads to Paved Roads by Petition in March of 2019.
- Based on this policy, over 60% of the property owners on Biddestone Lane signed a Paving Request Petition and submitted it to the City Engineering Department in the spring of 2019.
- Engineering staff performed preliminary engineering for the project and held an informational meeting on September 24, 2019. At the conclusion of this meeting, City staff circulated a second petition for property owners to sign, confirming their support for the paving project. City Staff also mailed this petition to all property owners in the project area who did not attend the meeting, allowing residents 14 days from September 24, 2019 to complete and return the petition to the City.
- There are 31 properties in the proposal limits and two are owned by the Homeowners Association. We have excluded them from the votable population leaving 29 homesites units in the district.
- 21 of these 29 property owners (72.41%) signed the second petition in favor of moving forward with the project. Of the 8 remaining properties, 1 was not in support of the petition and 7 did not respond.
- Public sanitary sewer and public water main are available to a small portion of the street. Currently, it is estimated that 10 properties do not have access to public sewer and 20 properties do not have access to public watermain.
- As a result of the resident support for this project, staff has scheduled a public hearing for this evening's City Council Meeting. All property owners received notice of the public hearing 10 days in advance of this hearing. Please note that this hearing would have been scheduled in the winter of 2020 but because of Covid-19 public meetings were postponed to summer of 2021 and we are now scheduling these meetings.

**RECOMMENDATION**

IT IS RESOLVED, that the City Council of the City of Farmington Hills authorize the conversion of Biddestone Lane from gravel to hard surface, and;

FURTHER RESOLVED, that the City staff identify a specific project schedule for this conversion consistent with the Capital Improvement Program and within the City's Local Road budget and also accounting for any specific issues presented by this conversion.

## **Support Documentation**

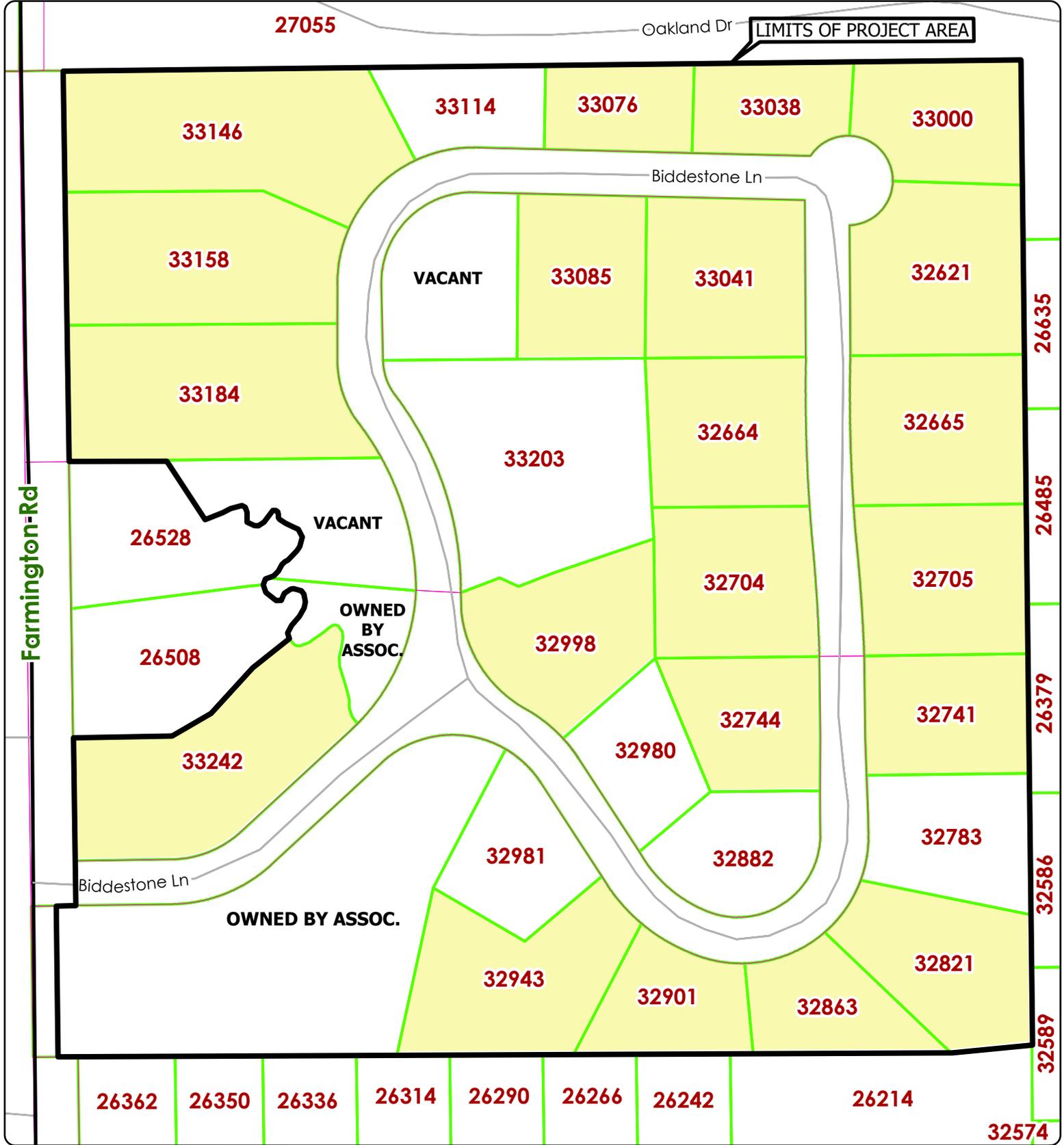
In November of 2018, a local road millage was passed by the residents of the City of Farmington Hills. This allowed for increased local road funding to address local road maintenance and the change over from a predominant SAD Local Road Improvement to a City millage-sponsored Local Road Improvement Program. The millage proposal also identified the inclusion of gravel road conversion to hard surface pavement for local roads where it was determined that the property owners abutting the gravel road supported a conversion. City Council directed staff to prepare a Gravel Road Conversion Policy, which City Council reviewed and adopted on March 25, 2019.

Since that time, several gravel roads have gone through the process identified in the Gravel Road Conversion Policy. Biddestone Lane is one of those streets and is being considered tonight.

Should this proposal move forward, the City will consider completing the public sanitary sewer and public watermain on Biddestone Lane through a payback program to be addressed prior to or as part of the road paving project.

Prepared by: James Cubera, P.E., City Engineer  
Departmental Authorization by: Karen Mondora, P.E., Director of Public Services  
Approved by: Gary Mekjian, P.E., City Manager

# BIDDESTONE LANE GRAVEL ROAD CONVERSION PROGRAM



## Legend

- Tax Parcels
- Yes Votes



**INTEROFFICE CORRESPONDENCE**

**DATE:** October 21, 2021  
**TO:** City Council  
**FROM:** Vicki Barnett, Mayor  
**SUBJECT:** Recommendation for appointment

I would like to recommend the following appointments at the October 25, 2021 City Council meeting:

**Economic Development Corporation - Member**

	<b>Length of Term:</b>	<b>Term ending:</b>
Mark Brucki	Unexpired term	February 1, 2025

Mr. Brucki will fill the unexpired term of member John Anhut who passed away during his term. Attached, please find Mr. Brucki's letter of interest.

**Historic District Commission - Member**

	<b>Length of Term:</b>	<b>Term ending:</b>
Marleen Tulas	Unexpired term	February 1, 2023

Ms. Tulas will fill the unexpired term of member Brian Brincat who resigned during his term. Attached, please find Ms. Tulas's letter of interest.

Thank you for your consideration of these appointments.

September 19, 2021

Mr. Lew Cantor, Chair  
Farmington Hills Economic Development Corporation  
City of Farmington Hills 31555  
W. Eleven Mile Rd.  
Farmington Hills, MI 48336

Dear Lew:

I enjoyed the opportunity to attend the recent Farmington Hills Economic Development Corporation meeting on September 15, 2021. The thoughtful growth of Farmington Hills is of particular interest to me and is synergistic with my professional experience and my personal interests as a Farmington Hills resident.

As Executive Director at Lawrence Technological University (LTU), I have over 17 years of experience in developing successful Public-Private Partnerships. My area of expertise includes strategy development, collaboration, and implementation of new initiatives. This includes:

- Founding, launching, and securing start-up and operational funding for the LTU Centrepolis Accelerator in partnership with the City of Southfield – [www.centrepolisaccelerator.com](http://www.centrepolisaccelerator.com). This includes becoming Michigan's first entrepreneurial Industry 4.0 technology accelerator supporting start-up and existing companies with physical product development, innovation and manufacturing.
- Being a Founding Core Partner and Steering Committee Member of Building the Engine of Community Development in Detroit (BECDD) <https://buildingtheengine.com/>
- Understanding marketplace needs and developing Industry, Government, and Community Partnerships that result in millions of dollars of Research, Grants, Contracts and Awards or LTU – that has resulted in a significant Economic Impact for Southeast Michigan (report available upon request).
- Fostering a robust Innovation and Entrepreneurship environment on campus with Students and Faculty

I welcome your consideration to become a member of the Farmington Hills Economic Development Corporation.

Sincerely,



Mark Brucki





***Inter-Office Correspondence***

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**DATE:** October 5, 2021

**TO:** Gary Mekjian, City Manager

**FROM:** Erik Perdonik, Historic District Commission ("HDC") Liaison

**SUBJECT:** Prospective New HDC Commissioner

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As you are aware, Brian Brincat recently formally resigned from the HDC, which leaves one vacancy on the Commission. HDC Chairperson, Kenneth Klemmer, is recommending that Marleen Tulas be appointed to the HDC to replace Commissioner Brincat. Ms. Tulas' Letter of Interest and Curriculum Vitae follow this memorandum. There is no question that she is highly qualified. As you know, action by the Mayor and City Council would be necessary to make the appointment.

## Erik Perdonik

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**From:** Ken Klemmer <[REDACTED]>  
**Sent:** Monday, August 9, 2021 7:36 PM  
**To:** Erik Perdonik  
**Subject:** Fwd: FH Historic District Commission Letter of Intent

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

Erik, please see attached!  
K

Sent from my iPhone

Begin forwarded message:

**From:** Marleen Tulas <[REDACTED]>  
**Date:** August 9, 2021 at 7:16:20 PM EDT  
**To:** Ken Klemmer <[REDACTED]>  
**Subject:** FH Historic District Commission Letter of Intent

Dear Mr. Klemmer,

It was a pleasure speaking with you last week. What led me to approach you with my interest in the Farmington Hills Historic District Commission is my background in Historic Preservation, fostered by my grandparents' old Ohio farmstead and an annoying curiosity about what certain architectural features were called and what kind of architectural styles were particular buildings.. And so, I earned a MS degree in Historic Preservation from Eastern Michigan University. I had received my BA from the University of Michigan with a degree in Elementary Education and a minor in History.

I moved to Farmington Hills a few months ago by way of Detroit, Portland, Oregon, and Dearborn, Michigan. With the exception of Dearborn where I based some of my HP college assignments, lived in one of the original Ford Homes, and supported Greenfield Village, my work in the field of preservation has been based primarily in Detroit to include intensive and reconnaissance level surveys, National Register of Historic Places nomination applications, tax credit applications, cultural resources inventories, and historic research and photo documentation. While in Portland OR, I provided research for a small segment of the African American History in Portland that is part of a voluminous National Register Multiple Property Documentation Form of the "African American Cultural Resources in Portland Oregon, from 1865 to 1973". I also volunteered at the Architectural Heritage Center in Portland under which the form was prepared.

Though I had little knowledge of Farmington Hills prior to moving here, I had worked on a reconnaissance level survey of the downtown area in the early 2000s with Kristine Kidorf, of Kidorf Preservation Consulting. The findings were presented in an afternoon community meeting. It's good to see the business district is much improved since the time of the survey.

Though not brief as you had requested, I hope the information I have provided is sufficient until I send you my CV. Thank you for your time.

## Marleen C. Tulas



I have a passion for historical architecture and culture and I have spent the past 20 plus years learning and practicing in the field. As a Historic District Commissioner, I will bring that same passion to the historic fabric of Farmington Hills. I will apply my professional knowledge and skills to ensure preservation standards are upheld for existing and future historic designations so that Farmington Hills remains a desirable community that honors and celebrates its past.

**Education** M.S., Historic Preservation, Planning Concentration. Eastern Michigan University.  
B.A., Elementary Education, History major. University of Michigan.  
Portland State University, Auditor. Architectural and Cultural History Concentration.

**Employment** **The Scarab Club**, Detroit, Michigan. Interim Executive Director. 501(c)3 organization  
January through April 2007.

- Managed operations and financial records, rental details and exhibition schedules.

**The Players**, Detroit, Michigan. Business Manager. 501(c)3 organization  
January 2004 to August 2006.

- Managed the membership database, correspondence, building maintenance and supplies.
- Directed restoration work of façade masonry; solicited proposals for restoration of decorative artwork and Great Hall murals; investigated funding sources for future restoration work.

**BVH Architecture, Inc.**, Detroit, Michigan. Historic Resources Consultant.  
July 2002 to August 2003.

- Survey and documentation work: Reconnaissance Level Survey, 52 buildings in Conant Gardens for the Historic Designation Advisory Board, City of Detroit, resulting in a Historic District designation; Intensive Level Survey of 77 buildings, Eastern Market for HDAB, resulting in the expansion of the original boundaries of the historic commercial district; Reconnaissance Level Survey and National Register of Historic Places application, 57 buildings in the Jefferson-Chalmers Business District, Detroit, resulting in historic designation in 2004.
- Co-wrote the Heritage Resources Inventory of the West Vernor Corridor for the Southwest Business District Association, Detroit.
- Prepared the Michigan Historic Tax Credit Application for the Roosevelt Hotel, West Corktown Historic District, Detroit. Project was subsequently tabled.

**Cornerstone Building Company**, Detroit, Michigan. Historic Resources Consultant.  
October 2001 to July 2002.

- Intensive level survey of the South Cass Corridor for the University Cultural Center Association.
- Tax Credit Application prepared for The Merrick Apartments, Woodbridge Historic District and the Carlton Hotel, Brush Park Historic District, Detroit.
- West Vernor Highway, Southwest Detroit, multiple property submission for nomination to the National Register of Historic Places for the Southwest Housing Corporation.

**Midwest Environmental Consultants, Inc.**, Detroit. Architectural Survey Technician. May 1999 to February 2002.

- Prepared historic eligibility determinations under the Section 106 Review process for properties scheduled for demolition in the city of Detroit.
- Provided administrative support to the Detroit Historic Districts Commission staff.
- Wrote Fence and Hedge Design Guidelines, currently in use, for the Detroit Historic District Commission. EMU Historic Preservation Senior Project.
- Authored a history on the architecture and functions of the buildings of the Packard Motor Car Company Industrial Complex, Detroit, for the City of Detroit Planning and Development Department.

**Kessler |Francis |Cardoza Architects**, Detroit, Michigan. Research Intern, Winter 2000.

- Participated in on-going agency historic preservation work to include a pre-proposal walk-thru, Objective Session with clients, punch lists on a restoration project in South Bend, Indiana.
- Provided project research and administrative support.

**Additional Experience**

**Kidorf Preservation Consulting.** Reconnaissance Level Survey, Grand River Business Corridor, conducted for the Farmington DDA. 2006

**Architectural Heritage Center**, Portland Oregon. 2017, 2018.

- Volunteer, front desk.
- Volunteer, contributed research to the National Register of Historic Places Multiple Property documentation form for African American Resources in Portland OR, under the leadership of Cathy Galbraith, former director of AHC.

**Conditions Assessment** – The Detroit Club, Detroit. Class Project, EMU, March 2001.

**Site Investigation and Field study** - Fayette Historic Town site in Fayette State Park, Upper Peninsula, Michigan. June 1999. Class project.

- Structural investigation and analyses of extant building paint, plaster, and wood. Engaged in on-site materials conservation and preservation technology.

**Village of Dan Jia Shan, Shaanxi Province, People's Republic of China.** Earthwatch Institute Research Team Volunteer, July 2007.

- Lived and worked among the families in this remote mountain village of cave dwellings, photo-documented and sketched traditional Chinese household furniture and décor as part of a multi-disciplinary, ongoing approach to record the disappearing built environment and culture of traditional village life.

**Venice, Italy.** Earthwatch Institute Research Team Volunteer, Summers 1997 and 1998.

- Surveyed and documented the condition of wellheads throughout the island for prioritizing preservation efforts in Venice as a volunteer with Earthwatch Institute. Assisted in the development of a presentational format for data gathered on Venetian campaniles.

**Professional Affiliations**

National Trust for Historic Preservation  
Michigan Historic Preservation Network  
Sigma Pi Kappa Honor Society

**Certification**

36 CFR61, Architectural Historian, under Federal/State requirements, retired

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**October 25, 2021**

**SUBJECT: APPROVAL OF CONTRACT FOR MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC) GRANT ADMINISTRATION SERVICES**

**ADMINISTRATIVE SUMMARY**

- The Michigan Indigent Defense Commission (MIDC) was created by legislation in 2013 after an advisory commission recommended improvements to the state's justice system. The MIDC works to ensure the state's public defense system is fair, cost-effective, and constitutional while simultaneously protecting public safety and accountability.
- Beginning in the State's 2022 fiscal year (beginning 10/01/21), the statutory responsibility for the administration of the MIDC efforts through the 47<sup>th</sup> District Court have moved from the District Court to the Cities of Farmington and Farmington Hills.
- Previously, the administration of these efforts was led by our former court administrator, Mr. David Walsh.
- Mr. Walsh retired in August of 2021 and has continued to work with the City's MIDC grant application and has also continued to assist with the administration of the system during the interim period of transitioning it over to the two Cities. Mr. Walsh has offered to continue his services on a part-time basis for the remaining 2022 fiscal year, only. He will also assist the Cities in drafting a request for proposals for a new system administrator for the 2023 fiscal year.
- Mr. Walsh has the knowledge and the expertise to fully perform the scope of services and staff is recommending approval of an independent contractor agreement with him. The agreement has been reviewed by the City Attorney as to form and content.
- Finally, the MIDC grant application requests full reimbursement for these costs, up to the contract maximum. The Cities of Farmington and Farmington Hills will pay their proportionate share (based on the City's respective caseloads) in the unlikely event the contract maximum is exceeded

**RECOMMENDATION**

It is recommended that City Council authorize the City Manager to enter in agreement with David Walsh to provide MIDC program and grant administration services as described in the grant application. The contractors pay will be \$35/hour, not to exceed \$28,560, with the contract valid from October 1, 2021 through September 30, 2022 or upon completion of all grant requirements.

Prepared by: Gary Mekjian, City Manager  
Reviewed by: Kelly Monico, Director of Central Services  
Approved by: Gary Mekjian, City Manager



## **INDEPENDENT CONTRACTOR AGREEMENT**

This Independent Contractor Agreement ("Contract") shall be effective as of the date of the last signature and is between the City of Farmington Hills, ("City"), whose address is 31555 West Eleven Mile Road, Farmington Hills, MI 48336-1165, and DAVID WALSH ("Contractor"), whose address is [REDACTED]

The City and Contractor agree as follows:

1. Services. Contractor shall perform Michigan Indigent Defense Commission (MIDC) grant administration Services for the City as described in the Service Description that is attached to and part of this Contract ("Services") in a competent, efficient, timely, good and workmanlike manner and in accordance with all other terms and conditions of this Contract. Contractor's Services shall be subject to review at all times by the City Manager's Office to assure compliance with this Contract and Contractor shall cooperate and coordinate its provision of Services with that Department.

2. Nature and Duration of Agreement. This Contract does not provide the City with an exclusive right to Contractor's Services, and Contractor may in his/her discretion, provide the same or similar services to other clients. This Contract also does not provide Contractor with an exclusive right to be the only provider of the type of Services described in the Service Description and the City may enter into agreements for the same or similar Services with other providers of such services. This Contract shall be in effect and apply to the period of time described in the attached Service Description and such additional periods of time as may be agreed to in a Supplemental Service Description, which upon signing by the City and Contractor shall be attached to and become a part of this Contract.

3. Termination. The City shall have the right to terminate this Contract: (i) for cause by written notice to Contractor, and (ii) without cause upon 14 days written notice to Contractor. If Contractor terminates this Contract before completing required Services, all rights to payment for Services that were provided are forfeited and waived.

4. Payment. The City will pay Contractor for the Services as described in the Service Description or any applicable Supplemental Service Description that is attached to and part of this Contract. If the City terminates this Contract without cause, Contractor shall be entitled to payment for services specified in the Service Description that were performed and completed prior to termination.

5. Independent Contractor. The parties to this Contract intend that the relationship between them created by this Contract is that of service provider and service purchaser. It is expressly agreed, understood and intended that no employee-employer relationship shall exist or be established, and that Contractor is an independent contractor who has been retained to render the Services to achieve specific results in exchange for specified recompense. As an independent contractor, Contractor expressly agrees that: (a) In the performance of this Contract, the relationship of Contractor to the City shall be that of an independent contractor and not that of an employee or agent of the City, and Contractor shall not be deemed to be the employee or agent of, or a servant to, the City; (b) Unless otherwise indicated in the Service Description, Contractor shall be responsible for all tools, equipment, supplies and materials necessary to perform the Services and shall not be entitled to City payment or reimbursement for any resulting costs or expenses; (c) Contractor shall be solely responsible for training, supervising, and compensating Contractor and Contractor's personnel, if any, involved in providing the Services; (d) Contractor and Contractor's personnel, if any, are not employees of the City, shall not make any

representations or statements that suggest otherwise, and have no authority to make any agreement for or otherwise bind the City; (e) Contractor will determine and control the means of performing the Services, within such general parameters or specifications as may be provided by the City, this Contract, the MIDC grant requirements, and applicable laws and codes; (f) Contractor will be responsible for the satisfactory performance and completion of the Services that Contractor performs or agrees to perform and may be held liable for failure to satisfactorily complete such Services; (g) Contractor will be solely responsible for payment of salaries, wages, and other compensation for Contractor's employees and agents, if any; (h) Contractor shall not be eligible for coverage under or eligible to receive the benefits of the City's employee pension plans, employee welfare plans, workers' compensation, unemployment or health insurance, or other benefit plans; (i) Contractor is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, pension, medical/health benefits, worker's compensation, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract; and (j) Contractor holds or has applied for a federal, state or local employer identification number (or the equivalent number applicable in the jurisdiction in which the services are performed), unless the Contractor is a sole proprietor and is not required to obtain such an identification number under applicable federal, state or local requirements. The City will not provide workers' compensation insurance or withhold income tax, social security or other amounts that apply to employees, from the payments made to Contractor, but will report those payments to the federal and state taxing authorities. The Contractor agrees to be responsible for withholding and paying income, FICA and FUTA taxes relating to performance of the Services and payments received from the City in connection therewith. The City will provide the Contractor with a Form 1099-MISC., and the Contractor agrees to report the earnings shown on the Contractor's Schedule C. The Contractor further agrees to furnish, upon written request from the City, a copy of his/her Schedule C to the City, along with a statement verifying that all of the income reported by the City on the Contractor's Schedule C, and that the Contractor has paid all income and employment taxes on it.

6. Right of Supervision and Inspection. In the performance of the Services, the Contractor is an independent contractor with the authority to control and direct the performance of the details of the work, the City being interested only in the results obtained. However, performance of the Services contemplated herein must meet the approval of the City and shall be subject to the City's general right of inspection and supervision to secure the satisfactory performance and completion thereof. The Contractor agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now or may in the future become applicable to the Contractor or the Contractor's business, equipment, and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations. The actual performance and superintendence of all Services shall be by the Contractor, but the City shall designate a representative or representatives who shall at all times have access to the work Contractor is performing for the purpose of inspecting the Services performed by the Contractor and to judge whether such Services are being performed by the Contractor in accordance with the provisions of this Contract. Such representative or representatives shall be empowered to act for the City in all matters relating to the Contractor's performance of the Services contemplated. Prior to commencing any work or services under this Contract and at the time of each and every extension of this Contract, if any, Contractor and Contractor's personnel, if any, shall submit to a personal criminal history background check, if required by the City in its discretion, and shall provide any written consent to such background checks as may be requested or required by the City, in its discretion, or by law.

7. Insurance. Contractor shall have no right to or expectation of coverage under any insurance policies of City. Contractor shall be responsible for having and maintaining during the life of this Contract all insurance required by law or otherwise necessary to cover Contractor's liability relating in any way to the performance or nonperformance of the Services under this Contract and any personal injury or property damage suffered by Contractor relating in any way to the performance or nonperformance of the Services under this Contract, including liability, workers' compensation and motor vehicle liability insurance for the vehicle(s) used by Contractor in or for purposes of the performance of the Services. The City will not and is not obligated to insure Contractor in any way or to provide insurance or insurance coverage of any kind, nature or amount to or for the Contractor. If the attached Service Description or applicable Supplemental Service Description requires it, for all periods this Contract is in effect and for all Services provided by Contractor to the City, Contractor shall have

and maintain the following insurance, which shall be documented by a Policy of Insurance and/or Endorsement of a Policy of Insurance that entitles the City to prior notice of cancellation, changes, or non-renewal of the Policy or any portion thereof:

A. General Liability insurance against claims for bodily injury or death and property damage in the amount of at least \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate, with such insurance to be primary and noncontributory and name the City and its officials and employees as additional insureds.

B. Workers Compensation (statutory amount) and Employer’s Liability of at least \$100,000.00 if Contractor has employees or agents involved in providing Services.

8. Liability. Injuries to or damages suffered by Contractor and any Contractor employees or agents, third persons, and/or their property that occur during or as a result of the Services, are Contractor’s responsibility, without recourse against or contribution from the City or any of its officials or employees, with Contractor accepting all risks of and agreeing to indemnify, defend, and hold the City harmless from, any claims and related costs and expenses, including attorney fees, for any such injuries or damage. The City and its officials, employees, agents, and volunteers shall have no liability or responsibility for any such injuries or damages, consistent with the governmental immunity provided by law, which this Contract does not waive. This Contract is not for, and confers no benefit on, persons or entities that are not parties to it.

9. Compliance with Laws. This Contract and all of Contractor’s Services shall be subject to and in compliance with all applicable laws, rules and regulations, including without limitation, those which apply because the City is a governmental entity, the City’s Ordinances, and the City’s Rules, Policies and/or Procedures that apply to the Services Contractor is to provide, and shall be governed by the laws of the State of Michigan.

10. Non-Discrimination. In providing the Services and the employment of any person, Contractor shall not discriminate because of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or other classification that is protected from discrimination by law, ordinance or City policy.

11. Assignment and Subcontracts. Contractor shall not assign or subcontract the performance of this Contract or any part thereof without the written consent of the City.

12. Notices. Written notice under this Contract shall be given to the Contractor and Director of the City’s Special Services Department at the addresses contained in this Contract by personal, overnight or registered mail delivery.

13. Agreement, Changes, and Waivers. There are no verbal agreements and any changes in or waivers of the provisions of this Contract must be in writing and signed by the City and Contractor.

**CITY OF FARMINGTON HILLS**

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: Gary Mekjian, City Manager

**CONTRACTOR**

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: David Walsh

**SERVICE DESCRIPTION FOR INDEPENDENT CONTRACTOR AGREEMENT**

This Service Description is part of the Independent Contractor Agreement between the City of Farmington Hills and the identified Contractor and sets forth the agreed upon Services and manner in which they are to be provided and paid for.

Contractor Name DAVID WALSH Contractor Phone [REDACTED]

Contractor Email [REDACTED] Service: MIDC program and grant administration

Service Description and Contract valid through Provide MIDC program and grant administration services, as the Contract System Administrator, as described in the Cost Analysis section of the attached and incorporated grant documentation. Valid from October 1, 2021 through September 30, 2022 or completion all grant requirements (whichever is later).

City provided tools, equipment, supplies and materials (if any) 3 reams of paper for correspondence purposes

Contractor Insurance:      is required   x   is not required

Concerning these services, Contractor, will:

- Provide any & all services as required for MIDC grant administration

The City will:

- Pay Contractor \$35.00 /hr., NOT TO EXCEED \$28,560 FOR October 1, 2021 through September 30, 2022 or completion all grant requirements (whichever is later). Hours to be submitted to City Manager's Office.
- Payment will be made monthly, according to the City's accounts payable schedule.
- Any additional terms or conditions: None

\*Any extensions/renewals of the Contract or modifications of this Service Description must be provided in a Supplemental Service Description that is signed by Contractor and a Special Services Department representative.

Contractor Signature

City of Farmington Hills

\_\_\_\_\_  
By: David Walsh

\_\_\_\_\_  
By: Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – October 25, 2021****SUBJECT:** Verdun Street Water Main Payback District, Section 36**Administrative Summary**

- On November 23, 2020, City Council approved the Verdun Street Water Main Payback District subject to final costs being established upon completion of construction.
- The public water main is now in service and final costs have been determined.
- Funds were utilized from the City of Farmington Hills Water Reserve Fund to construct this improvement.
- City staff has determined that 3 properties benefit from the public water main and are being included in the payback district. This results in a total of 5 units of benefit. All benefiting properties are shown on the attached map.
- The total payback cost of the water main extension is \$62,533.00 or \$12,506.60 per unit. The cost per unit is below the original estimated amount of \$15,000.00 per unit.
- Each benefiting property is responsible for a proportionate share of this cost as based on the number of equivalent residential units that are projected to connect from each property. Each additional connection resulting from future lot splits will have to pay its proportionate share of the full cost attributable to the original benefitted property, as required by City Ordinance.
- A payback agreement stipulates that the owners of the benefiting parcels are only required to pay for their share of the improvement costs *if and when* they connect to the water main and also *prior* to the approval of any subdivision of land or lot split as outlined in City Code Section 27.
- Should a benefiting parcel opt to pay for its proportionate share of the improvement costs within five calendar years of the approval of the final establishment of the payback district, but not including any subdivision of land or lot split, its costs may be amortized over ten years, with interest, through the City. This will be administered by the City Attorney and Finance Department.
- Staff recommends the approval of the Verdun Street Water Main Payback District Resolution establishing the payback district and final payback amounts.

**RECOMMENDATION**

IT IS RECOMMENDED, that City Council adopt the attached Resolution establishing the Verdun Street Water Main Payback District and the final payback costs.

**Support Documentation:**

On November 23, 2020, the City Council gave approval for the Verdun Street Water Main Payback District, subject to final costs being determined upon completion of construction. On December 14, 2020, City Council awarded a construction contract for the Richland Gardens Subdivision (aka Old Towne) Water Main Replacement Project. This project included replacement of public water main in the Richland Gardens Subdivision (aka Old Towne) and its neighboring area as well as installation of new public water main along Verdun Street. Construction of the water main is now complete, and staff has determined the final construction and engineering costs for this water main extension to be \$62,533.00 total.

There are 3 benefiting properties along the route of the new water main installation. Each benefiting property is responsible for a proportionate share of this cost as based on the number of equivalent residential units that are projected to connect from each property. In the event that any of the properties split or develop differently than originally estimated, units of benefit will be recalculated such that each connection resulting from the lot splits or development will have to pay its proportionate share of the full cost attributable to the original benefitted property, as required by City Ordinance. The City Assessor will follow up on the process of the paybacks prior to the approval of any subdivision of land or lot split as outlined in City Code Section 27.

Should a benefiting parcel opt to pay for its proportionate share of the improvement costs within five calendar years of the approval of the final establishment of the payback district, but not including any subdivision of land or lot split, its costs may be amortized over ten years, with interest, through the City. Please note that the five-year time period for property owners to enter into an installment payment agreement with the City will be administered by the City Attorney and Finance Department.

Once the payback district costs are established, the City will record the resolution document so that potential purchasers are aware of the payback amounts. City staff will notify property owners within the payback district of the process for connection to the water main, options for payback installment payments, and the procedure for private property service line connections.

Prepared by: Natasha Sonck, Civil Engineer

Reviewed by: James Cubera, P.E., City Engineer

Tammy Gushard, P.E., Senior Engineer

Departmental Authorization by: Karen Mondora, P.E., Director of Public Services

Approval by: Gary Mekjian, P.E., City Manager

**CITY OF FARMINGTON HILLS  
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION R-\_\_**

**AMENDED AND RESTATED RESOLUTION**  
**FOR THE VERDUN STREET WATER MAIN PAYBACK DISTRICT**

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 \_\_\_\_\_, 20\_\_ at 7:30 p.m., with those present and absent being:

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

the following preamble and resolution were offered by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_:

WHEREAS, Article VII of Chapter 33 of the City Code (referred to in this Resolution as the “Payback Ordinances”) authorizes the City to construct and establish charges for benefitted properties to contribute to the cost of water main construction; and

WHEREAS, the City of Farmington Hills has completed the extension of a water main that provides public water services to and for the benefit of the properties listed in this resolution below (such extension being referred to in this resolution as the “Water Main Extension”), and Council has been advised of the costs incurred for said Water Main Extension; and

WHEREAS, pursuant to the Payback Ordinances, City Council desires to approve the costs of construction, identify the benefitted properties as being within a payback district, specify the proportionate share of the cost of construction attributable to each of the benefitted properties in the payback district, declare that such benefitted properties shall pay such proportionate share, address the timing for such payment, and establish a limited installment payment option for the benefitted property owners within the payback district; and

NOW, THEREFORE, BE IT RESOLVED that the costs for the Water Main Extension are approved and it is determined that the following properties benefit from the completed Water Main Extension, which properties are referred to in this resolution as the “Benefitted Properties” and are within what shall be known as the “Verdun Street Payback District”:

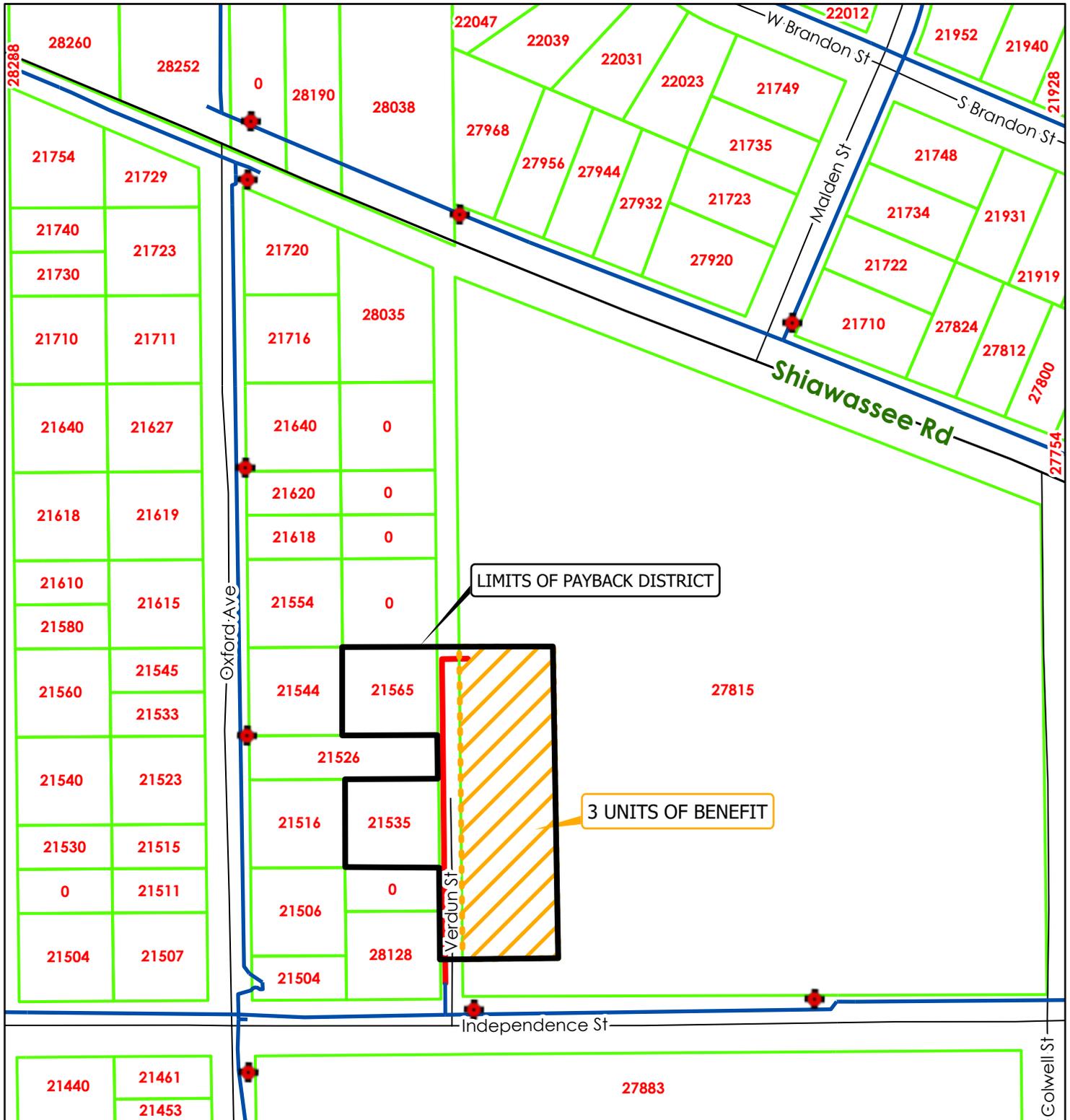
22-23-36-253-023	21535 VERDUN	1 Unit/\$12,506.60
T1N, R9E, SEC 36 J M COX ESTATE SUB S ½ OF LOT 6 & N ½ OF LOT 7		
22-23-36-253-017	21565 VERDUN	1 Unit/\$12,506.60
T1N, R9E, SEC 36 J M COX ESTATE SUB LOT 5		
22-23-36-254-001	27815 SHIAWASSEE	3 Unit/\$37,519.80
T1N, R9E, SEC 36 THAT PART OF E ½ OF W ½ OF NE ¼ LYING SWLY OF SHIAWASSEE RD 10 A		

BE IT FURTHER RESOLVED that, pursuant to the Payback Ordinances, the amount listed next to each of the above-described Benefitted Properties (referred to in this resolution as the “Payback Amount”) is hereby determined to be the proportionate share of the costs for the Water Main Extension attributable to each of the Benefitted Properties and such Benefitted Properties shall pay the Payback Amount to the City pursuant to Section 33-201 of the City Code, as presently written or as said Code Section may be





# Verdun Street Water Main Payback District



## LEGEND

-  New Water Main Location
-  Limits of Payback District
-  Indicates Multiple Units of Benefit

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – October 25, 2021**

**SUBJECT:** Consideration of Adoption of an Updated Performance Resolution for City Projects in the Michigan Department of Transportation (MDOT) Right-of-Way.

**ADMINISTRATIVE SUMMARY**

- Many of the City's construction and maintenance operations involve work being performed in the MDOT right-of-way, such as on Grand River Avenue and Northwestern Highway.
- In order to perform these operations, a right-of-way permit from MDOT is required. MDOT will not issue their annual permit without the local jurisdiction adopting the most recently updated version of their Performance Resolution.
- On September 25, 2017 City Council adopted the MDOT Performance Resolution, which has since been revised.
- In order for the City to renew its annual MDOT permit, City Council must adopt the latest version of the MDOT Performance Resolution.

**RECOMMENDATION**

IT IS THEREFORE RECOMMENDED, that the City Council of the City of Farmington Hills adopt the attached Performance Resolution for Governmental Agencies as required by the Michigan Department of Transportation.

**SUPPORT DOCUMENTATION**

As part of the permitting process for government agencies, MDOT had previously required a Performance Resolution. They have noted that their current form has been revised and our resolution needs to be updated. This was previously addressed in 2017 but with new MDOT revisions, an updated resolution is necessary. We note that over the last several years we have received revised MDOT resolutions for consideration. These revisions are usually minor in nature and as stated above, we have previously requested City Council approval most recently in 2017 and before that in 2016. With the adoption of this particular resolution, as per the last update, City projects in the MDOT right-of-way will not require the City or its contractor to typically establish a separate cash surety or certificate of insurance with MDOT on an individual basis as each permit is applied for.

Prepared by: James Cubera, P.E., City Engineer

Departmental Authorization by: Karen Mondora, P.E., Director of Public Services

Approval by: Gary Mekjian, P.E., City Manager

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_ City of Farmington Hills  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Director of Public Services

City Engineer

Public Works Superinendent

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
(Name of Board, etc.)

of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of MUNICIPALITY) (County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day

of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL—October 25, 2021**

SUBJECT: Award of Proposal for 2021 Automotive Fluids Purchase

**ADMINISTRATIVE SUMMARY**

- The 2021 Request for Proposals for the purchase of automotive fluids was publicly advertised on the MITN e-procurement system, and opened on September 28, 2021, on behalf of the cities of Farmington Hills and Rochester Hills with additional extension offered to the MITN Purchasing Cooperative.
- The proposal provides pricing for a 12-month period with provisions for up to three (3), one-year extensions if the City desires.
- The Farmington Hills DPW garage is responsible for maintaining the City's fleet of approximately 400 vehicles and pieces of heavy, light, and small equipment. All of these require a variety of oils and other fluids for operations.
- The proposal process provided unit prices for a wide variety of materials and delivery options that may be required throughout the life of the contract. The quantities of the materials bid were estimates (using historic data) for bid comparison and evaluation only. These materials and services will be purchased as needed, up to the approved amount.
- Funding for automotive fluids is provided in the DPW supply accounts.
- The recommended vendor, Rowley's Wholesale of Bay City, Michigan, is an experienced and reliable vendor, and has provided many years of quality service to the City of Farmington Hills.

**RECOMMENDATION**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to issue a purchase order on behalf of the City to Rowley's Wholesale in the amount of \$40,000, with possible extensions.

Prepared by: Kevin P. McCarthy, P.E., DPW Superintendent  
Michelle Aranowski, Buyer

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services  
Kelly Monico, Director, Department of Central Services

Approved by: Gary Mekjian, P.E., City Manager

Major Concern: 5  
Minor Concern: 3

**RECOMMEND FOR AWARD**

		10	20	20	20	30	
Company	City/State	Bid Submittal Process	Section A-General	Section B-Customer Service Approach	Section C-Statement of Qualifications	Section D-Pricing	TOTAL (OUT OF 100)
Major Brands Oil Company	Warren, MI	7	20	17	20	24	88
		No electronic copy-3	Complete In business for over 20+years. Started out called Central Oil and then was acquired by Major Brands Oil in 2020. Products shipped from Warren location. Billing at Holland, MI location. Acknowledged contract specifications.	Complete Katlyn is Customer Service/Inside sales. Pride themselves on fast, efficient deliveries and exceptional customer service. Will respond within 1st hour of placing order. <b>No online order available. -3</b> They will recommend where to get product if not available at MBOC. No order minimums.	Complete References include City of Mount Clemens, City of Troy and City of Roseville.	Complete They accept MC(no fees) and ACH. 4% increase beginning at the second year of extension. <b>Low bid on 19 items. -3 Did not offer any discounts on other manufacturers. 3</b>	
Rowley's	Bay City, MI	10	20	20	20	27	97
		Complete	Complete Established 1921, celebrating 100 years. Based out of Bay City area. 112 Employees. Servicing MI, OH and Northern IN. Acknowledged they were insured. Acknowledged contract specifications.	Complete Acct. Rep. Brandon Beyma and Acct. Rep. Manager Scott Barningham servicing the account. Once orders are placed they will appear on-line for customer review. Automated signature. Call to order. No order minimums.	Complete References include City of Farmington Hills, City of Rochester Hills, City of Cleveland, City of Detroit, Bay City, and others	Complete <b>They accept MC but there is a 3.5% . -3</b> Pricing Tab & sheets on drive. Beginning the second year the price will increase per market - 34. (no % was entered) Low bid on 25 items.	

#	ITEM	EST. Annual Quan	Base Comparison Unit	Major Brands Oil Company DBA Central Oil LLC Warren, MI		Rowleys Wholesale Bay City, MI	
				Unit Price	Extended Price	Unit Price	Extended Price
<b>SECTION 1-LUBRICANTS &amp; ANTIFREEZE</b>							
1	Motor Oil	15 W40, meeting or exceeding API diesel SN Plus, CK-4 engine oil classifications	1,300	per 55 gal drum	\$10.23	\$13,299.00	\$9.16 \$11,908.00
				Shell T2 HD 15W40		Purus 15W40 Synthetic Blend	
2	Motor Oil	5 W40, API SM, CJ-4 Plus, TBN 10 or greater. Synthetic oil must meet or exceed current and prior years engine requirements	55	per 55 gal drum	\$11.69	\$642.95	\$17.32 \$952.60
				Quaker State Syn Euro 5W40		Purus Synthetic 5W40	
3	Motor Oil	SAE 5W30, API SN, ILAC GF-5, TBN 10 oil, must meet or exceed current and prior years engine requirements	675	per 55 gal drum	\$8.42	\$5,683.50	\$7.83 \$5,285.25
				Major Brands SB 5W30		Service Pro Synthetic Blend 5W30	
4	Motor Oil	Synthetic, 5W30, API SN, GF-5, must meet or exceed current production year domestic car and Lt. truck requirements	55	per 55 gal drum	\$11.69	\$642.95	\$10.44 \$574.20
				Quaker State Syn 5W30		Service Pro Synthetic 5W30	
5	Motor Oil	FA-4 Diesel oil	55	per 55 gal drum	No Bid	No Bid	\$11.21 \$616.55
				No bid		Purus 10W30 FA-4	
6	Motor Oil	Dexos 5W30	110	per 55 gal drum	\$10.61	\$1,167.10	\$9.37 \$1,030.37
				Major Brands Syn. 5W30		Service Pro Synthetic 5W30 Dexos	
7	Motor Oil	Dexos 5W20	55	per 55 gal drum	\$11.23	\$617.65	No Bid No Bid
				Major Brands Syn. 5W20		No bid	
8	Motor Oil	0W20, Full Synthetic, DEXOS2 compatible	125	per 55 gal drum	\$11.69	\$1,461.25	\$9.67 \$1,208.75
				Major Brands Syn. 0W20		Service Pro Synthetic 0W20 Dexos	
9	Motor Oil	5w20, Synthetic Blend	400	per 55 gal drum	\$8.15	\$3,260.00	\$7.83 \$3,132.00
				Major Brands SB 5W20		Service Pro Synthetic Blend 5W20	
10	Motor Oil	5w30, Synthetic Blend	400	per 55 gal drum	\$8.15	\$3,260.00	\$7.83 \$3,132.00
				Major Brands SB 5W20		Service Pro Synthetic Blend 5W30	
11	Hydraulic Oil	Medium, ISO 46 AW hydraulic oil	775	per 55 gal drum	\$6.65	\$5,153.75	\$7.48 \$5,797.00
				Emerson Hydraulic AW 46		Purus AW 46 Hydraulic Oil	
12	Hydraulic Oil	AW ISO 32 Hydraulic Oil.	435	per 55 gal drum	\$5.22	\$2,270.70	\$7.48 \$3,253.80
				Emerson Hydraulic AW 32		Purus AW 32 Hydraulic Oil	
13	Hydraulic Oil	Military Spec MIL-H-5606A	12	per 55 gal drum	No Bid	No Bid	No Bid No Bid
				No bid		No bid	

#	ITEM	EST. Annual Quan	Base Comparison Unit	Major Brands Oil Company DBA Central Oil LLC Warren, MI		Rowleys Wholesale Bay City, MI		
				Unit Price	Extended Price	Unit Price	Extended Price	
14	Automatic Transmission Fluid	Motorcraft® MERCON® LV Automatic Transmission Fluid / XT-10-QLVC (WSS-M2C938-A) (MERCON® LV of the latest Ford Transmission specification.	110	per 55 gal drum	\$8.51	\$936.10	\$12.87	\$1,415.70
				Major Brands Dexron ATF		Service Pro Synthetic Dexron VI Mercon LV		
15	Automatic Transmission Fluid	Dexron VI must meet or exceed Current production General Motor Transmission specification	110	per 55 gal drum	No Bid	No Bid	\$12.87	\$1,415.70
				No bid		Service Pro Synthetic Dexron VI Mercon LV		
16	TES-295 TES & 468 Certified Automatic Transmission Fluid	Synthetic –that meets or exceeds current production year and prior Allison World Transmission requirements. Must submit certification documentation with proposal.	220	per 55 gal drum	No Bid	No Bid	\$30.25	\$6,655.00
				No bid		Petro Canada HD TES-668		
17	Diesel Exhaust Fluid	Automotive Grade UREA or Diesel Exhaust Fluid (DEF) AKA AUS32 meeting the Specifications of DIN 70070:2005 and ISO 22241-1:2006 for NOx abatement technologies	1500	per 55 gal drum	\$1.85	\$2,775.00	\$2.27	\$3,405.00
				Diesel Exhaust Fluid		Purus DEF		
18	Diesel Exhaust Fluid	Automotive Grade UREA or Diesel Exhaust Fluid (DEF) AKA AUS32 meeting the Specifications of DIN 70070:2005 and ISO 22241-1:2006 for NOx abatement technologies	200	per 55 gal drum	\$1.85	\$370.00	\$2.27	\$454.00
				Diesel Exhaust Fluid		Purus DEF		
19	Engine Coolant 50-50 pre-mix	Universal Formula must be fully compatible with all other brands and colors of coolant. Protection shall meet or exceed ASTM D3306, ASTM D4985, Silicate, Phosphate, Nitrate and Borate free current and prior auto and Lt. truck engine requirements.	110	per 55 gal drum	\$8.22	\$904.20	\$4.62	\$508.20
				Pure Fleet Red HD Antifreeze		Service Pro All Makes Antifreeze 50-50		
20	Engine Coolant 50-50 uncut	Universal formula, fully compatible with other brands and colors of coolant. Protection shall meet or exceed ASTM D3306, D4985 Silicate, Phosphate, Nitrate and Borate Free current and prior auto and Lt. truck engine requirements.	55	per 55 gal drum	\$12.79	\$703.45	\$6.73	\$370.15
				Starfire Synthetic MV ATF		Service Pro All Makes Antifreeze Concentrate		
21	Engine Coolant Extended Life 50-50 pre-mix	Protection (ELC) premix, Silicate, Phosphate, Nitrate, Borate Free. Must meet or exceed current production HD truck requirements, ASTM D3306, D4985	100	per 55 gal drum	No Bid	No Bid	\$6.50	\$650.00
				No Bid		Purus HD Nitrite-Free Extended Life 50/50 Antifreeze		
22	Engine Coolant Extended Life Uncut (ELC)	Must meet EC-1 Caterpillar and Cummins 14603 specifications	110	per 55 gal drum	No Bid	No Bid	\$9.16	\$1,007.60
				No Bid		Purus HD Nitrite-Free Extended Life Concentrate Antifreeze		
23	Dexcool Engine Coolant Extended Life 50-50 pre-mix	Protection (ELC) premix. Silicate, Phosphate, Nitrate, Borate Free must meet or exceed 2013 requirements	25	per 55 gal drum	\$9.35	\$233.75	\$10.47	\$261.75
				Shell Dexcool 50/50		Shell Dexcool 50/50		
24	Dexcool Engine Coolant Extended Life Uncut	No substitutions accepted	55	per 55 gal drum	\$14.00	\$770.00	\$16.38	\$900.90
				Shell Dexcool Full Strength		Shell Dexcool Concentrate Antifreeze		
25	Oil Analysis Kit	Please identify lab and provide a sample copy of a lab report	330	Per Kit	\$15.00	\$4,950.00	\$6.25	\$2,062.50
				Oil Analysis Kit		Oil Analysis Kit		
<b>SECTION 2-SYNTHETIC LUBRICANTS</b>								

#	ITEM	EST. Annual Quan	Base Comparison Unit	Major Brands Oil Company DBA Central Oil LLC Warren, MI		Rowleys Wholesale Bay City, MI		
				Unit Price	Extended Price	Unit Price	Extended Price	
26	Synthetic Universal Automatic Transmission fluid	Must meet or exceed Dexron VI, AT+4 and Mercon 5 specifications.	55	per 55 gal drum	No Bid	No Bid	\$11.81	\$649.55
				No Bid		Service Pro Synthetic Multi Vehicle		
27	Gear Lube	Synthetic 85w140 Gear Lube	31	per 55 gal drum	\$11.69	\$362.51	\$44.87	\$1,390.97
				CAM 2 HD 85W140		Purus 80W140 Synthetic Gear Oil Pails		
28	Full Synthetic Gear Lube	Fully Synthetic, 75W90 GL-5. Must provide documentation demonstrating that product proposed is a fully synthetic gear lube	35	per 55 gal drum	\$19.42	\$679.70	\$21.66	\$758.10
				Major Brands 75W90		Service Pro Full Synthetic GL-5 75W90 Pails		
29	Universal Tractor Fluid	Hydraulic Fluid for wet disc brakes, must meet John Deere Specification J20C Hygard.	110	per 55 gal drum	\$9.21	\$1,013.10	\$10.75	\$1,182.50
				Major Brands Tractor Hyd. Fluid		Purus Premium Tractor Hydraulic Pails		
30	Grease	Synthetic NLGI#2 multi-purpose grease recommended for heavy and light duty applications for automobiles, agricultural and construction equipment	110	per 55 gal drum	\$16.38	\$1,802.24	\$56.83	\$6,251.30
				Starfire High Temp EP 2 Red Grease		Shell Gadus S5 V220 2		
31	Semi-Fluid #00 Synthetic EP Grease*	The synthetic Semi-Fluid #00 Synthetic EP Grease is used for auto lube systems for greasing backhoe boom bucket linkages, spring pins, wheel bearings, suspension components and steering components.	35	Per Pound	No Bid	No Bid	\$7.20	\$251.95
				No Bid		Shell Gadus S5 V460 00		
32	Halo-Guard FG-2 Grease	Used for Fire Department aerial section lubrication. Must be high performance high temperature, rust, oxidation and corrosion control with "Micronox".	20	Per Tube	No Bid	No Bid	\$9.95	\$199.00
				No Bid		Jax Halo-Guard FG-2 Grease		
33	Synthetic NLGI #0 (GLA) Multi-purpose Grease*	The synthetic NLGI #0 (GLA) Multi-Purpose Grease is used for auto lube systems for greasing backhoe boom bucket linkages, spring pins, wheel bearings, suspension components and steering components.	35	Per 35# lug	\$4.60	\$161.14	No Bid	No Bid
				Mobilux EP 0		No bid		
<b>SECTION 3 ADDITIONAL MISC RELATED ITEMS</b>								
34	RainX Windshield Washer Solvent	Pre-Mix, Protect -25 F with Rain X	500	Per Gallon	\$3.37	\$1,685.00	\$4.28	\$2,140.00
				Windshield Washer Fluid		RainX Washer Solvent		
35	Brake clean	Brake Parts Cleaner, Bulk Non Chlorinated	55	per 55 gal drum	\$10.02	\$551.10	\$9.67	\$531.85
				Brake Cleaner		Service Pro Non Chlorinated Brake Cleaner		
36	Brake clean, Cyclo brand Aeresol	Brake Parts Cleaner, Non-Chlorinated 20oz aerosol	96	per case of 12 cans	No Bid	No Bid	\$33.23	\$3,190.08
				No Bid		Service Pro Breaker Cleaner		
37	Carburetor Cleaner Cyclo Car Clean	Carb Cleaner Aeresol 20 oz.	72	per case of 12 cans	\$35.62	\$2,564.64	\$53.11	\$3,823.92
				Cyclo Carb Cleaner		Cyclo Carb Cleaner		

RECOMMEND FOR AWARD

#	ITEM	EST. Annual Quan	Base Comparison Unit	Major Brands Oil Company DBA Central Oil LLC Warren, MI		Rowleys Wholesale Bay City, MI		
				Unit Price	Extended Price	Unit Price	Extended Price	
38	Penetrating oil, Cyclo Break Away	Penetrating Oil 20 oz. aerosol	72	per case of 12 cans	\$21.37	\$1,538.64	\$43.05	\$3,099.60
				Jo Penetrating Oil		Cyclo Break Away		
39	Penetrating oil, Aero Kroil	Penetrating Oil 20 oz. aerosol	132	per case of 12 cans	\$21.37	\$2,820.84	\$43.05	\$5,682.60
				Jo Penetrating Oil		Cyclo Break Away		
40	Brake Fluid DOT	Extra Heavy Duty DOT 4	12	per quart	\$4.16	\$49.92	\$5.76	\$69.12
				Cam 2 Break Fluid		DOT 4 Brake Fluid		
41	Power Steering Fluid, MAG 1 premium PSF	Must meet or exceed requirements of current production car, Lt. truck and heavy duty truck manufactures	15	per quart	\$10.57	\$158.55	\$3.25	\$48.75
				Jp Power Steering Fluid		Service Pro Power Steering Fluid		
42	Salt and chloride neutralizer, Rhomar Neutro-wash or city approved Equivalent	Used for removing salt and calcium chloride from salt spreading equipment	110	per gallon	No Bid	No Bid	\$8.35	\$918.50
				No Bid		Salt Block		
43	Metal encapsulant, Rhomar lubra-seal or city approved equivalent	Used for protecting salt spreading equipment from rust during summer storage	55	per 55 gal drum	No Bid	No Bid	\$24.44	\$1,344.20
				No Bid		No Description		
44	Floor Dry Absorbent	Non Toxic Floor Dry Material	105	per 40# bag	\$8.10	\$850.50	\$8.05	\$845.25
				Oil Dry		Evco Oil Dry		
<b>ALTERNATE #1</b>								
45	Spent Anti-Freeze Disposal	Please provide a price per gallon the awarded company would pay each agency for spent anti-freeze disposal. Please note the awarded vendor must provide agencies with all required disposal documentation.	n/a	per gallon	No Bid	No Bid	No Bid	No bid
				No Bid		No Bid		
46	Waste Oil Disposal	Cummins approved DEF quality and consistency meet or exceed ISO 22241.	n/a	per gallon	No Bid	No Bid	No Bid	No Bid
				No Bid		No Bid		
<b>ALTERNATE #2</b>								
47	Diesel Exhaust Fluid- Selective Catalytic Reduction (DEF-SCR)	Cummins approved DEF quality and consistency meet or exceed ISO 22241.	2.5	per drum	No Bid	No Bid	\$8.48	\$21.20
				No Bid		Furus DEF 1/2.5 Gallon		

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – October 25, 2021**

**SUBJECT:** Authorize Repairs to the Fuel Systems at the DPW Facility, the Police Department and the Parks and Golf Facility

**ADMINISTRATIVE SUMMARY**

- Both the State of Michigan and the Federal Government require the City to have Class A and Class B Operators to oversee the inspection and reporting of our underground fuel tanks at the City's three fueling locations. In 2018 Farmington Hills and Rochester Hills cooperatively bid these services for a Third-Party Class A and Class B Operator as well as fuel system repair services.
- These services were originally awarded to Oscar W. Larson Company of Dearborn, Michigan administratively since the annual value of the services and repairs are regularly under \$10,000.
- Recently, as part of the required quarterly testing, the three computerized fuel tank monitors were identified as requiring replacement to be compatible with the most current and future software upgrades.
- These monitors function as automatic tank capacity gauges providing accurate real-time measurements of existing fuel quantities and deliveries.
- The cost of this additional work increases the annual compensation to Oscar W. Larson Co. above the \$10,000 purchasing policy threshold.
- Funding is available in the DPW Maintenance Facility Gas and Oil account.
- The recommended contractor has performed most of the City's necessary maintenance on our fuel systems over the last ten (10) years and has always provided prompt, quality services and advice.

**RECOMMENDATION**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to issue a purchase order to Oscar W. Larson Company in the amount of \$48,810.00 which includes a \$4,467.00 contingency and \$3,600.00 equipment trade-in.

Prepared: Kevin P. McCarthy, P.E., DPW Superintendent  
Michelle Aranowski, Buyer

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services  
Kelly Monico, Director, Department of Central Services

Approved: Gary Mekjian, P.E., City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL—October 25, 2021**

**SUBJECT:** Award of Bid—Pick-Up Truck Snow Plows

**ADMINISTRATIVE SUMMARY**

- A request for proposals (RFP) was issued through the Michigan Intergovernmental Trade Network (MITN) e-procurement system by the City of Rochester Hills, RFP-RH-20-023 and opened on March 18, 2020.
- The RFP was a seven-community cooperative effort, with the City of Rochester Hills acting as lead agency and included the cities of Farmington Hills, Rochester Hills, Auburn Hills, Madison Heights, Livonia, Huntington Woods, and Bloomfield Township. The proposal was developed with the intent to create a multi-year, comprehensive, cooperative contract for any MITN agency to procure an initial order of 20+ single and tandem-axle dump trucks and related equipment for snow and ice control.
- The proposed purchase provides three (3) front mounted snow plows that will be mounted to the recently approved 2021 DPW, Engineering, and Parks & Golf pick-up trucks.
- Based on past experience, purchasing the plows separately has resulted in greater cost savings to the City, rather than as a dealership option on the original truck purchase.
- The recommended award complies with the City's specifications and is within budget. Funding for this purchase is provided in the Capital Improvement Budget and Parks millage accounts for FY 21/22.
- The recommended vendor is Truck & Trailer Specialties of Dutton, Michigan. Truck & Trailer has provided and installed plows as well as other winter maintenance equipment for the City in the past with high quality and workmanship.

**RECOMMENDATION**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to approve a purchase order with Truck & Trailer Specialties in the amount of \$19,404.00 for the purchase and installation of three (3) pick-up truck snow plows.

Prepared by: Kevin P. McCarthy, P.E., DPW Superintendent  
Michelle Aranowski, Buyer

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services  
Kelly Monico, Director, Department of Central Services  
Ellen Schnackel, Director, Department of Special Services

Approved by: Gary Mekjian, P.E., City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – October 25, 2021****SUBJECT:** Award of Contract – Refurbish Salt Dome Conveyor System**ADMINISTRATIVE SUMMARY**

- A project to refurbish the salt dome conveyor system was publicly advertised and competitively bid on the Michigan Inter-governmental Trade Network (MITN) e-procurement system and opened on October 7, 2021, after a one-week postponement to obtain additional interest.
- In 2008, the City installed a loading conveyor for the salt dome at the DPW facility. The conveyor is now over 13 years old and is due for heavy preventative maintenance of the belt and pulley system.
- Due to the complexities of this equipment, a 10% contingency has been included to cover items with unknown condition until disassembly.
- Funding for these parts and services are provided in the Major Road Snow and Ice Control Materials account utilizing savings from salt purchases over the last several seasons resulting from more efficient operations.
- The recommended vendor, Kimco USA, Inc. of Marshall, Michigan, has provided similar services and actual installations to many mid-west road agencies. They are knowledgeable with the unique intricacies of the equipment and have an excellent reputation for customer service.

**RECOMMENDATION**

IT IS RESOLVED that the City Council of Farmington Hills authorize the City Manager to sign a contract with Kimco USA in an amount not to exceed \$28,843.00 which includes the 10% contingency, for the purchase and installation of replacement of the conveyor belt, pulleys, and other maintenance items.



**SUPPORT DOCUMENTATION**

The City's salt dome at the DPW facility is a critical component of winter maintenance operations. To fill the dome safely and more efficiently, a conveyor system was added in 2008. Even though regular maintenance has occurred on this equipment, due to the extremely corrosive environment in which this equipment operates, it is necessary to perform heavy preventative maintenance for operations to continue without failure.

Prepared: Kevin P. McCarthy, P.E., DPW Superintendent  
Michelle Aranowski, Buyer

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services  
Kelly Monico, Director, Department of Central Services

Approved: Gary Mekjian, P.E., City Manager

City of Farmington Hills					
Bid tabulation					
rfp-fl-21-22-2297					
Refurbish Salt Dome Conveyor System and Preventative Maintenance Program					
Opened 10/07/2021					
ITEMS	QTY	Phoenix Machinery Movers Shelby Township, MI		Kimco USA Inc. Marshall, IL	
		Unit Price	Extended Price	Unit Price	Extended Price
Head Pulley- 14"X26" 304 Stainless Steel Drum Roller with Stainless Steel XTH35 Hubs and 40"X2-5/16" Stainless Steel Shaft with Keys	1	\$3,940.00	\$3,940.00	\$3,486.19	\$3,486.19
2-5/16" Stainless Steel Pillow Block Bearing	2	\$1,014.00	\$2,028.00	\$314.31	\$628.62
Stainless Steel Hardware for Pillow Block Adjustment	2	\$1,014.00	\$2,028.00	\$53.73	\$107.46
Tail Pulley- 14"X26" 304 Stainless Steel Eradicator Pulley with 304 Stainless Steel XTH 30 Hubs and 40"X 2-7/16" 304 Stainless Steel Shaft with Keys	1	\$4,623.00	\$4,623.00	\$3,646.69	\$3,646.69
2-7/16" Stainless Steel Pillow Block Bearing	2	\$659.36	\$1,318.72	\$202.45	\$404.90
Stainless Steel Hardware for Pillow Block Adjuster	2	\$2.26	\$4.52	\$53.73	\$107.46
10"X26" 304 Stainless Steel Drum Roller with Stainless Steel XTH35 Hubs and 36"X1-3/16" Stainless Steel Shaft with Keys	1	Included	Included	\$1,988.48	\$1,988.48
1-3/16" Stainless Steel Pillow Block Bearing	2	\$217.34	\$434.68	\$63.52	\$127.04
Stainless Steel Nuts and Bolts for Smub Bearing	2	\$150.00	\$300.00	\$10.56	\$21.12
Hyundai 25 HP Premium Efficiency Motor and 284T Frame	1	\$2,419.24	\$2,419.24	\$1,758.81	\$1,758.81
Centrifugal Clutch	1	\$1,452.50	\$1,452.50	\$2,074.80	\$2,074.80
2-Ply 220# Belt 1/8"X1/16" Cleat, Grade 2, Skive 4" of Cleat Off Edge (per foot)	225	\$18.30	\$4,117.50	\$18.51	\$4,164.75
Flexco Stainless Steel Lacing	1	\$312.62	\$312.62	\$454.81	\$454.81
Labor for Project (Estimate)	Per Hour	\$8,316.00	\$8,316.00	\$145.00	\$7,250.00
<b>Project Total</b>			\$31,294.78		\$26,221.13
<b>OPTIONAL SERVICE ITEMS</b>					
Manufacturer/City approve Auto Lube system			No bid		\$8,235.22
Equipment Rental			\$2,394.00		\$1,700.00
<b>ADDITIONAL WORK SCHEDULE OF CHARGES</b>					
Preventative Maintenance as outlined in your proposal - per year	Per Year		No bid		\$2,800.00
Emergency Service Calls	Per Call		No bid		\$1,800.00
Hourly rate for labor 7 a.m. to 5 p.m. weekdays per person	Per hour		No bid		\$110.00
Hourly rate for labor 5 p.m. to 7 a.m. weekdays	Per hour		No bid		\$140.00
Hourly rate for labor on weekends	Per Hour		No bid		\$140.00
Hourly rate for labor on holidays	Per Hour		No bid		\$165.00
Materials will be invoiced at contractor cost +	%		No bid		25%
Percentage increase beginning the second year	%		No bid		5-10%
NOTES			In business for 29 years. Uses Rubber & Power of MI as a Subcontractor. Kelly LeDuc will be the Project Manager. Did not list any references.		Servicing conveyors since 1986, manufacturing since 1992. Primary contacts on team Blake Coffey & Travis Coffey. References include City of Farmington Hills & City of Troy. Due ongoing supply chain issues, labor shortages & backlog, they will not be able to guarantee a start date of 15 days
Bid notification was sent to 70+ vendors. We received 0 "No Bid."					
Number in orange represents 2 days at that price.					
Number in pink would be included in the Project Total					



To: Mayor and City Council Members

From: Thomas C. Skrobola, Finance Director/Treasurer

Date: October 21, 2021

Subject: **FY 2021/22 First Quarter Financial Summary Report**

Enclosed you will find the First Quarter Summary Financial Report of the General Fund, Major Road Fund, Local Road Fund and Capital Improvement Fund.

### **General Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$68.8 million, which is \$4.45 million more than the Adopted Budget, due to the receipt of the first half of American Rescue Plan Act (ARPA) funds from the U.S. Treasury (the second half, also \$4.45 million, will be received in FY 22-23).

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$70.3 million, which is the same as the Adopted FY 21-22 Budget.

#### **Fund Balance:**

Total Fund Balance is projected to be approximately \$42.4 million at June 30, 2022. The projected year-end Unassigned Fund Balance of \$24.9 million is 35.3% of projected Total Expenditures at June 30, 2022.

### **Major Road Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$12.5 million, which is the same as the Adopted Budget.

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$13.1 million, which is the same as the Adopted Budget.

#### **Fund Balance:**

The projected Fund Balance of \$5.6 million is 42.4% of projected Total Expenditures at June 30, 2022.

## **Local Road Fund**

### **Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$17.4 million, which is the same as the Adopted Budget.

### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$15.7 million, which is the same as the Adopted Budget.

### **Fund Balance:**

The projected Fund Balance of \$2.9 million is 18.4% of projected Total Expenditures at June 30, 2022.

## **Capital Improvement Fund**

### **Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$6.5 million which is the same as the Adopted Budget.

### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$9.6 million, which is the same as the Adopted Budget.

### **Fund Balance:**

The Projected Fund Balance of \$0.2 million is 2% of projected Total Expenditures at June 30, 2022.

Please contact me if you have any questions.

FY 2021-22 1st Quarter Financial Report

**GENERAL FUND SUMMARY**

	2021/22 Amended Budget	2021/22 Year-To-Date (includes encumbrances)	2021/22 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned	28,239,195	28,239,195	28,239,195		
Unassigned	15,716,626	15,716,626	15,716,626		
Total Fund Balance (actual)	43,955,821	43,955,821	43,955,821		
<b><u>Revenue</u></b>					
Property Taxes	34,957,446	33,411,924	34,957,446	-	0.00%
Business Licenses & Permits	25,243	5,520	25,243	-	0.00%
Other Licenses & Permits	1,527,084	424,747	1,527,084	-	0.00%
Grants	430,500	914,821	4,885,500	4,455,000	1034.84%
State Shared Revenues	8,917,832	30,546	8,917,832	-	0.00%
Fees	6,366,760	466,675	6,366,760	-	0.00%
Sales	308,319	104,454	308,319	-	0.00%
Fines & Forfeitures	1,584,178	437,391	1,584,178	-	0.00%
Interest Earnings	335,926	33,664	335,926	-	0.00%
Recreation User Charges	5,810,416	1,602,159	5,810,416	-	0.00%
Other Revenue	2,811,707	484,825	2,811,707	-	0.00%
Total Revenue	63,075,411	37,916,726	67,530,411	4,455,000	7.06%
<b><u>Expenditures</u></b>					
City Council	94,059	16,603	94,059	-	0.00%
Planning Commission	72,653	10,731	72,653	-	0.00%
Boards and Commissions	2,907,634	724,693	2,907,634	-	0.00%
City Administration	790,777	256,596	790,777	-	0.00%
Public Information	456,704	101,415	456,704	-	0.00%
Finance	267,907	64,583	267,907	-	0.00%
Accounting	576,764	225,492	576,764	-	0.00%
Assessing	768,427	163,601	768,427	-	0.00%
Treasury	415,934	80,872	415,934	-	0.00%
Corporation Counsel	749,600	699,834	749,600	-	0.00%
City Clerk	801,952	141,618	801,952	-	0.00%
Human Resources	556,531	157,674	556,531	-	0.00%
Central Services	1,173,602	263,093	1,173,602	-	0.00%
Support Services	2,405,373	841,125	2,405,373	-	0.00%
Post-Employment Benefits	2,401,224	400,206	2,401,224	-	0.00%
Police Department	16,766,976	4,967,061	16,766,976	-	0.00%
Fire Department	7,057,456	2,893,557	7,057,456	-	0.00%
Public Services Administration	493,129	326,678	493,129	-	0.00%
Road Maintenance (Net)	328,049	116,017	328,049	-	0.00%
Planning & Community Development	1,913,281	453,537	1,913,281	-	0.00%
Building Maintenance	489,322	87,866	489,322	-	0.00%
Engineering	1,411,818	405,105	1,411,818	-	0.00%
DPW Maintenance Facility	1,511,021	211,426	1,511,021	-	0.00%
Waste Removal	4,239,065	784,017	4,239,065	-	0.00%
Special Services Administration	3,983,359	1,013,327	3,983,359	-	0.00%
Youth Services	370,272	22,297	370,272	-	0.00%
Senior Services	1,046,814	321,588	1,046,814	-	0.00%
Parks Maintenance	1,846,413	360,009	1,846,413	-	0.00%
Cultural Arts	1,088,985	300,879	1,088,985	-	0.00%
Golf Course	839,121	236,281	839,121	-	0.00%
Recreation Programs	1,596,322	484,672	1,596,322	-	0.00%
Ice Arena	1,120,889	175,592	1,120,889	-	0.00%
Total Expenditures	60,541,433	17,308,047	60,541,433	0	0.00%
Excess of Revenue Over (Under) Expenditures	2,533,978	20,608,679	6,988,978	4,455,000	175.81%
<b><u>Other Financing Sources (Uses)</u></b>					
Operating Transfers In	1,316,850	329,213	1,316,850	-	0.00%
Operating Transfers Out	(9,808,796)	(3,875,000)	(9,808,796)	-	0.00%
Total Other Financing Sources (Uses)	(8,491,946)	(3,545,788)	(8,491,946)	-	0.00%
Over	(5,957,968)	17,062,891	(1,502,968)	4,455,000	-74.77%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	17,587,557		17,587,557		
Unassigned	20,410,296		24,865,296		
Total Fund Balance, June 30	37,997,853		42,452,853		
Total Fund Balance - Percent of Expenditures	54.0%		60.3%		
Unassigned Fund Balance - Percent of Expenditure	29.0%		35.3%		
25% of Expenditures	17,587,557		17,587,557		
Unassigned Fund Balance Over/(Under) 25% of E	2,822,739		7,277,739		
Revenue + Transfers-in	64,392,261		68,847,261	4,455,000	6.92%
Expenditures + Transfers-out	70,350,229		70,350,229	-	0.00%

FY 2021-22 1st Quarter Financial Report

**MAJOR ROADS FUND SUMMARY**

	2021/22 Amended Budget	2021/22 Year-To-Date (includes encumbrances)	2021/22 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	6,250,706	6,250,706	6,250,706		
Total Fund Balance (actual)	6,250,706	6,250,706	6,250,706		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	7,331,278	1,363,837	7,331,278	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	7,331,278	1,363,837	7,331,278	-	0.00%
Other Revenues					
Miscellaneous	190	(21,887)	190	-	0.00%
Interest Earnings	75,000	5,342	75,000	-	0.00%
Total Other Revenues	75,190	(16,545)	75,190	-	0.00%
Total Revenue	7,406,468	1,347,292	7,406,468	-	0.00%
<b><u>Expenditures</u></b>					
Construction	5,925,139	4,367,639	5,925,139	-	0.00%
Routine Maintenance	3,509,001	2,137,081	3,509,001	-	0.00%
Traffic Services - Maintenance	493,416	40,443	493,416	-	0.00%
Winter Maintenance	1,122,799	35,539	1,122,799	-	0.00%
Administration, Records & Engineering	91,700	1,283	91,700	-	0.00%
Total Expenditures	11,142,055	6,581,985	11,142,055	-	0.00%
Excess of Revenue Over (Under) Expenditures	(3,735,587)	(5,234,692)	(3,735,587)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	5,055,349	1,223,856	5,055,349	-	0.00%
Operating Transfers Out	(2,000,000)	500,000	(2,000,000)	0	0.00%
Total Other Financing Sources (Uses)	3,055,349	1,723,856	3,055,349	-	0.00%
Excess of Revenue and Other Financing	(680,238)	(3,510,836)	(680,238)	-	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	5,570,468		5,570,468		
Total Fund Balance, June 30	5,570,468		5,570,468		
Total Fund Balance - Percent of Expenditures	42.4%		42.4%		
Revenue + Transfers-in	12,461,817		12,461,817	-	0.00%
Expenditures + Transfers-out	13,142,055		13,142,055	-	0.00%

FY 2021-22 1st Quarter Financial Report

**LOCAL ROADS FUND SUMMARY**

	2021/22 Amended Budget	2021/22 Year-To-Date (includes encumbrances)	2021/22 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	1,164,476	1,164,476	1,164,476		
Total Fund Balance (actual)	1,164,476	1,164,476	1,164,476		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	2,896,052	485,842	2,896,052	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	2,896,052	485,842	2,896,052	0	0.00%
Other Revenues					
Miscellaneous					
Interest Earnings	75,000	(14,190)	75,000	-	0.00%
Total Other Revenues	75,000	(14,190)	75,000	-	0.00%
Total Revenue	2,971,052	471,651	2,971,052	-	0.00%
<b><u>Expenditures</u></b>					
Construction	12,058,849	10,258,280	12,058,849	-	0.00%
Routine Maintenance	2,393,304	1,365,790	2,393,304	-	0.00%
Traffic Services - Maintenance	50,662	2,842	50,662	-	0.00%
Winter Maintenance	260,590	0	260,590	-	0.00%
Administration, Records & Engineering	948,600	834,276	948,600	-	0.00%
Total Expenditures	15,712,005	12,461,188	15,712,005	-	0.00%
Excess of Revenue Over (Under) Expenditures	(12,740,953)	(11,989,536)	(12,740,953)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	14,474,898	3,618,725	14,474,898	-	0.00%
Operating Transfers Out	0	0	0	-	0.00%
Total Other Financing Sources (Uses)	14,474,898	3,618,725	14,474,898	0	0.00%
Excess of Revenue and Other Financing	1,733,945		1,733,945	0	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	2,898,421		2,898,421		
Total Fund Balance, June 30	2,898,421		2,898,421		
Total Fund Balance - Percent Of Expenditures	18.4%		18.4%		
Revenue + Transfers-in	17,445,950		17,445,950	-	0.00%
Expenditures + Transfers-out	15,712,005		15,712,005	-	0.00%

FY 2021-22 1st Quarter Financial Report

**CAPITAL IMPROVEMENT FUND SUMMARY**

	2021/22 Amended Budget	2021/22 Year-To-Date (includes encumbrances)	2021/22 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned	3,240,261	3,240,261	3,240,261		
Total Fund Balance (actual)	3,240,261	3,240,261	3,240,261		
<b><u>Revenue</u></b>					
Grants	0	983	0	-	-
Miscellaneous	0	(31,487)	0	-	-
Interest Earnings	30,000	(15,361)	30,000	-	0.00%
Total Revenue	30,000	(45,866)	30,000	-	0.00%
<b><u>Expenditures</u></b>					
Capital and Equipment	6,089,000	2,902,885	6,089,000	-	0.00%
Construction	3,382,000	1,190,066	3,382,000	-	0.00%
Miscellaneous	105,500	0	105,500	-	0.00%
Total Expenditures	9,576,500	4,092,951	9,576,500	-	0.00%
Excess of Revenue Over (Under) Expenditures	(9,546,500)	(4,138,816)	(9,546,500)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	-
Operating Transfers In	6,500,000	1,625,000	6,500,000	-	0.00%
Operating Transfers Out	0	0	0	-	-
Total Other Financing Sources (Uses)	6,500,000		6,500,000	-	0.00%
Excess of Revenue and Other Financing	(3,046,500)		(3,046,500)	-	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	193,761		193,761		
Total Fund Balance, June 30	193,761		193,761		
Total Fund Balance - Percent of Expenditures	2.0%		2.0%		
Revenue + Transfers-in	6,530,000		6,530,000	-	0.00%
Expenditures + Transfers-out	9,576,500		9,576,500	-	0.00%



## **MEMORANDUM**

**To: Mayor and City Council Members**  
**From: Thomas C. Skrobola, Finance Director/Treasurer**  
**Date: October 21, 2021**  
**Subject: The City's Quarterly Investment Report as of September 30, 2021**

Attached you will find the City's Quarterly Investment Report (exclusive of the investments of the Pension Trust Funds) as of September 30, 2021.

In comparison to the quarter ended June 30, 2021, the City's total investment/bank balance is \$167.9 million, an increase of \$38.6 million or 77%, due to the commencement of Summer 2021 Property Tax payments to the City.

In comparison to the same quarter a year ago, i.e., the quarter ended September 30, 2020, the City's total investment/bank balance has decreased by \$5.6 million or 3.2%, which reflects the final spend-down of bond proceeds for the construction of the Hawk.

The City's average Rate of Return (R.O.R.) on investments was 0.38% compared to 0.50% the previous quarter. The City's R.O.R. was above the benchmark 3-month Treasury Bill Rate and the Fed Funds Rate by 0.46, due primarily to the Oakland County Local Government Investment Pool, which uses a prudent mix of cash investments and also diversifies the City's excess cash among our regional banking partners.

We will continue to work within the primary objectives of the City's Investment Policy, which, in priority order, are; safety, diversification, liquidity and return on investment, as highlighted below:

1. Safety of principal is the primary objective of the City of Farmington Hills investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate risk through the utilization of FDIC insured and collateralized investments;
2. The investments shall be diversified by type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. As of December 31, 2020, the City had investments in certificate of deposits, CDARS, cash equivalents, mutual funds, checking accounts, savings accounts, money market accounts, and U.S. instruments, with/through eighteen separate financial institutions/advisors;

3. The investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which may be reasonably anticipated, by the use of cash flow forecasting models; and
4. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio. At minimum, the City's average rate of return on investments should earn more than the 3-month Treasury Bill Rate and Fed Funds Rate.

Please let me know if you have any questions.

**City of Farmington Hills  
Quarterly Investment Report  
As of June 30, 2021**

Financial Institution	Fund	Account Type	Investment	Bank Total	Date of Maturity	Current % Interest Rate	Average R.O.R.		Percentage of Portfolio
<b>Comerica Bank</b>	All funds	*CK	3,665,299.39		Immediate	0.17%	0.0048%	129,242,075	
	All Funds-J-Fund	MF	36.96	3,665,336	Immediate	0.01%	0.0000%	129,242,075	2.84%
<b>Michigan Class</b>	All Funds	MMIP	1,000,257.00	1,000,257	Immediate	0.03%	0.0002%	129,242,075	0.77%
<b>Oakland County Investment Pool</b>	All Funds	LGIP	124,576,482.01	124,576,482	Immediate	0.51%	0.4945%	129,242,075	96.39%
<b>Total</b>				<b>\$129,242,075</b>			<b>0.50%</b>		<b>100.00%</b>

1-Year Treasury Bill Rate-trailing six months							0.07%		
3-Month Treasury Bill Rate-trailing six months							0.04%		
Quarterly Fed Funds Rate-trailing six months							0.13%	<a href="https://www.federalreserve.gov/mone">https://www.federalreserve.gov/mone</a>	
City's Avg. R.O.R. over/(under) the 1-year T-Bill Rate							0.43%		
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate							0.46%		
City's Avg. R.O.R. over/(under) the Fed Funds Rate							0.37%		

**Type Codes**

CD - Certificate of Deposit	MF - Mutual Fund	MJNI - Municipal Bonds
CE - Cash Equivalent	MM - Money Market Account	
CK - Regular Checking	***MMIP - Money Market Investment Pool	
CP - Commercial Paper	SV - Savings Account	
IBC - Interest bearing checking	USI - United States Instrumentality	
LGIP - Local Government Investment Pool	UST - United States Treasury	

\*CK = Earnings Credit applied to Bank Service Fees.  
\*\*CK = Non-interest bearing account.

\*\*\*Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is rated 'AAAm' by Standard & Poor's. The rating signifies extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. This is accomplished through conservative investment practices and strict internal controls. Standard & Poor's monitors the portfolio on a weekly basis. The Pool invests in US Treasury obligations, federal agency obligations of the U.S. government, high grade commercial paper (A-1 or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by Treasuries and agencies) and approved money market funds. The credit quality of the Pool is excellent with greater than 50% of the securities invested in A-1+ securities and the remainder in A-1 paper. The portfolio's weighted average maturity is kept under 60 days, which further helps to enhance liquidity and limits market price exposure. Portfolio securities are priced to market on a weekly basis.

	Previous 1/4	\$137,317,309	106.2%
	\$ Change	(\$8,075,233)	
	% Change	-5.88%	
	Previous Year	\$158,703,930	122.8%
	\$ Change	(\$29,461,854)	
	% Change	-18.56%	



To: Mayor and City Council Members

From: Thomas C. Skrobola, Finance Director/Treasurer

Date: October 21, 2021

Subject: **FY 2020/21 Fourth Quarter Financial Summary Report – Preliminary Year-End 6/30/2021**

Enclosed you will find the Preliminary Year-End 6/30/2021 Fourth Quarter Summary Financial Report of the General Fund, Major Road Fund, Local Road Fund and Capital Improvement Fund. Since the Finance Department staff continues to account for FY 2020-21 activity in preparation for the annual financial audit, the activity in this report is based on the most current data available.

### **General Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$67.1 million, which is \$0.2 million more than the amount projected in the FY 21-22 Adopted Budget, due in part to better than anticipated receipts at Special Services facilities.

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$60.6 million, which \$2.2 million lower than the amount indicated in the Adopted FY 21-22 Budget, due primarily to positive vacancy variance.

#### **Fund Balance:**

Total Fund Balance is projected to be approximately \$46.4 million at June 30, 2021. The projected year-end Unassigned Fund Balance of \$27.3 million is 45.0% of projected Total Expenditures at June 30, 2021.

### **Major Road Fund**

#### **Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$12.3 million, which is \$0.2 million more than the amount projected in the FY 21-22 Adopted Budget, due to better than anticipated Gas and Weight Tax receipts shared from the State of Michigan.

#### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$6.0 million, which is \$2.8 million lower than the amount projected in the Adopted FY 21-22 Budget, due primarily to changes in the timing of capital project expenditures.

**Fund Balance:**

The projected Fund Balance of \$9.2 million is 153.2% of projected Total Expenditures at June 30, 2022.

**Local Road Fund****Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$14.6 million, which is \$0.2 million less than the amount projected in the FY 21-22 Adopted Budget, due to slightly lower than anticipated Gas and Weight Tax receipts shared from the State of Michigan.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$18.2 million, which is \$1.0 million lower than the amount projected in the Adopted FY 21-22 Budget, due primarily to changes in the timing of capital project expenditures.

**Fund Balance:**

The projected Fund Balance of \$1.9 million is 10.5% of projected Total Expenditures at June 30, 2022.

**Capital Improvement Fund****Revenue/Transfers-in:**

Total annual revenue and transfers-in is projected to be \$7.6 million, which is \$0.1 million less than the amount projected in the FY 21-22 Adopted Budget, due to differences in the timing of receipt of capital grant dollars.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$5.5 million, which is \$4.4 million lower than the amount projected in the Adopted FY 21-22 Budget, due primarily to changes in the timing of capital project expenditures.

**Fund Balance:**

The Projected Fund Balance of \$7.5 million is 135.4% of projected Total Expenditures at June 30, 2021.

Please contact me if you have any questions.

**GENERAL FUND SUMMARY**

	2020/21 Amended Budget	2020/21 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>				
Nonspendable + Restricted + Assigned	19,066,390	19,066,390		
Unassigned	20,905,683	20,905,683		
Total Fund Balance (actual)	39,972,073	39,972,073		
<b><u>Revenue</u></b>				
Property Taxes	34,086,042	33,956,528	(129,514)	-0.38%
Business Licenses & Permits	24,747	25,099	352	1.42%
Other Licenses & Permits	1,836,089	1,595,610	(240,480)	-13.10%
Grants	5,620,500	5,798,235	177,735	3.16%
State Shared Revenues	8,742,973	9,059,918	316,945	3.63%
Fees	6,980,142	6,399,066	(581,076)	-8.32%
Sales	302,273	366,386	64,113	21.21%
Fines & Forfeitures	1,553,115	1,638,759	85,644	5.51%
Interest Earnings	332,600	376,776	44,176	13.28%
Recreation User Charges	3,298,344	3,781,842	483,498	14.66%
Other Revenue	2,756,577	2,756,577	-	0.00%
Total Revenue	65,533,402	65,754,794	221,392	0.34%
<b><u>Expenditures</u></b>				
City Council	93,729	82,206	(11,523)	-12.29%
Planning Commission	73,829	72,553	(1,276)	-1.73%
Boards and Commissions	2,608,565	2,468,312	(140,253)	-5.38%
City Administration	690,650	569,606	(121,044)	-17.53%
Public Information	390,534	395,297	4,763	1.22%
Finance	228,398	229,585	1,187	0.52%
Accounting	554,771	527,268	(27,503)	-4.96%
Assessing	718,754	674,318	(44,436)	-6.18%
Treasury	357,619	343,344	(14,275)	-3.99%
Corporation Counsel	734,848	763,885	29,037	3.95%
City Clerk	907,404	900,496	(6,908)	-0.76%
Human Resources	531,141	470,421	(60,720)	-11.43%
Central Services	1,029,802	1,005,405	(24,397)	-2.37%
Support Services	2,425,849	2,224,500	(201,349)	-8.30%
Post-Employment Benefits	2,462,054	2,462,054	-	0.00%
Police Department	15,246,557	14,762,273	(484,284)	-3.18%
Fire Department	6,745,941	6,534,038	(211,903)	-3.14%
Public Services Administration	516,422	428,018	(88,404)	-17.12%
Road Maintenance (Net)	313,714	(27,912)	(341,626)	-108.90%
Planning & Community Development	1,852,956	1,712,829	(140,127)	-7.56%
Building Maintenance	478,995	466,841	(12,154)	-2.54%
Engineering	1,203,215	1,099,830	(103,385)	-8.59%
DPW Maintenance Facility	1,219,324	1,116,301	(103,023)	-8.45%
Waste Removal	4,172,871	4,183,606	10,735	0.26%
Special Services Administration	2,450,825	2,697,937	247,112	10.08%
Youth Services	134,819	119,581	(15,238)	-11.30%
Senior Services	687,017	658,789	(28,228)	-4.11%
Parks Maintenance	1,715,306	1,647,074	(68,232)	-3.98%
Cultural Arts	458,954	436,808	(22,146)	-4.83%
Golf Course	794,289	840,857	46,568	5.86%
Recreation Programs	847,876	874,527	26,651	3.14%
Ice Arena	950,617	713,709	(236,908)	-24.92%
Total Expenditures	53,597,645	51,454,356	(2,143,289)	-4.00%
Excess of Revenue Over (Under) Expenditures	11,935,757	14,300,439	2,364,682	19.81%
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	1,316,850	1,316,850	-	0.00%
Operating Transfers Out	(9,268,861)	(9,200,000)	68,861	-0.74%
Total Other Financing Sources (Uses)	(7,952,011)	(7,883,150)	68,861	-0.87%
Over	3,983,746	6,417,289	2,433,543	61.09%
<b><u>Fund Balance, June 30</u></b>				
Nonspendable + Restricted + Assigned	19,107,555	19,066,390		
Unassigned	24,848,264	27,322,972		
Total Fund Balance, June 30	43,955,819	46,389,362		
Total Fund Balance - Percent of Expenditures	69.9%	76.5%		
Unassigned Fund Balance - Percent of Expenditures	39.5%	45.0%		
25% of Expenditures	15,716,627	15,163,589		
Unassigned Fund Balance Over/(Under) 25% of E	9,131,638	12,159,383		
Revenue + Transfers-in	66,850,252	67,071,644	221,392	0.33%
Expenditures + Transfers-out	62,866,506	60,654,356	(2,212,150)	-3.52%

**MAJOR ROADS FUND SUMMARY**

	2020/21 Amended Budget	2020/21 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>				
Nonspendable + Restricted + Assigned Unassigned	3,003,878	3,003,878		
Total Fund Balance (actual)	3,003,878	3,003,878		
<b><u>Revenue</u></b>				
Intergovernmental Revenues				
Gas & Weight Tax (Act 51)	7,140,131	7,514,911	374,780	5.25%
Federal/State Grants	0	26,735	26,735	0.00%
Total Intergovernmental Revenues	7,140,131	7,541,646	401,515	5.62%
Other Revenues				
Miscellaneous	190	269	79	41.60%
Interest Earnings	75,000	29,024	(45,976)	-61.30%
Total Other Revenues	75,190	29,293	(45,897)	-61.04%
Total Revenue	7,215,321	7,570,939	355,618	4.93%
<b><u>Expenditures</u></b>				
Construction	3,669,418	2,330,888	(1,338,530)	-36.48%
Routine Maintenance	3,452,874	2,433,586	(1,019,288)	-29.52%
Traffic Services - Maintenance	505,688	395,271	(110,417)	-21.84%
Winter Maintenance	1,082,310	823,013	(259,297)	-23.96%
Administration, Records & Engineering	82,620	46,570	(36,050)	-43.63%
Total Expenditures	8,792,910	6,029,328	(2,763,582)	-31.43%
Excess of Revenue Over (Under) Expenditures	(1,577,589)	1,541,611	3,119,200	-197.72%
<b><u>Other Financing Sources (Uses)</u></b>				
Bond Proceeds	0	0	-	0.00%
Operating Transfers In	4,824,417	4,691,765	(132,652)	-2.75%
Operating Transfers Out	0	0	0	0.00%
Total Other Financing Sources (Uses)	4,824,417	4,691,765	(132,652)	-2.75%
Excess of Revenue and Other Financing	3,246,828	6,233,376	2,986,548	91.98%
<b><u>Fund Balance, June 30</u></b>				
Nonspendable + Restricted + Assigned	6,250,706	9,237,254		
Total Fund Balance, June 30	6,250,706	9,237,254		
Total Fund Balance - Percent of Expenditures	71.1%	153.2%		
Revenue + Transfers-in	12,039,738	12,262,704	222,966	1.85%
Expenditures + Transfers-out	8,792,910	6,029,328	(2,763,582)	-31.43%

**LOCAL ROADS FUND SUMMARY**

	2020/21 Amended Budget	2020/21 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>				
Nonspendable + Restricted + Assigned Unassigned	5,472,888	5,472,888		
Total Fund Balance (actual)	5,472,888	5,472,888		
<b><u>Revenue</u></b>				
Intergovernmental Revenues				
Gas & Weight Tax (Act 51)	2,817,545	2,560,700	(256,845)	-9.12%
Federal/State Grants	0	0	-	0.00%
Total Intergovernmental Revenues	2,817,545	2,560,700	(256,845)	-9.12%
Other Revenues				
Miscellaneous				
Interest Earnings	75,000	75,000	-	0.00%
Total Other Revenues	75,000	75,000	-	0.00%
Total Revenue	2,892,545	2,635,700	(256,845)	-8.88%
<b><u>Expenditures</u></b>				
Construction	15,478,414	14,247,166	(1,231,248)	-7.95%
Routine Maintenance	2,403,594	2,572,331	168,737	7.02%
Traffic Services - Maintenance	48,816	54,175	5,359	10.98%
Winter Maintenance	254,968	331,144	76,176	29.88%
Administration, Records & Engineering	954,500	933,693	(20,808)	-2.18%
Total Expenditures	19,140,292	18,138,510	(1,001,782)	-5.23%
Excess of Revenue Over (Under) Expenditures	(16,247,747)	(15,502,809)	744,938	-4.58%
<b><u>Other Financing Sources (Uses)</u></b>				
Bond Proceeds	0	0	-	0.00%
Operating Transfers In	12,017,057	12,017,057	-	0.00%
Operating Transfers Out	(77,725)	(77,725)	-	0.00%
Total Other Financing Sources (Uses)	11,939,332	11,939,332	0	0.00%
Excess of Revenue and Other Financing	(4,308,415)	(3,563,477)	744,938	-17.29%
<b><u>Fund Balance, June 30</u></b>				
Nonspendable + Restricted + Assigned	1,164,473	1,909,411		
Total Fund Balance, June 30	1,164,473	1,909,411		
Total Fund Balance - Percent Of Expenditures	6.1%	10.5%		
Revenue + Transfers-in	14,909,602	14,652,757	(256,845)	-1.72%
Expenditures + Transfers-out	19,218,017	18,216,235	(1,001,782)	-5.21%

**CAPITAL IMPROVEMENT FUND SUMMARY**

	2020/21 Amended Budget	2020/21 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>				
Nonspendable + Restricted + Assigned Unassigned	5,485,305	5,485,305		
Total Fund Balance (actual)	5,485,305	5,485,305		
<b><u>Revenue</u></b>				
Grants	792,011	612,295	(179,716)	-
Miscellaneous	298,308	298,308	-	-
Interest Earnings	30,000	47,570	17,570	58.57%
Total Revenue	1,120,319	958,172	(162,147)	-14.47%
<b><u>Expenditures</u></b>				
Capital and Equipment	7,454,905	4,582,492	(2,872,413)	-38.53%
Construction	2,417,060	964,133	(1,452,927)	-60.11%
Miscellaneous	105,400	400	(105,000)	-99.62%
Total Expenditures	9,977,365	5,547,025	(4,430,340)	-44.40%
Excess of Revenue Over (Under) Expenditures	(8,857,046)	(4,588,853)	4,268,193	-48.19%
<b><u>Other Financing Sources (Uses)</u></b>				
Bond Proceeds	0	0	-	-
Operating Transfers In	6,612,000	6,612,000	-	0.00%
Operating Transfers Out	0	0	-	-
Total Other Financing Sources (Uses)	6,612,000	6,612,000	-	0.00%
Excess of Revenue and Other Financing	(2,245,046)	2,023,147	4,268,193	-190.12%
<b><u>Fund Balance, June 30</u></b>				
Nonspendable + Restricted + Assigned	3,240,259	7,508,452		
Total Fund Balance, June 30	3,240,259	7,508,452		
Total Fund Balance - Percent of Expenditures	32.5%	135.4%		
Revenue + Transfers-in	7,732,319	7,570,172	(162,147)	-2.10%
Expenditures + Transfers-out	9,977,365	5,547,025	(4,430,340)	-44.40%

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL MEETING  
OCTOBER 11, 2021 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:34pm.

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

Council Members Absent: None

Others Present: City Clerk Smith, Assistant City Manager Valentine, Director Monico, Fire Chief Unruh and City Attorney Joppich

**PLEDGE OF ALLEGIANCE**

Mayor Barnett led the pledge of allegiance.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

MOTION by Bridges, support by Newlin, to approve the agenda as published.

MOTION CARRIED 7-0.

**PROCLAMATION RECOGNIZING OCTOBER 2021 AS BREAST CANCER AWARENESS MONTH**

The following Proclamation was read by Council Member Newlin and accepted by Fire Chief Unruh:

**PROCLAMATION  
Breast Cancer Awareness Month  
October 2021**

**WHEREAS,** since approximately 1 in 8 U.S. women (about 13%) will develop invasive breast cancer over the course of their lifetime, National Breast Cancer Awareness Month is dedicated to increasing public knowledge about the importance of early detection; and

**WHEREAS,** breast cancer is the most common cancer in women in the U.S., except for skin cancer, and breast cancer death rates are higher than those for any other cancer except for lung cancer; and

**WHEREAS,** in 2020, over 281,000 new cases of invasive breast cancer and over 49,000 new cases of non-invasive (in situ) breast cancer were diagnosed, and over 43,000 women in the U.S. died in 2020 from breast cancer; and

**WHEREAS,** the overall death rate from breast cancer decreased by 1% per year from 2013 to 2018 due to increased awareness, treatment advances, and earlier detection through screening with mammography, which is recognized as the single most effective method of detecting breast changes that may be cancerous long before physical symptoms become apparent; and

**WHEREAS,** there are over 3.8 million women with a history of breast cancer in the U.S. today including women currently being treated and those who have finished undergoing treatment.

**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 October 2021 as **Breast Cancer Awareness Month** and encourage everyone to become aware of their risk for breast cancer, undergo regular screenings for early detection, and if diagnosed, talk to their health care providers about treatment options that are available.

Battalion Chief Steve Biebel presented the 2021 Fire Department Breast Cancer Awareness shirts to Council and spoke about the fundraising efforts of the Department to promote awareness.

### **CORRESPONDENCE**

The following correspondence was received regarding:

- Concerns over certain Library books and their content and those being available to minors
- Letter from Mr. Sundquist, resident, regarding residential tree trimming and the city's ordinance. This letter was asked to be included in the record and has been inserted below in full.

### **FULL LETTER CAN BE FOUND AT THE END OF THE MINUTES**

City Attorney Joppich stated that he has received the letter and has reviewed the ordinance as it relates to residential tree trimming and will follow up with city staff on the permit issued to discuss the merits for the permit. He stated that there are reasons, as stated in the permit issued, for allowing trees to be removed including tree health as determined by criteria in the ordinance and causing potential danger to a structure or building. Mr. Joppich added that he would provide a memo to Council following the meeting with staff regarding the status of the matter.

Some members of council expressed concern with clear cutting trees and having proper replacement tree guidelines in place. While a permit had been issued, they were hoping that no trees would be removed until staff first looked into the concerns raised by Mr. Sundquist.

It was suggested that the tree trimming ordinance is reviewed at a future City Council study session.

### **CONSENT AGENDA**

MOTION by Massey, support by Strickfaden, to approve consent agenda as read.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 7-0

### **PUBLIC QUESTIONS AND COMMENTS**

There were no public questions or comments.

### **COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS**

The following council member comments and announcements were made:

- DTE has started tree trimming in areas of the city and was responsive to an outage caused by a fallen tree
- Mayor Barnett is participated in Michigan Public Service Commission educational session representing municipalities on October 22<sup>nd</sup>

**CITY MANAGER UPDATE**

Assistant City Manager Valentine provided an update on:

- 11 Mile Road project
- Obtaining an absentee ballot through the Clerk's Office
- MI Makers Market
- DTE ongoing efforts and completion timelines

**NEW BUSINESS**

**CONSIDERATION OF ADOPTION OF A RESOLUTION ESTABLISHING THE FARMINGTON HILLS INNOVATION, ENERGY AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE.**

City Attorney Joppich explained that the City Council discussed the resolution to establish this committee at their last study session at which they provided feedback and suggestions for some changes. Those changes have been incorporated into the resolution as provided in a tracked version provided to City Council for this meeting.

STATE OF MICHIGAN  
COUNTY OF OAKLAND  
CITY OF FARMINGTON HILLS

**RESOLUTION ESTABLISHING THE FARMINGTON HILLS INNOVATION, ENERGY AND ENVIRONMENTAL SUSTAINABILITY COMMITTEE**

RESOLUTION NO. R-182-21

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held on October 11, 2021, at 7:30 o'clock p.m., Eastern Daylight Savings Time, with those present and absent being,

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

ABSENT: NONE

The following preamble and resolution were offered by Councilperson Knol and supported by Councilperson Massey:

WHEREAS, in 2008, the City of Farmington Hills established the Green Efforts Committee as a temporary committee to study issues pertaining to the environment and explore efforts the City may be able to undertake in order to help sustain and protect the environment;

WHEREAS, in 2011, City Council adopted an ordinance establishing the Commission for Energy and Environmental Sustainability ("CEES") as a standing committee based on the work, reporting, and recommendations of the Green Efforts Committee;

WHEREAS, in 2017, City Council completed an extensive review of all the standing boards and commissions throughout the City and decided that it would be best, at that time, to discontinue the CEES and have the Parks and Recreation Commission undertake its work;

WHEREAS, in 2021, City Council received an update on the status of the City's efforts and achievements toward environmental sustainability and decided that it would like to enhance its support for and build upon those efforts through the establishment of a temporary committee to explore such matters and to also include innovation in its work and undertake such other objectives as are set forth in this Resolution; and

WHEREAS, City Council wishes to extend an offer to the City of Farmington to participate in and establish this as a joint committee for the benefit of the entire Farmington Hills-Farmington community.

NOW, THEREFORE, BE IT IS HEREBY RESOLVED by the City Council of the City of Farmington Hills as follows:

- 1) The Innovation, Energy and Environmental Sustainability Committee ("IEESC") is hereby established. The IEESC is established for the purpose and with the objective of researching, studying, and reporting to City Council on the following:
  - (a) The past efforts, undertakings, and achievements of the City — through the work of City Council, the City Administration, the CEES, and the Parks and Recreation Commission — with innovation, energy and environmental sustainability;
  - (b) Potential opportunities, resources, programs, projects, practices, educational efforts, and actions that will enhance, advance, and further develop innovation, energy and environmental sustainability within the community; and
  - (c) Possible sources of funding or financing and potential public-private partnerships and interlocal partnerships for innovation energy, and environmental sustainability.
- 2) Four months after its first meeting, the IEESC shall issue a preliminary report to City Council containing its initial findings and 2-3 attainable goals based on the above-stated purpose and objectives of the committee.
- 3) The IEESC shall consist of up to eleven (11) persons appointed as regular members, including, to the extent possible, Farmington Hills residents, representatives of businesses located in the City of Farmington Hills, an environmentalist (e.g., in the areas of green energy, recycling, or other similar areas), a representative from DTE or another utility company providing energy services in the City, a member of the City's Broadband Task Force, a member of the City's Economic Development Corporation, a student who is engaged in high school or higher-level coursework, technical/subject matter experts, and up to two individuals from the City of Farmington. In addition to the regular members, there shall also be up to three alternate members appointed to serve on the IEESC pursuant to City Code Section 2-131, including two alternates appointed by Farmington Hills (at least one of which should be from a business in Farmington or Farmington Hills, if possible) and up to one alternate appointed by Farmington. With the exception of the City of Farmington members, all persons on the IEESC shall be appointed by the Mayor of Farmington Hills, subject to approval by a majority vote of City Council. The Mayor and/or City Manager of Farmington Hills is directed to communicate an offer to the Mayor and/or City Manager of the City of Farmington for it to appoint individuals from the City of Farmington to participate on the IEESC as indicated above.

- 4) The IEESC shall, at its first meeting, choose a chairperson and secretary from among its members. The IEESC shall hold its first meeting promptly after at least five members have been appointed and approved. The IEESC shall meet regularly thereafter as necessary to complete its tasks within the time frame established under this resolution. The IEESC shall, with the assistance of the City Administration, keep a record of its meetings, information, findings, and determinations.
- 5) The provisions of City Code, Chapter 2, Article IV, Division 1 shall apply to the IEESC, except to the extent the City Code may conflict with the provisions of this Resolution and except for the following sections and subsections of said Code: 2-130(b), 2-134, and 2-141.
- 6) The IEESC shall expire two years from the date of adoption of this Resolution, unless its term is extended by City Council, or if the IEESC includes members appointed by both City Councils then both City Councils must agree to extend the term.
- 7) Given the temporary duration, membership, nature, purposes, and objectives of this special committee, City Council hereby finds and declares that the IEESC does not fall into the category of a board or commission contemplated under or for purposes of Section of 3.12 of the City Charter.

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

NAYES: NONE

ABSENT: NONE

ABSTENTIONS: NONE

RESOLUTION DECLARED ADOPTED OCTOBER 11, 2021.

**CONSIDERATION OF ESTABLISHING A JOINT AD HOC SUBCOMMITTEE TO DISCUSS  
MASTER PLANNING AND VISIONING PROCESS.**

Mayor Barnett explained that at a recent joint meeting of the City Council and Planning Commission discussion was held on forming a joint ad hoc committee to continue discussions on master planning and visioning process.

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby establishes a joint ad hoc subcommittee consisting of three Council Members and three Planning Commission members for purposes of continuing the joint discussions that have taken place between the City Council and Planning Commission on the topic of developing and coordinating a master planning and visioning process with the City Administration, and to appoint Mayor Vicki Barnett, Council Member Matt Strickfaden and Council Member Valerie Knol to the joint committee; and

IT IS FURTHER RESOLVED, that the City Council authorizes the Chair of the Planning Commission to appoint three of its members at its next meeting with approval of the appointments by the Planning Commission, and for said subcommittee to dissolve upon commencement and implementation of the master planning process.

MOTION CARRIED 7-0

**CONSENT AGENDA**

**RECOMMENDED APPROVAL OF AWARD OF PROPOSAL FOR TYPE I AMBULANCES, RELATED EQUIPMENT AND SERVICES TO MERCY SALES FOR TYPE I AMBULANCES, RELATED EQUIPMENT & SERVICES FOR A PERIOD OF THREE YEARS; WITH POSSIBLE EXTENSIONS. CMR 10-21-94**

MOTION by Massey, support by Strickfaden, that the City Council of Farmington Hills hereby authorizes the City Manager to enter in agreement with Mercy Sales representing Horton & Excellence for Type I Ambulances, Related Equipment & Services for a period of (3) years with optional renewal for three (3) additional one (1) year periods through mutual consent under the same terms & conditions.

Roll Call Vote:

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

MOTION CARRIED 7-0

**RECOMMENDED APPROVAL OF AWARD OF BID FOR UTILITY CART WITH PLOW TO CARLETON EQUIPMENT CO, INC. IN THE AMOUNT OF \$23,330.34. CMR 10-21-95**

MOTION by Massey, support by Strickfaden, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order for a 2022 Kubota RTV-X1100C with Boss 6'6" V-Blade to Carleton Equipment Co, Inc. in the amount of \$23,330.34.

Roll Call Vote:

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

MOTION CARRIED 7-0

**RECOMMENDED APPROVAL OF AWARD OF BID FOR HVAC, GEOTHERMAL AND BUILDING AUTOMATION SYSTEMS INSTALLATION, MAINTENANCE & REPAIR TO W.J. O'NEIL IN THE AMOUNT OF \$69,931.00 PER YEAR FOR TWO YEARS; AND PURCHASE ORDERS TO W.J. O-NEIL FOR ALL BUDGETED NEW HVAC, GEOTHERMAL AND BUILDING AUTOMATION SYSTEMS AS NEEDED FOR TWO YEARS; WITH POSSIBLE EXTENSION. CMR 10-21-96**

MOTION by Massey, support by Strickfaden, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to W.J. O'Neil in the amount of \$69,931.00 per year, for two (2) years, for HVAC, Geothermal and Building Automation Systems (BAS) Maintenance & Repair and for an additional three (3) years under the same terms and conditions, utilizing their contract price escalator, by mutual consent between the City of Farmington Hills and W.J. O'Neil; and

IT IS FURTHER RESOLVED, that the City Council authorize the City Manager to issue purchase orders to WJ O'Neil for all budgeted new HVAC, Geothermal and Building Automation

Systems (BAS) as needed, for two (2) years and for an additional three (3) years following under the same terms and conditions, utilizing their contract price escalator, by mutual consent between the City of Farmington Hills and W.J. O'Neil.

Roll Call Vote:

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

MOTION CARRIED 7-0

**RECOMMENDED APPROVAL OF THE CITY COUNCIL SPECIAL JOINT STUDY SESSION MEETING MINUTES OF SEPTEMBER 20, 2021.**

MOTION by Massey, support by Strickfaden, that the City Council of Farmington Hills hereby approves the City Council special joint study session meeting minutes of September 20, 2021.

Roll Call Vote:

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

MOTION CARRIED 7-0

**RECOMMENDED APPROVAL OF THE CITY COUNCIL STUDY SESSION MEETING MINUTES OF SEPTEMBER 27, 2021.**

MOTION by Massey, support by Strickfaden, that the City Council of Farmington Hills hereby approves the City Council study session meeting minutes of September 27, 2021.

Roll Call Vote:

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

MOTION CARRIED 7-0

**RECOMMENDED APPROVAL OF THE CITY COUNCIL REGULAR SESSION MEETING MINUTES OF SEPTEMBER 27, 2021.**

MOTION by Massey, support by Strickfaden, that the City Council of Farmington Hills hereby approves the City Council regular session meeting minutes of September 27, 2021.

Roll Call Vote:

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

Absent: NONE  
Abstentions: NONE

MOTION CARRIED 7-0

**ADDITIONS TO AGENDA**

None.

**ATTORNEY REPORT**

The attorney report was received by Council.

**ADJOURNMENT**

MOTION by Bridges, support by Massey, to adjourn the regular session City Council meeting at 8:09pm.

MOTION CARRIED 7-0.

Respectfully submitted,



Pamela B. Smith, City Clerk



Richard A. Sundquist  
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F (313) 309-6827  
Email:RSundquist@ClarkHill.com

Clark Hill  
500 Woodward Ave., Suite 3500  
Detroit, MI 48226  
T (313) 965-8300  
F (313) 965-8252

October 11, 2021

**VIA EMAIL AND HAND-DELIVERED**

City of Farmington Hills City Council  
c/o Pam Smith, City Clerk  
31555 W. Eleven Mile Road  
Farmington Hills, Michigan 48336  
[psmith@fhgov.com](mailto:psmith@fhgov.com)

Re: **City of Farmington Hills Tree Ordinance – Interpretation and Deficiencies**

Dear City Council Members:

**Introduction/ Issue Summary**

I am writing on behalf of myself and my wife Karen Bolsen. We reside at 36333 Paddleford in Old Homestead West. We are requesting that the City issue a temporary hold on Tree Permit No. PTR210052 and any similarly issued permits until such time as our city council, city attorney and any appropriate city departments conduct a review of the facts and circumstances pertaining to the issuance of this permit and any similar permits. We appreciate the concern and cooperation we have seen by city officials and members of various city departments that have responded to our inquiries to date. We are trying to protect the intent and integrity of the existing tree ordinance. If it needs to be amended, then let's amend the ordinance, perhaps as part of the Innovation, Energy and Environmental Sustainability Committee process.

**2020 Tree City USA Recognition (in 2021)**

The city was recently recognized by the Arbor Day Foundation as a 2020 Tree City USA community. As stated in a recent article, the city works hard to preserve that recognition and to maintain the aesthetic of the community. In addition, the article noted that a lot of people come to the city for the "aesthetics trees augment." <https://www.candgnews.com/news/farmington-hills-honored-as-tree-city-usa-community-120323>, Certainly, that was true for Karen and me.

As stated in the Tree City USA website:

[clarkhill.com](http://clarkhill.com)

City of Farmington Hills City Council  
October 11, 2021  
Page 2

- Trees help absorb the sounds of traffic in urban areas by 40%.
- Neighborhoods with trees are seven to nine degrees cooler than those without.
- Trees reduce energy costs up to 25% by shading buildings and protecting them from winter winds.
- Homes with trees have higher property values.
- Green space plays a major role in improving mental and physical health.
- Planting and maintaining trees absorb carbon dioxide in the atmosphere, mitigating the effects of climate change.

Our concern is more than personal and more expansive than this one permit. There is an apparent misconception in our community that the existing tree ordinance limits the number of trees that can be clear cut on a residential lot to only two (non-landmark) trees per year. Zoning Ordinance Sec. 34-5.18.5.B. If the "safety hazard to building" exception under the ordinance (Sec. 34-5.18.4.B) is interpreted as any tree (regardless of condition) that might fall on a house, then virtually any tree can be removed on any typical subdivision lot.

#### **Ordinance Deficiencies**

Is every tree an inherent danger to a house? Is there an unwritten presumption by the planning department that any tree located such that a house is within a fall zone can and must be removed if the owner simply wants to clear cut their yard and plant grass? If so, then virtually every mature or maturing tree in my subdivision and elsewhere in the city is subject to removal if any owner requests the removal and simply claims that a "safety hazard" exists. If the "safety hazard" is the mere fact that a tree is tall and *could* fall, then the exception becomes the rule. The ordinance should either be eliminated because it creates only the appearance of tree protection or, instead, amended or reinterpreted to actually protect trees and limit yearly removal to the two non-landmark trees currently permitted in Sec. 34-5.18.

There are no standards in the existing ordinance to define what a tree safety hazard is. So, is there a fall zone exception being applied to PTR 210052 that is not expressly in the ordinance?

There are no certified arborists on the planning staff (to my knowledge) to verify statements regarding tree condition. There is no requirement that an applicant provide any proof. Certainly, this additional requirement for landmark trees should be added to the ordinance.

Unlike numerous other portions of the zoning ordinance, there is no notice requirement to affected neighbors or associations for tree removal. But for a tree contractor who doesn't want to get sued, we would not have known that a permit had been issued. A notice requirement and an appeal process should be added to the existing ordinance. A city tree board with seven appointed members would make sense.

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City of Farmington Hills City Council  
October 11, 2021  
Page 3

### **Personal Background**

We purchased our home on October 29, 1989. We purchased the home for three reasons. The first was its proximity to the then planned Hillside Elementary. Our second reason was the lot, adjoining lots and the entire subdivision were blessed with mature trees. The third is that the subdivision looked like a good place to raise our children. Until now, the trees have been protected.

Our home is adjacent to 36309 Paddleford which was purchased earlier this year. The home needs work and the new owner is working very hard to update the home. It is the tree removal with which we take issue.

### **Background to Permit PTR210052**

I was approached a couple of months ago by an individual I thought was the remodeling contractor. He indicated that the owner wanted to cut down trees in the heavily wooded front yard in order to grow grass and to clear trees away from the house. I told him we loved the trees, that they should not be taken down, that grass would not grow in that location, that the city regulated tree removal and a permit would be required. Knowing that the city's tree ordinance severely restricted the removal of large trees, I was confident the planned clear cutting would not be condoned and that no permit would be granted. I was wrong.

Last week we were approached by the new owner's tree removal contractor. He wanted to know where the lot line was so he could start removing shrubs and trees between our yards. He then revealed that the city had granted a permit and that a large number of trees would soon be removed. We then confirmed, to our surprise, that a tree permit had been issued on September 8, 2021 to remove not two trees but nine trees. Pursuant to an FOIA request, I learned that these nine trees consisted of four massive landmark trees and five large protected trees. See Permit PTR210052 attached. We then consulted a long-time resident in our subdivision who assured us that only two trees per year could be destroyed and certainly no landmark trees. My review of the city tree ordinance confirmed this. Or, so I thought. There is growing concern by my neighbors that the tree removal floodgate is now open to anyone that asks.

### **Permit PTR210052**

Unless otherwise exempt, a tree permit is required for the removal or destruction of any tree in the city (Sec. 34-5.18-1). A permit application must be filed with the City Department of Planning and Community Development. A tree survey must be submitted with the tree permit application (Sec. 34-5.18.2 and .3). (It appears that this requirement was waived.) A tree permit may be issued for a variety of reasons. In this case, the planning department chose Sec. 34-5.18.4C that the trees pose a safety hazard to buildings or structures. In issuing the permit and approving the removal of nine trees, the city is allowing the clearcutting of a swath of trees so that the homeowner may plant grass in her front yard. This is contrary to the existing tree

City of Farmington Hills City Council  
October 11, 2021  
Page 4

ordinance. If it is not, then the tree ordinance should be amended to close this giant loophole.

The tree permit application stated that the trees are a danger to the existing house. Separately, the owner stated that "other trees are in bad shape or close to dead condition." While the applicant entirely failed to identify any of the very large trees as landmark trees on the application, the city planning department apparently corrected the error by identifying four oak trees as landmark trees under the ordinance. Still, the permit was granted.

The permit, as approved by the city, fails to require that replacement trees be planted, apparently in violation of Sec. 34-5.18.6 and .7. (If this is not a requirement, then the ordinance should be amended.) There are specific replacement requirements for landmark trees (Sec. 34-5.18.7.A). While the owner may have mentioned replacement trees, there is no requirement in the permit and, therefore, no way to enforce replacement. The permit controls. No replacement trees are required. This omission should be corrected.

Landmark trees cannot be removed unless an exception applies. Even if an exception applies, for landmark tree removal, reasonable alternatives that would allow preservation of the tree must be considered. Sec. 34-5.18.F There is no evidence that reasonable alternatives (such as trimming branches actually hanging over the house) were considered. Why not?

### **Conclusion**

Is there a tree fall zone exception to the city tree ordinance? In other words, is any tree of a certain height that could conceivably fall on a house, sidewalk, overhead electrical line, driveway or road a "danger"? It appears so based upon the ordinance interpretation used to grant this permit. This exception is being liberally applied by our planning department. We think this practice should stop. Why? With this interpretation there is nothing to prevent the clearcutting of the rest of the trees on this or any other lot in this subdivision.

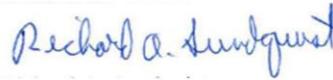
We are asking city council to issue a brief moratorium on the issuance of tree permits until a review of the existing tree ordinance and how it is being applied may be conducted. We are asking that permit PTR210052 be rescinded or, instead, amended to permit only two non-landmark trees to be removed. I would be happy to serve on a committee to review and recommend amendments to the tree ordinance.

City of Farmington Hills City Council  
October 11, 2021  
Page 5

Thank you for your attention to this important matter. We hope you share our concerns.

Very truly yours,

CLARK HILL PLC



Richard A. Sundquist

RAS/gs

Enclosure

cc: Mayor Vicki Barnett  
Council Members Michael Bridges and Ken Massey  
City Manager Gary Mekjian  
Karen L. Bolsen