

**AGENDA**  
**CITY COUNCIL MEETING**  
**AUGUST 14, 2023 – 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)**  
**Cable TV: Spectrum – Channel 203; AT&T – Channel 99**  
**YouTube Channel: <https://www.youtube.com/user/FHChannel8>**

**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).

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

**STUDY SESSION (No Study Session Meeting Scheduled for August 14, 2023)**

**REGULAR SESSION MEETING**

**CALL REGULAR SESSION MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. Approval of regular session meeting agenda

**CORRESPONDENCE**

**CONSENT AGENDA** - (See Items No. 2 - 18)

All items listed under Consent Agenda are considered routine, administrative, or non-controversial 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**

**CONSENT AGENDA:**

2. Consideration of approval of rescheduling the regular City Council meeting of [September 25, 2023](#) to September 18, 2023.
3. Recommended approval of purchase of chemicals for pools and splash pad to Town and Country Pools, Inc. in the amount of \$20,000. [CMR 8-23-93](#)
4. Recommended approval of award of bid for new patrol rifle systems for the Police Department to Acme Sports Inc. in the estimated amount of \$409,000. [CMR 8-23-94](#)
5. Recommended approval of award of bid for the 2023 Pavement Marking Program to PK Contracting, LLC in the amount not to exceed \$370,000 per year, with possible extensions. [CMR 8-23-95](#)

6. Recommended approval purchase of fleet vehicles with Lunghamer Ford for four vehicles in the amount of \$181,734, Berger Chevrolet for two vehicles in the amount of \$73,992, and Todd Wenzel Buick GMC for seven vehicles in the amount of \$309,274. [CMR 8-23-96](#)
7. Recommended approval of payment for emergency repair of 1<sup>st</sup> floor plumbing at The Hawk to Guardian Plumbing in the amount of \$24,000. [CMR 8-23-97](#)
8. Recommended approval of award of annual testing for the Fire Department apparatus to National Hose Testing Specialties in the estimated annual amount of \$13,000 for fiscal years 2023 and 2024. [CMR 8-23-98](#)
9. Recommended approval of Collective Bargaining Agreement with Technical Professional and Officeworkers Association of Michigan (TPOAM). [CMR 8-23-99](#)
10. Recommended approval of the 2024 Auto Theft Prevention Act (ATPA) Subrecipient Agreement with Oakland County. [CMR 8-23-100](#)
11. Recommended approval of agreement for consulting services for Medicare and Medicaid Audit with Digitech Computer LLC in an amount not to exceed \$35,000. [CMR 8-23-101](#)
12. Recommended approval of the establishment of Traffic Control Order TM-108-2023 to prohibit left turns from eastbound 10 Mile Road to northbound Raphael Road. [CMR 8-23-102](#)
13. Recommended approval of a Special Event Permit for the Iskon Temple [Community Color Festival](#) to be held on Saturday, August 26, 2023.
14. Recommended approval of a Special Event Permit for the Iskon Temple [Annual Festival](#) to be held on Wednesday, September 6, 2023 through Sunday, September 10, 2023.
15. Recommended approval of a request for employment under Section 10.01A of the City Charter for a [Theatre AV Tech Assistant](#).
16. Recommended approval of a request for employment under Section 10.01A of the City Charter for a [Hawk's Nest Aide](#).
17. Recommended approval of City Council [study session meeting minutes](#) of July 24, 2023.
18. Recommended approval of City Council [regular session meeting minutes](#) of July 24, 2023.

#### ADDITIONS TO AGENDA

#### ADJOURNMENT

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.**



OFFICE OF CITY CLERK

**INTEROFFICE CORRESPONDENCE**

**TO:** Mayor and City Council  
**FROM:** Pamela B. Smith, City Clerk  
**DATE:** August 14, 2023  
**SUBJECT:** Rescheduling the September 25<sup>th</sup> 2023 City Council Meeting

It is requested that City Council consider rescheduling the regular City Council meeting of September 25<sup>th</sup> to September 18<sup>th</sup> due to the Yom Kippur holiday.

The regular meeting schedule will resume with the October 9, 2023 City Council meeting.

**RECOMMENDATION:**

IT IS RESOLVED, that City Council hereby reschedules the regular City Council meeting of September 25, 2023 to September 18, 2023.

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**August 14, 2023**

**SUBJECT: AWARD OF BID FOR PURCHASING CHEMICALS FOR POOLS AND SPLASH PAD**

**ADMINISTRATIVE SUMMARY**

- The addition of The Hawk Farmington Hills Community Center pools in 2021, the amount of chemicals needed for the yearly operation has more than doubled. In addition, there has been a dramatic increase in the cost of chemicals since the pandemic. As a result, yearly spending has crossed over the \$10,000 threshold and a sealed bid was required.
- In June of 2022, sealed bids were solicited, and after one postponement, no bids were received, for Purchasing Chemicals for Pools and Splash Pad. The invitations were sent to over 40+ vendors. Zero (0) "No-Bids" were received.
- After receiving no bids in June, the department exhausted all resources including contacting our current vendor, checking with other pools in the metropolitan area as far as Toledo, Ohio, and looking at all available cooperatives, yet were only able to get Leslie's Pools to give a quote on other small quantity chemicals as they do not delivery bulk liquid chlorine.
- Attempting for bids again in December of 2022, sealed bids were solicited, and after one postponement, no bids were received, for Purchasing Chemicals for Pools and Splash Pad. The invitations were sent to fifty-five (55) vendors (including sixteen (16) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled).
- As a result of the second attempt for bids with zero (0) results, purchasing is recommending that we declare our current vendor as the sole source.
- The recommended vendor, Town and Country Pools, Inc, is our primary vendor for bulk liquid chemicals for The Hawk Farmington Hills Community Center, the Costick Center, and the splash pad in Heritage Park. Town and Country Pools, Inc, has provided excellent delivery reliability and customer service.
- Funding for the project is budgeted and available in the Special Services Aquatics Budget.

**RECOMMENDATION**

In view of the above, it is recommended that City Council waive the sealed bid process & authorize the City Manager to issue a purchase order for purchasing sole source bulk liquid chemicals for pools and splash pads to Town and Country Pools, Inc, in the amount of \$20,000.

Prepared by: Brian Moran, Deputy Director of Special Services

Reviewed by: Michelle Aranowski, Director of Central Services

Nikki Lumpkin, Senior Buyer

Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**August 14, 2023**

**SUBJECT: AWARD OF BID - NEW PATROL RIFLE SYSTEMS FOR POLICE DEPARTMENT**

**ADMINISTRATIVE SUMMARY**

- Invitations to bid were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Tuesday, June 13, 2023, for new Patrol Rifle Systems for the Police Department. Notification was sent to twenty-nine (29) vendors, (including thirteen (13) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with three (3) responding.
- The current rifle system inventory for the Police Department is reaching the end of their service lifespan, originally purchased in 2014. It is recommended, and an industry standard to changeout duty weapons every 10 years. This is due to the harsh conditions the weapons are used in (inclement weather) and number of rounds fired though the weapon (training), resulting in wear of critical parts and components.
- Research and testing were completed by the FHPD firearms training cadre, along with several other officers within the department. Through this process, a replacement system was identified, which is the Sig Sauer MCX SPEAR LT system. This system is utilized by many law enforcement agencies throughout the country and is proven to be reliable and high quality. In addition, the recommended system (equipped with a red dot sight optic, magnifier, suppressor, sling and mounted light.) is fully warranted.
- The system has been proven in real life situation and training to make officers more accurate in high stress/deadly force incidents, allowing officers to maintain focus on the subject and system sights during these high stress incidents. It has proven to increase accuracy in real life situations from the national average of officer involved shootings and would aid in reducing liability to the City and the Police Department.
- The Police Department reviewed the responses and equipment and identified Acme Sports Inc. offered the best price for all the items, which is \$3,272.00 each. The pricing is good for 90 days from the date the bid close. Also, Acme Sports offered the best trade-in values of our current systems (\$22,800).
- The Department is offering an Officer Purchase program, which allows individual Officers to purchase the majority of the system from the City, with the payments automatically deducted from the officer's paycheck for a period of one year. The last \$1 of the total purchase price would be retained by the City, to maintain formal ownership of the system. Upon retirement or separation under good terms and with the Chief of Police approval, the Officer could purchase the system upon separation. There is a built-in depreciation cost of the system for each year of service and approximately 75 Officers have elected to take part in this process.
- Aa total of 125 systems are being requested to be purchased from Acme Sports. 75 of the systems would be through the Officer Buy program, 30 systems would be sole ownership of the Department for use, and the additional 20 systems would be available for new hires, who would like to participate in the program and for training. The Officer Buy program will result in the recapture of approximately \$245,400.00 of the original purchase price of \$409,000.00, which will also be reduced by our current system trade-in value (22,800.00).

**RECOMMENDATION**

Based on the above information, it is recommended that City Council authorize the City Manager to issue a purchase order to Acme Sports Inc. in the estimated amount of \$409,000.00. Funding for this purchase would be covered under the 2023-2024 CIP Budget.

**Prepared by:** Jeff King, Chief of Police

**Reviewed by:** Michelle Aranowski, Director of Central Services

**Reviewed by:** Thomas Skrobola, Finance Director

**Approved by:** Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – August 14, 2023****SUBJECT:** Award of Bid—2023 Pavement Marking Program**ADMINISTRATIVE SUMMARY:**

- The 2023 Pavement Marking Program was publicly advertised and competitively bid on the Michigan Inter-governmental Trade Network (MITN) e-procurement system and opened on July 25, 2023, after a one-week postponement to gather additional interest. Only one bid was received, which is historically consistent for this program. Notification was sent to over 180 vendors (including forty-six (46) vendors that hold classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled).
- This contracted service provides an annual re-stripping of the City's major road system, as well as annually replacing one-third of the City's cold-plastic markings (lane use arrows, onlys, stop bars, and crosswalks). The bid provides pricing for a one-year period with provisions for up to four (4), one-year extensions upon mutual consent by the City and the vendor. Please see attached bid tab.
- Funding for the Pavement Marking Program is provided in the Major Road Maintenance budget.
- The contractor recommended for award, PK Contracting, LLC of Troy, Michigan, has performed these services for several local communities as well as the Road Commission of Oakland County and MDOT and has proven to be professional and reliable. PK Contracting, LLC has over 45 years of experience in the industry.

**RECOMMENDATION:**

IT IS RESOLVED, that the City Council of Farmington Hills authorizes the City Manager to approve the required contract and purchase orders to PK Contracting, LLC for the 2023 Pavement Marking Program in the amount not-to-exceed \$370,000 per year with one or more administration approved extensions not-to-exceed a total of four (4) additional years.

**SUPPORT DOCUMENTATION:**

The Pavement Marking Program provides the City with specialized roadway painting service. These services include an annual tracing of the existing painted white and yellow lane lines with sprayable thermoplastic, removal/revisions to segments of these painted lines at the direction of the City's Traffic Engineer, and the removal/replacement of the cold-plastic markings (arrows, onlys, stop-bars, and crosswalks). In general, one third of the system-wide cold-plastic markings are replaced annually resulting in a complete system replacement every three (3) years.

Prepared by: Derrick Schueller, DPW Superintendent

Departmental Authorization: Karen Mondora, P.E., Director, Department of Public Services  
Michelle Aranowski, Director, Department of Central Services

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

City of Farmington Hills  
 Bid tabulation  
 #fb-fh-23-24-2393  
 2023 Pavement Marking Program  
 Opened 07/25/2023

LN	DESCRIPTION	UNIT	EST. QTY.	P.K. Contracting, LLC Troy, MI	
				Bid Bond? - Yes	
				Unit Price	Extended
<b>2023</b>					
1	#8117001 Sprayable Thermoplastic Pavement Marking 4" White	LN. FT.	410,000	\$0.18	\$73,800.00
2	#8117001 Sprayable Thermoplastic Pavement Marking 6" White	LN. FT.	51,000	\$0.25	\$12,750.00
3	#8117001 Sprayable Thermoplastic Pavement Marking 4" Yellow	LN. FT.	610,000	\$0.18	\$109,800.00
4	#8117001 Sprayable Thermoplastic Supplemental Pavement Marking - 4" White	LN. FT.	11,000	\$0.30	\$3,300.00
5	#8117001 Sprayable Thermoplastic Supplemental Pavement Marking - 4" Yellow	LN. FT.	13,000	\$0.30	\$3,900.00
6	Removal of Pavement Markings, Special	SF	6,000	\$1.95	\$11,700.00
7	#8110024 Cold Plastic Overlay 6" CROSSWALK Installation	FT	3,100	\$3.75	\$11,625.00
8	#8110044 Cold Plastic Overlay 18" STOP BAR Installation	FT.	1,300	\$11.50	\$14,950.00
9	#8110045 Cold Plastic Overlay 24" STOP BAR Installation	FT.	1,300	\$15.50	\$20,150.00
10	#8110063 Cold Plastic Overlay Left Turn Arrow Installation	EA.	48	\$225.00	\$10,800.00
11	#8110068 Cold Plastic Overlay ONLY'S Installation	EA.	48	\$225.00	\$10,800.00
12	#8110071 Cold Plastic Overlay Right Turn Arrow Installation	EA.	48	\$225.00	\$10,800.00
13	#8110074 Cold Plastic Overlay SCHOOL LEGEND Installation	EA.	5	\$350.00	\$1,750.00
14	#8110076 Cold Plastic Overlay THRU AND Left Turn Arrow Installation	EA.	5	\$325.00	\$1,625.00
15	#8110077 Cold Plastic Overlay THRU AND Left Turn Arrow Installation	EA.	5	\$325.00	\$1,625.00
16	#8110078 Cold Plastic Overlay THRU Arrow Installation	EA.	5	\$150.00	\$750.00
17	#8110453 Recessing Pavement Marking Guide Line	FT.	1500	\$3.00	\$4,500.00
18	#8110562 Only Cold Plastic Overlay 6", Dotted Turning Guide Line, White	FT.	1500	\$6.50	\$9,750.00
19	#8117050 Call Back Mobilization	EA	3	\$1,000.00	\$3,000.00
20	#8117050 Only Cold Plastic Overlay, Circle Roundabout Symbol	EA	3	\$125.00	\$375.00
21	Special LEGEND Cold Plastic Overlay (i.e. SLOW 20 MPH)	EA.	3	\$250.00	\$750.00
22	Bike Path Symbol Cold Plastic Overlay	EA.	6	\$110.00	\$660.00
23	Removal of Cold Plastic Overlay Pavement Markings	LN. FT.	2,500	\$1.25	\$3,125.00
<b>PAVEMENT MARKING PROGRAM TOTAL 2023</b>				<b>\$322,285.00</b>	
<b>PERCENT INCREASE PER YEAR BEGINNING IN YEAR 2.</b>				<b>5%</b>	

Bid notification was sent to over 180 vendors. We received zero "No Bids."

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**August 14, 2023**

**SUBJECT: PURCHASE OF FLEET VEHICLES**

**ADMINISTRATIVE SUMMARY**

- Each year the City of Farmington Hills participates in cooperative or extendable bids with various agencies including the State of MI, Oakland County & Macomb County who are members of the Michigan Intergovernmental Trade Network (MITN Cooperative). Cooperative or extendable bids have proven to be cost effective for the City due to the volume created by the cooperative process.
- Each year staff conducts a fleet evaluation during the budget process and replacements are requested based upon the overall condition of a vehicle and available funding. Some vehicles serve multiple departments as they are cycled throughout the City. During the lean budget years, vehicle replacements were scaled back and skipped for one full year, but slowly new vehicles have been added back to the budget process. Currently, the City is back on track with routine replacements and the fleet is in good shape.
- Each vehicle purchased includes a minimum three-year or 36,000 mile manufacturer’s warranty.
- Please note, due to volatility in the market & supply chain issues, the City may have to substitute some features which may change cost. In order to address that issue, pricing is listed as “Not to Exceed” and may be less expensive once builds are finalized. Funding for each vehicle is budgeted and available in the FY 2023-24 Capital Budget, Parks Millage budget and Public Safety Millage budget.

**PURCHASE SUMMARY**

<b>Department</b>	<b>Awarded Dealer</b>	<b>Model</b>	<b>Qty</b>	<b>Not to Exceed Unit Price</b>	<b>Not to Exceed Total</b>	<b>Planned Replacement</b>
Fire	Lunghamer Ford	Expedition XL 4x4	1	\$54,457	\$54,457	(1) 2007 Chevy Tahoe w/124,604 Miles
Police	Lunghamer Ford	F-150 Super Crew XLT	1	\$51,451	\$51,451	(1) 2010 GMC Sierra 137,000 Miles
Police	Lunghamer Ford	Edge AWD SEL	2	\$34,913	\$75,826	(1) 2018 GMC Terrain 115,000 Miles, (1) 2017 Chevy Malibu 98,678 Miles
Police	Berger Chevrolet	Traverse LT AWD	2	\$36,996	\$73,992	(1) 2017 GMC Terrain 112,000 Miles, (1) 2016 Ford Taurus 98,675 Miles.
DPW, Eng. & Special Services	Todd Wenzel	2500 Sierra	4	\$48,427	\$193,708	(1) 2008 Impala 102,000 Miles, (1) 2013 GMC 82,000 Miles, (1) 2013 GMC 84,500 Miles, (1) 2015 GMC 102,500 Miles
City Fleet	Todd Wenzel	1500 Sierra	1	\$47,776	\$47,776	(1) 2016 GMC 89,500 Miles
City Fleet	Todd Wenzel	GMC Terrain	2	\$30,895	\$67,790	(1) 2015 Explorer 96,200 Miles, (1) 2015 Taurus 85,000 Miles



**RECOMMENDATION**

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

- 1) To Lunghamer Ford for four (4) vehicles in the amount of \$181,734.
- 2) To Berger Chevrolet for two (2) vehicles in the amount of \$73,992.
- 2) To Todd Wenzel Buick GMC for seven (7) vehicles in the amount of \$309,274.

**Prepared by:** Michelle Aranowski, Director of Central Services

**Reviewed by:** Derrick Schueller, DPW Superintendent

**Reviewed by:** Karen Mondora, Director of Public Services

**Approved by:** Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL****August 14, 2023****SUBJECT: EMERGENCY REPAIR OF 1ST FLOOR PLUMBING ISSUE AT THE HAWK****ADMINISTRATIVE SUMMARY:**

- In the past months, the city has called for emergency snaking of the drain in The Hawk's 1st floor fitness center electrical room. After the third call on the same drain and further evaluation by Guardian Plumbing regarding the constant backup, it was determined that the men's bathroom in the southwest corner of the 3rd floor drains down to the 1st floor in this area and is backing up because of a broken pipe.
- As programs and use have increased on the 3rd floor, the bathroom use has also increased. There are only two men's restrooms on the 3rd floor, without this one in operation, the only men's restroom is now in the northeast corner. When the backups occur, the smell is wafting through the fitness center and the Video Division. Guardian Plumbing has handled all of these backups and had to replace a similar 20-foot collapsed section of drainpipe in the front of the theatre when the facility first opened in 2021.
- The scope of the work is as follows:
  - Provide concrete cutting and removal of 8' x 10' area near stairwell.
    - Saw cutting and removal to be performed during off hours.
  - • Provide hand excavation, to access existing underground sanitary piping.
  - • Move existing spoils to adjacent area for storage during repair.
  - • Remove and replace approximately 10' of sanitary piping.
  - • Backfill with existing spoils.
  - • Upon completion, check for proper operation.
- The total cost of the plumbing replacement is estimated to be \$19,765.00. This assumes that the existing piping and system components are installed correctly and meet current code requirements. It is also assumed that piping and system components are in good, working condition. Any additional work required to bring these up to code would be considered an extra and is not included in this proposal. This does not include concrete restoration or rubber flooring replacement (this will be completed in-house or by an alternative vendor).
- The City's current vendor for plumbing repairs also submitted a quote for the repair and his quote was considerably higher for the same amount of work.
- Funding for the replacement will be from the Special Services Administration Maintenance & Repair Fund.
- In accordance with the purchasing guidelines, all emergency purchases exceeding the \$10,000 formal bid amount are reported to City Council.

**RECOMMENDATION:**

It is therefore recommended that the City Council authorize payment to Guardian Plumbing, for emergency repairs of the 1st floor plumbing issue at The Hawk, in the amount of \$24,000 (\$19,765 plus an estimated \$4,235 for additional replacement costs which will not be known until the pipe is excavated).

**Prepared by:** Brian Moran, Deputy Director of Special Services

**Reviewed by:** Nikki Lumpkin, Senior Buyer, Central Services  
Michelle Aranowski, Director of Central Services

**Reviewed by:** Ellen Schnackel, Director of Special Services

**Approved by:** Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**August 14, 2023**

**SUBJECT: AWARD OF ANNUAL TESTING FOR THE FIRE DEPARTMENT  
APPARATUS**

**Administrative Summary**

- Quotes were solicited by the City of Rochester Hills, posted on the MITN e-procurement system, opened and read aloud on Wednesday, October 27, 2021, for the purpose of performing hose and ladder testing in compliance with the most current National Fire Protection Association (NFPA) standards.
- NFPA requires that Fire Departments pressure test all fire hoses and conduct structural integrity testing of aerial and ground ladders to certify for structural firefighting.
- The solicitation was seeking quotes from qualified companies for testing the Fire Department apparatus for a three (3) year contract term. All responses were reviewed & vetted by staff from the City of Rochester Hills, and awarded a contract to National Hose Testing Specialties located in Grand Rapids, Michigan on November 30, 2021, as the lowest most responsive vendor.
- The awarded contract with National Hose Testing Specialties has offered to the City of Farmington Hills to extend their pricing for this services through the MITN Purchasing Co-op. Cooperative purchasing has proven to be cost effective for the City due to the volume created by the cooperative process.
- Funding for this purchase is budgeted and available in the Fire Department Equipment Repair budget.

**Recommendation**

In view of the above, it is recommended that City Council authorize the City Manager to approve all budgeted purchase orders for the purpose of testing the Fire Department apparatus to National Hose Testing Specialties located in Grand Rapids, Michigan in the estimate annual amount of \$13,000.00 for the fiscal years 2023 and 2024.

Prepared by: Jason Olszewski, Deputy Fire Chief

Reviewed by: Michelle Aranowski, Director of Central Services

Reviewed by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager

**REPORT TO THE CITY COUNCIL FROM THE CITY MANAGER**

**August 14, 2023**

**SUBJECT: Collective Bargaining Agreement with Technical Professional and Officeworkers Association of Michigan (TPOAM)**

**ADMINISTRATIVE SUMMARY:**

- \* The City has been engaged in collective bargaining with the members of the Technical Professional and Officeworkers Association of Michigan (TPOAM), which recently replaced AFSCME as its bargaining representative. The current labor contract expired June 30, 2023.
- \* The City and the Union signed a tentative settlement on June 26, 2023 and this settlement was subsequently ratified by the Union membership.
- \* It is recommended that the City Council approve the terms and conditions agreed to which include the provisions of the current labor contract, as amended by the provisions of parties' tentative settlement.
- \* The City's labor strategy was discussed with City Council by Assistant City Manager Joe Valentine in a previous executive session. A copy of settlement agreement is attached to this City Manager's Report.

**RECOMMENDATION:**

In view of the collective bargaining that has taken place and the tentative settlement outlined herein, it is hereby recommended that the following resolution be adopted by the City Council.

Resolve that the City Manager and the Assistant City Manager be authorized to execute a new Agreement with Technical Professional and Officeworkers Association of Michigan (TPOAM), in accordance with the terms and conditions in the Tentative Settlement Agreement ratified by the parties and outlined herein, being City Manager's Report dated August 14, 2023.

Prepared by: Joseph A. Valentine  
Assistant City Manager

Reviewed by: Lori Brown  
Human Resources Director

Approved by: Gary Mekjian  
City Manager

## Joseph Valentine

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**From:** Joe Bledsoe  
**Sent:** Friday, June 30, 2023 11:17 AM  
**To:** Joseph Valentine; Thomas Skrobola; Lori Brown  
**Cc:** Jenessa Rankin; Pierce Moran  
**Subject:** Ratification of TPOAM Contract

Good afternoon, Joe

The TPOAM contract was approved/ratified by its members this morning. We are all set for the next step. I'd like to thank you and your team for smooth negotiations.

Thanks,

Joseph Bledsoe

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)

## SETTLEMENT AGREEMENT

CITY OF FARMINGTON HILLS

AND

TECHNICAL PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (TPOAM)

JUNE 26, 2023

This Settlement Agreement is not to be shared with any third party or in any other proceeding until executed and ratified. The parties reserve the right to return to their previous proposals and positions if either party rejects this Settlement Agreement.

It is hereby agreed by and between the parties, the City of Farmington Hills (hereinafter referred to as the "City"), and TPOAM (hereinafter referred to as "Union"), that in tentative settlement of all outstanding issues under negotiation, the parties' bargaining teams hereby agree as follows, and mutually pledge to vote for and recommend ratification to their respective principals as follows:

1. Duration – 3 year term July 1, 2023 – June 30, 2026
2. Wages – July 1, 2023 = 4%, July 1, 2024 = 4%, July 1, 2025 = 4%
3. To amend Article III Remuneration, Section 306 F to amend the language as follows:  
Any time and employee is scheduled to work beyond twelve and one half (12 1/2) consecutive hours, he shall be entitled to a meal allowance not to exceed twenty dollars (\$20.00) at a restaurant to be designated by the City.
4. The parties agree to develop a Memorandum of Understanding to establish a trial seasonal program of a 4 day/10 hour shift for employees located at the Department of Public Works for a future period, which program is at the discretion of the City.
5. To amend Article IV Hours of Employment, Section 402.B.1 to amend the language in this section as follows:  
Section 402.B.1  
Normal business hours will be 7:00 a.m. to 3:00 p.m. Parks and/or Golf Division normal business hours will vary in season.
6. To amend Article VII Leaves of Absence, Section 706 B1 Absence for Sickness or Other Good Cause as follows:  
Unused "Sick Leave Days" not taken in any one fiscal year may be accumulated for use in the future, but such accumulation shall not exceed one hundred twenty (120) days, or the number of sick leave days accumulated by the employee as of June 30, 1987, whichever is higher. An employee who retires from City service under its retirement plan or voluntarily resigns in good standing shall receive sixty percent (60%) of all unused accumulated leave under this Section at his then current rate of pay. Upon death of an employee, all unused sick leave will be paid at the rate of sixty percent (60%) to the employee's beneficiary as listed on his life insurance policy.
7. To amend Article VIII Retirement and Insurance, Section 802 D Insurance to include the language in this section as follows:  
Employees will receive optical insurance offered by the City, which includes the provision that an examination with lenses and frames or contact lenses shall be covered once every 12 months.
8. To amend Article XIV Deduction of Dues by City to add Section 1407 Union Dues as follows:

The employer agrees to deduct the Union membership dues or service fees each pay period from the pay of the employees who have requested that such deductions be made. A bargaining unit employee may sign an authorization for deduction of dues/fees for membership in the Union. The authorization for deduction of dues/fees may be revoked by the bargaining unit member upon written notice to the Employer, with copy to the Union. The amount of dues/fees shall be designated by written notice from the Union to the Employer. If there is a change in the amount of dues/fees, such change shall become effective the month following transmittal of the written notice to the Employer. The Employer shall deduct the dues/fees once each pay period from the pay of the employees that have authorized such deductions.

Deductions of dues/fees shall be remitted to the Union at 27056 Joy Rd., Redford, MI 48239-1949. In the event a refund is due an employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain the appropriate refund from the Union.

If an authorized deduction from an employee is not made, the Employer shall make the deduction from the employee's next pay after the error has been called to the Employer's attention by the employee or Union.

The Union will protect, save harmless and indemnify the Employer from any and all claims, demands, suits and other forms of liability by reason of action taken by the Employer for the purpose of complying with the article of the agreement.

Unless otherwise provided in this article, all matters pertaining to a bargaining unit employee establishing or re-establishing membership in the Union, including requirements established by the Union for providing paid services to non-bargaining unit employees, shall be governed by the internal conditions mandated by the Union pursuant to its authority under section 10(2) of the Public Employment Relations Act.

9. To amend Article XVI Miscellaneous Section 1603 as follows:

Mechanics shall receive a tool allowance of \$800.00 per year, payable in accordance with a policy issued by the DPW Superintendent. Employees may carry a balance of up to \$100 into the next year, however, the total maximum shall not exceed \$900 per year.

10. To amend Article IV Hours of Employment, Section 404. No Concurrent Employment to include new language in this section as follows:

Employees shall not work in another position covered by another bargaining unit or employee group with the City of Farmington Hills while a member of this bargaining unit.

11. Intentionally Left Blank.

12. To amend Article XVII Tuition Reimbursement, Sections 1702 and 1703 to amend the language in these sections as follows:

1702

The City's reimbursement shall not exceed Three Hundred Dollars (\$300) per credit hour. Total annual reimbursement shall not exceed Four Thousand (\$4,000) per employee.

1703

The employee must receive advance written approval from the City Manager to be eligible for any payments under this Article. In the event the employee leaves the employ of the City within three (3) years from the date the City makes the payment, the employee shall reimburse the City for such payments for the last 3 years by having the amount deducted from their final

paycheck(s). The employee must sign an agreement authorizing such payroll deductions before the City makes any payments under this Article.

13. To amend Article XVI Uniforms, Section 1603. DPW and Parks/Golf Employee Uniforms to amend this section as follows:  
For those employees required to wear steel toed boots, the City shall reimburse up to \$300.00/fiscal year per employee toward the purchase of one (1) pair of said boots. A receipt verifying proof must be submitted in order to receive reimbursements. Such reimbursements will be provided once per fiscal year, as soon as practicable, upon receipt of proof of purchase by the Finance (Accounts Payable) Department.
14. To amend Article VIII Retirement and Insurance, Section 802 E Insurance to include the language in this section as follows:  
Effective July 1, 2023 the maximum payment for Class I and Class II benefits will increase from \$1,000.00 per person total benefit year to \$1,500.00 per person total benefit year. Class III Benefits (Orthodontics) shall be \$1,000.00 per person total lifetime maximum.
15. To amend Article VIII Retirement and Insurance, Section 803 A6 Retirement Health Insurance to include the language in this section as follows:  
Eligible employees and their eligible spouse shall be entitled to health care benefits at retirement as set forth herein and are vested for the life of the employee and their spouse at the time of retirement. The City may establish a funded program to provide for retiree health care.
16. To amend Article VIII Retirement and Insurance, Section 803 to include new language as follows:  
Effective July 1, 2023, Tier 2 employees hired after 7/1/2006 who are eligible for a normal retirement with 15 years of service shall be eligible for a Retiree Health Care Stipend of \$200 (single)/\$400(double) per month in retirement to be deposited into their Retiree Health Care Savings Account regardless of age.
17. To amend Article IX Promotions, Section 906. Continuous Classification to include new language in this section as follows:  
Effective July 1, 2023 the City shall have the right to directly post positions of Laborer II, Equipment Operator II, Clerk Typist II, and Account Clerk II at its discretion if no internal qualified applicants. Additionally, if no internal qualified applicants exist, the position of Account Technician may also be posted directly by the City.
18. To amend Article IX Promotions, Section 904 Promotion to include the language in this section as follows:  
Employees who are promoted to another position in the bargaining unit may not return to their prior position if the prior position has been filled by the City. The City may consider a request by the employee to return to a prior position while within the trial period of the new position at its discretion.
19. The parties agree to develop a Memorandum of Understanding to establish a new process for promotions that shall include an oral exam, department evaluations, disciplinary record and seniority in determining the employee's ability to meet job requirements of the higher classification. The City may consider applicants who are not presently employed by the City if there are no qualified internal applicants.
20. To amend Article VIII Retirement and Insurance, Section 802 Insurance to include the language in this section as follows:



Effective July 1, 2023 the City shall offer the Base Plan of BCBS PPO CB 3a or similar. Should the City elect to provide a similar plan it shall be equivalent or better than the Base Plan and the parties shall meet and confer prior to any changes. The City may, at its option, offer one or more additional health care plans which may be alternatively elected by employees. The City will offer an HMO option.

21. The parties agree to remove the Memorandum of Understanding for DPW and Parks/Golf Employee Uniforms from the Agreement.
22. The Union withdraws all other proposals.
23. The City withdraws all other proposals.
24. The Union will notify the City in writing when the settlement agreement has been ratified.

Dated: 6-20-23

For the Union:

For the City:

TRAM BUSINESS AGENT  
[Signature]

Joseph A. Valentin 6-26-23  
[Signature]

[Signature]  
[Signature]

[Signature]  
[Signature]

**REPORT TO THE CITY COUNCIL FROM THE CITY MANAGER**  
**August 14, 2023**

**SUBJECT: APPROVAL TO EXECUTE THE 2024 OAKLAND COUNTY AUTO THEFT PREVENTION ACT (ATPA) SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF FARMINGTON HILLS AND THE OAKLAND COUNTY SHERIFF'S OFFICE.**

**ADMINISTRATIVE SUMMARY**

- The City's Police Department participates in the Oakland County Auto Theft Program (OCAT), a multijurisdictional task force operating under the direction of the Oakland County Sheriff's Office (OCSO).
- Oakland County has entered into a Grant agreement with the State of Michigan where it is eligible to receive reimbursement for ATPA related expenses, including partial reimbursement of salary, wages, and overtime.
- Oakland County intends to use Grant Funds to reimburse the City's Police Department up to 50% of the total, for qualifying ATPA-related costs including ATPA officers' salaries, fringe benefits, overtime, vehicle usage, cell phone, MAATI and IAATI dues, as described in the Grant agreement.
- To receive reimbursement, the City must execute the 2024 Oakland County Auto Theft Prevention Program Subrecipient Agreement with Oakland County.
- City Attorney Steve Joppich' staff has reviewed the agreement.

**RECOMMENDATION**

IT IS RESOLVED THAT the City Council approve that the City be authorized to execute the Oakland County Auto Theft Program Subrecipient Agreement and any associated documents or agreements.

Prepared/Authorized by: Chief Jeff King- Police Department

Approved by: Gary Mekjian- City Manager

**AGREEMENT**  
**for**  
**PARTICIPATION IN OCAT AND RECEIPT OF ATPA GRANT FUNDS**  
**between**  
**OAKLAND COUNTY (Oakland County Sheriff’s Office)**  
**and**  
**CITY OF PONTIAC (Oakland County Sheriff’s Office –Pontiac)**  
**and**  
**CITY OF HAZEL PARK (Hazel Park Police Dept.)**  
**and**  
**CITY OF FARMINGTON HILLS (Farmington Hills Police Dept.)**  
**and**  
**CITY OF DETROIT (Detroit Police Dept.)**  
**and**  
**CITY OF SOUTHFIELD (Southfield Police Dept.)**

**I. PARTIES**

This Agreement is made between Oakland County, the City of Pontiac, the City of Hazel Park, the City of Farmington Hills, the City of Detroit, and the City of Southfield.

This Agreement will be performed by the parties’ law enforcement agencies. Each party may be referred to in this Agreement by its respective law enforcement agency.

Oakland County may also be referred to in this Agreement as the “Grant Administrator.” The parties are collectively referred to in this Agreement as the Oakland County Automobile Theft prevention team (OCAT).

**II. PURPOSE**

The purpose of this Agreement is to set forth the relationship and responsibilities of the members of OCAT.

**III. EXHIBITS**

The following exhibits are part of this Agreement:

**Exhibit A:** FY 2024 Automobile Theft Prevention Authority (ATPA) Grant Application.

**Exhibit B:** FY 2024 ATPA Grant Contract.

#### **IV. RESPONSIBILITIES**

OCAT agrees to accomplish the following objectives, which are more fully outlined in Exhibit A and Exhibit B:

##### **Oakland County will:**

- a. Work to reduce the number of automobile thefts in OCAT's geographical target area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities, and reducing false auto theft reports.
- b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
- c. Maintain clear and reliable documentation of performance activity and financial expenditures.
- d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
- e. Following forfeited property auctions, report to the ATPA the dollar amount deposited into the designated forfeiture account on progress reports.
- f. Receive quarterly progress reports and reimbursement requests from OCAT's participating law enforcement agencies, compile received reports, and submit compiled data with supporting documentation to the ATPA by the due dates designated in the ATPA Grant Contract (Exhibit B).

##### **City of Pontiac will:**

- a. Work to reduce the number of automobile thefts in OCAT's geographical target area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities, and reducing false auto theft reports.
- b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
- c. Maintain clear and reliable documentation of performance activity and financial expenditures.
- d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
- e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
- f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

##### **City of Hazel Park will:**

- a. Work to reduce the number of automobile thefts in OCAT's geographical target area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities, and reducing false auto theft reports.
- b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
- c. Maintain clear and reliable documentation of performance activity and financial expenditures.
- d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
- e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.

- f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

**City of Farmington Hills will:**

- a. Work to reduce the number of automobile thefts in OCAT's geographical target area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities, and reducing false auto theft reports.
- b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
- c. Maintain clear and reliable documentation of performance activity and financial expenditures.
- d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
- e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
- f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

**City of Detroit will:**

- a. Work to reduce the number of automobile thefts in OCAT's geographical target area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities, and reducing false auto theft reports.
- b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
- c. Maintain clear and reliable documentation of performance activity and financial expenditures.
- d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
- e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.
- f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

**City of Southfield will:**

- a. Work to reduce the number of automobile thefts in OCAT's geographical target area, as defined in the ATPA Grant Application (Exhibit A), by investigating cases that have the highest potential for reducing the demand for stolen vehicles, arresting individuals who are involved in auto theft-related activities, and reducing false auto theft reports.
- b. Comply with ATPA guidelines, policies, and Uniform Crime Reporting (UCR) requirements for submission of data.
- c. Maintain clear and reliable documentation of performance activity and financial expenditures.
- d. Attend regular meetings for area detectives and insurance investigators, including participation in the monthly anti-car theft meetings.
- e. Following forfeited property auctions, report to the Grant Administrator the dollar amount deposited into the designated forfeiture account on progress reports.

- f. Submit quarterly progress reports and reimbursement requests to the Grant Administrator by the due dates set by the Grant Administrator.

**The Parties mutually agree:**

- a. To make all reasonable efforts to ensure that all reports are submitted to the Grant Administrator, compiled, and forwarded to the ATPA by the due dates designated in the ATPA Grant Contract (Exhibit B).
- b. To work cooperatively to fulfill all grant requirements as stated in the ATPA Grant Contract (Exhibit B).
- c. To use the Michigan High Intensity Drug Trafficking Areas' Deconfliction Center on all cases, when applicable.

**V. LIABILITY**

Each Party shall be responsible for its own acts and the acts of its employees and agents, the costs associated with those acts, and the defense of those acts.

**VI. ASSURANCES**

Each party certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them and are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, on making false statements, or receiving stolen property;
- Have not within a two-year period preceding this Agreement been convicted of a felony criminal violation under any federal law; and
- Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

**VII. CORRESPONDENCE**

All notices or other written communications shall be addressed as indicated in this section, or as specified, by a subsequent written notice delivered by the party whose address or authorized representative has changed.

Notices or other communications required by, or related to, this Agreement shall be in writing and shall be delivered in one of the following manners:

- a. In person;
- b. By certified registered mail, return receipt requested, with all postage or charges prepaid; or,
- c. By email to the email address identified for the authorized representative.

**Oakland County:**

Contact: Captain Joseph Quisenberry  
Address: 1200 N. Telegraph Rd. Bldg. 38E  
City, State, Zip: Pontiac, MI 48341  
Telephone: 248-858-4960  
Email: quisenberryj@oakgov.com

**Farmington Hills:**

Contact: Chief Jeff King  
Address: 31655 West Eleven Mile Rd.  
City, State, Zip: Farmington Hills, MI 48336  
Telephone: 248-871-2600  
Email: jking@fhgov.com

**Hazel Park:**

Contact: Chief Brian Buchholz  
Address: 111 E. Nine Mile Rd.  
City, State, Zip: Hazel Park, MI 48030  
Telephone: 248-542-6161  
Email: bbuchholz@hazelparkpd.us

**Detroit:**

Contact: Lieutenant Dana Russell  
Address: 1301 Third Avenue  
City, State, Zip: Detroit, MI 48226  
Telephone: 313-596-2555  
Email: russelld148@detroitmi.gov

**Southfield:**

Contact: Chief Elvin Barren  
Address: 26000 Evergreen Rd.  
City, State, Zip: Southfield, MI 48076  
Telephone: 248-796-5500  
Email: ebarren@cityofsouthfield.com

**Pontiac:**

Contact: Mayor Tim Greimel  
Address: 47450 Woodward Ave.  
City, State, Zip: Pontiac, MI 48342  
Telephone: 248-758-3133  
Email: tgreimel@pontiac.mi.us

**VIII. TERM**

This Agreement is contingent upon funds being awarded by the ATPA for auto-theft prevention activities. This Agreement is effective when signed by the Parties, by and through their duly authorized representatives, for a period beginning October 1, 2023 through September 30, 2024, unless terminated early, as hereinafter set forth.

**IX. TERMINATION**

Any party may terminate this Agreement for any reason, provided that at least 30 days advance written notice of termination is given to the non-terminating parties by the terminating party.

**X. ENTIRE AGREEMENT AND AMENDMENT**

This Agreement is the complete and exclusive Agreement between the Parties with respect to the subject matter thereof, and supersedes all prior negotiations, representations, proposals, and other communications between the Parties either oral or written. This Agreement may only be amended by a written document signed by the Parties after receiving approval from their governing bodies. However, a Party may change its Correspondence information without amending the Agreement in accordance with Section VII; it is not necessary to amend this Agreement for the sole purpose of changing the Correspondence information.

**XI. COUNTERPARTS**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.



**XII. SIGNATURES**

Each Party certifies that it has received approval from its governing body via resolution to enter into this Agreement. The person signing this Agreement on behalf of each Party certifies that he or she has the necessary approval and authority to sign this Agreement on behalf of the Party and bind the Party to the terms and conditions contained herein.

**OAKLAND COUNTY (Oakland County Sheriff's Office)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:** Sheriff Michael Bouchard  
**Title:** Oakland County Sheriff

**CITY OF PONTIAC (Oakland County Sheriff's Office –Pontiac)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:**  
**Title:** Mayor

**CITY OF HAZEL PARK (Hazel Park Police Department)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:**  
**Title:** Chief of Police

**CITY OF FARMINGTON HILLS (Farmington Hills Police Department)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:**  
**Title:** Chief of Police

**CITY OF DETROIT (Detroit Police Department)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:**  
**Title:** Lieutenant

**CITY OF SOUTHFIELD (Southfield Police Department)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:**  
**Title:** Chief of Police

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL**  
**August 14, 2023**

**SUBJECT: CONSULTING SERVICES FOR MEDICARE AND MEDICAID AUDIT**

**ADMINISTRATIVE SUMMARY**

- In accordance with section 1834(1)(17) of the Social Security Act, the Centers for Medicare and Medicaid Services (CMS) is collecting cost, revenue, utilization, and other information from ground ambulance organizations to determine if Medicare payments for ground ambulance services are adequate.
- CMS randomly selected the City of Farmington Hills, and we are required by law to report information into the Medicare Ground Ambulance Data Collection System (GADCS) in 2023.
- Failure to adequately supply the required information into the GADCS will result in a 10% or approximately \$120,000 penalty for the City of Farmington Hills.
- The GADCS system requires an allocation study of EMS services as they relate to other Fire Department services along with Human Resources, DPW, and IT services related to the delivery of EMS services that the Fire Department provides in Farmington Hills.
- Digitech Computer LLC, an affiliated company with BoundTree Medical (our current provider of Emergency Medical Supplies), has offered to provide Consulting Services to compile, analyze and prepare all data required to be reported to CMS. In addition, Digitech will provide desk review and/or audit support following the submission of data.

**RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to sign an agreement and approve a purchase order with Digitech Computer LLC, to provide Consulting Services to manage the GADCS reporting process for the City of Farmington Hills, in an amount not to exceed \$35,000.

Prepared by: Jason Olszewski, Deputy Fire Chief

Reviewed by: Michelle Aranowski, Director of Central Services

Reviewed by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL – August 14, 2023**

**SUBJECT:** Establish **Traffic Control Order TM-108-2023** to prohibit left turns from eastbound 10 Mile Road to northbound Raphael Road.

**Administrative Summary**

- Residents on Raphael Road between 10 Mile Road and Farmington Road contacted City Staff expressing concerns over cut-through traffic within their neighborhood.
- Upon investigation, it was found that Our Lady of Sorrows School discontinued bus service for students in 2022 which generated additional traffic on-site at arrival and dismissal and was increasing traffic on Raphael Road north of 10 Mile Road.
- A traffic plan prohibiting certain turning movements was established by the City of Farmington to accommodate school traffic at Our Lady of Sorrows and as a result Raphael Road became a convenient cut-through for traffic heading to Farmington Road.
- A review of traffic operations at the intersection of 10 Mile Road and Raphael Road identified 40-50 vehicles unnecessarily traveling down Raphael Road to Farmington Road during arrival and dismissal of Our Lady of Sorrows School.
- The City of Farmington has also agreed to establish a restriction that prohibits northbound traffic from south of 10 Mile Road from traveling northbound on Raphael Road to Farmington Road.

**RECOMMENDATION**

IT IS RESOLVED, the adoption of the **Traffic Control Order TM-108-2023** which prohibits left turns from eastbound 10 Mile Road to northbound Raphael Road from 7:45 a.m. to 8:30 a.m. and from 2:45 p.m. to 3:30 p.m. on school days only.

**Support Documentation**

The residents on Raphael Road between 10 Mile and Farmington Road contacted City Staff expressing concerns over the amount of traffic utilizing their neighborhood during arrival and dismissal at Our Lady of Sorrows School. A review of operations identified 40-50 vehicles on average unnecessarily utilizing Raphael Road to access Farmington Road at arrival and dismissal.

Further investigation found that Our Lady of Sorrows has discontinued bus service as of the 2022-2023 school year, generating additional on-site traffic. The City of Farmington put a traffic plan in place to assist in accommodating the additional school traffic that prohibits left turns onto 10 Mile Road. This led to the significant increase in through traffic on Raphael Road from 10 Mile Road to Farmington Road.

Based on review of the collected data as well as on-site traffic operations the proposed turn restriction is the best measure to address the resident concerns. Please note that representatives of Our Lady of Sorrows are aware of the turn restriction and have communicated it to staff and parents. A temporary traffic control order was put in place and the necessary signage for the turn restriction was installed and enforced for the last month of school year. Overall, there seems to be reasonable compliance with the newly established turn restriction. As Raphael Road is an offset intersection at 10 Mile Road it is also necessary for the City of Farmington to prohibit the through movement of school traffic to northbound Raphael Road at 10 Mile Road. Raphael Road south of 10 Mile Road is under City of Farmington's

*Report from the City Manager to City Council – August 14, 2023*  
*Establish **Traffic Control Order TM-108-2023** to prohibit left turns from eastbound*  
*10 Mile Road to northbound Raphael Road.*  
*Page 2*

jurisdiction and they have agreed to establish the necessary traffic control order to prevent the through movement.

Prepared by: Mark S. Saksewski P.E., Senior Traffic Engineer  
Division Head Approval 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

## **REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – AUGUST 14, 2023**

**SUBJECT:** Consideration of approval of a Special Event Permit for the Iskcon Temple Community Color Festival to be held on Saturday, August 26, 2023

### **ADMINISTRATIVE SUMMARY:**

- The City received a formal application from Jogiraju Poolla, representing Iskcon Temple, for a Special Event Permit in order to hold the Community Color Festival Saturday, August 26, 2023 from 4:00pm-10:00pm at the Iskcon Temple located at 36600 Grand River Avenue, Farmington Hills.
- The Color Festival will include dance, colors, music, food, yoga and meditation. The event will consist of several 10x10 tents with goods/merchandise being sold and a stage area.
- The required insurance and/or indemnification agreement was received by the City.
- The application was reviewed by all appropriate Departments. There were no objections to the event, subject to the following conditions and details as verified by the applicant:
  - There shall be no parking within 20' of any tent and the west drive shall remain clear from Grand River to Lochdale for emergency vehicles
  - Egress from the facility shall not be restricted
  - Fire lanes shall not be blocked or restricted
    - Temporary “NO PARKING FIRE LANE” signs shall be put up along Lochdale and Independence Office Drive on 8/26/23
  - Cooking/open flame devices shall not be used under tents
  - Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event
  - Event shall comply with minimum Fire Prevention requirements
  - The applicant is expecting 500 people to attend the event which will be open to the general public
  - All three entrances will be open for emergency vehicles in case the need arises
  - The applicant has not asked for assistance from the Police Department at this time
  - Iskcon Temple has received permission from Middela LLC to use their two parking lots for visitors

### **RECOMMENDATION:**

IT IS RESOLVED, that City Council hereby approves a Special Event Permit for the Iskcon Temple Community Color Festival of to be held on Saturday, August 26, 2023 from 4:00pm to 10:00pm, subject to the terms and conditions outlined in the City Clerk report dated August 14, 2023.

Respectfully submitted,



Pamela B. Smith, City Clerk

noted 7/11

# APPLICATION FOR SPECIAL EVENT/TEMPORARY OUTDOOR SALES

CITY OF FARMINGTON HILLS  
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336  
(248) 871-2410 FAX (248) 871-2411

**ALL FEES ARE NON-REFUNDABLE**

**Fees: \$50.00 Application Review Fee (fee is waived for non profit companies) Carnivals are \$ 150.00**

A **Clean Up Deposit** of \$300 is required for special events and temporary outdoor sales (involving the use of any temporary outdoor structures or equipment – tents, tables, etc.). This deposit is refundable when the site is cleared.

A **Liability Insurance Certificate** naming the City as an additional insured in the amount of \$1,000,000 is required for special events or temporary outdoor sales as determined by the City. The attached **Indemnification Agreement** is required for Special Events as determined by the City.

**Temporary Outdoor Sales:** (Sales event held on the same property as the business and accessory to the use of the business) are limited to 14 consecutive days and a total of 28 days in any 12 month period.

**NOTE: A COMPLETE AND DETAILED SITE PLAN/SITE MAP OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)**

APPLICANT'S NAME: (If partnership or corporation, please include all names & residential address of officers on separate sheet)

JOGIRAJU POOLLA

APPLICANT'S RESIDENTIAL ADDRESS:

36600 GRAND RIVER AVE FARMINGTON HILLS 48335  
CITY ST ZIP

APPLICANT'S PHONE: Office: \_\_\_\_\_ Cell: 601 701 3116

RELATION OF APPLICANT TO BUSINESS/EVENT:  Owner  Manager  Representative  Other

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS:  PROFIT  NON-PROFIT

ADDRESS OF THE PROPERTY AT WHICH THE EVENT WILL BE CONDUCTED:

SAME AS ABOVE

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?

YES  NO IF NO, WRITTEN CONSENT FROM THE PROPERTY OWNER FOR THE EVENT IS REQUIRED WITHIN SEVEN(7) DAYS OF THE DATE OF SUBMISSION OF APPLICATION TO THE CITY AND TO ALL OTHER TENANTS ON THE PROPERTY OF THE PROPOSED EVENT. PLEASE ATTACH.

GIVE A DETAILED DESCRIPTION OF THE EVENT PROPOSED:

COMMUNITY COLOR FESTIVAL.

DATE OF THE EVENT: 26 Aug 2023 TIME OF YOUR EVENT: 4 PM TO 8 PM 10 PM

NOTE: Special events/temporary outdoor sales are permitted by ordinance ONLY between 9am and 10pm

IS THE EVENT OPEN TO THE GENERAL PUBLIC?  YES  NO

WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING:

YES  NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: 600 people

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

YES  NO IF YES, ON SEPARATE SHEET PROVIDE DESCRIPTION OF CONVICTION - INCLUDING WHAT FOR, DATE OF INCIDENT, DATE OF CONVICTION, ETC.

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES (TENT, TRAILER, STAGE, ETC)?  YES  NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON MAP: 9 TENTS, 1 STAGE

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT: 10x10

**NOTE: A certificate of Flame Resistance for the Tent must be provided 10 days prior to the date of event/sales.**

IF THE REQUEST IS TO HOLD A BLOCK PARTY, ARE YOU REQUESTING TO CLOSE ANY ROADS FOR THE EVENT?  YES  NO (If yes, please submit signatures of abutting property owners who would be directly affected by the road closure indicating that they have no objections-form attached).

WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EVENT?  YES  NO IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT BUILDING DEPARTMENT at 248.871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

IS ANY SIGNAGE PROPOSED?  YES  NO IF YES, NOTE SIZE AND LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION.

IS THE EVENT FOR PROFIT?  NON-PROFIT

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK  YES  NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS?  YES  NO ANY DEVIATIONS REQUESTED? \_\_\_\_\_

P. Jogis Raju  
Applicant's Signature

DATE: 7/11/2023

JOGIRAJU POOLLA  
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

**FOR OFFICE USE ONLY:**

- Application and fee
- Complete Site Plan/Map

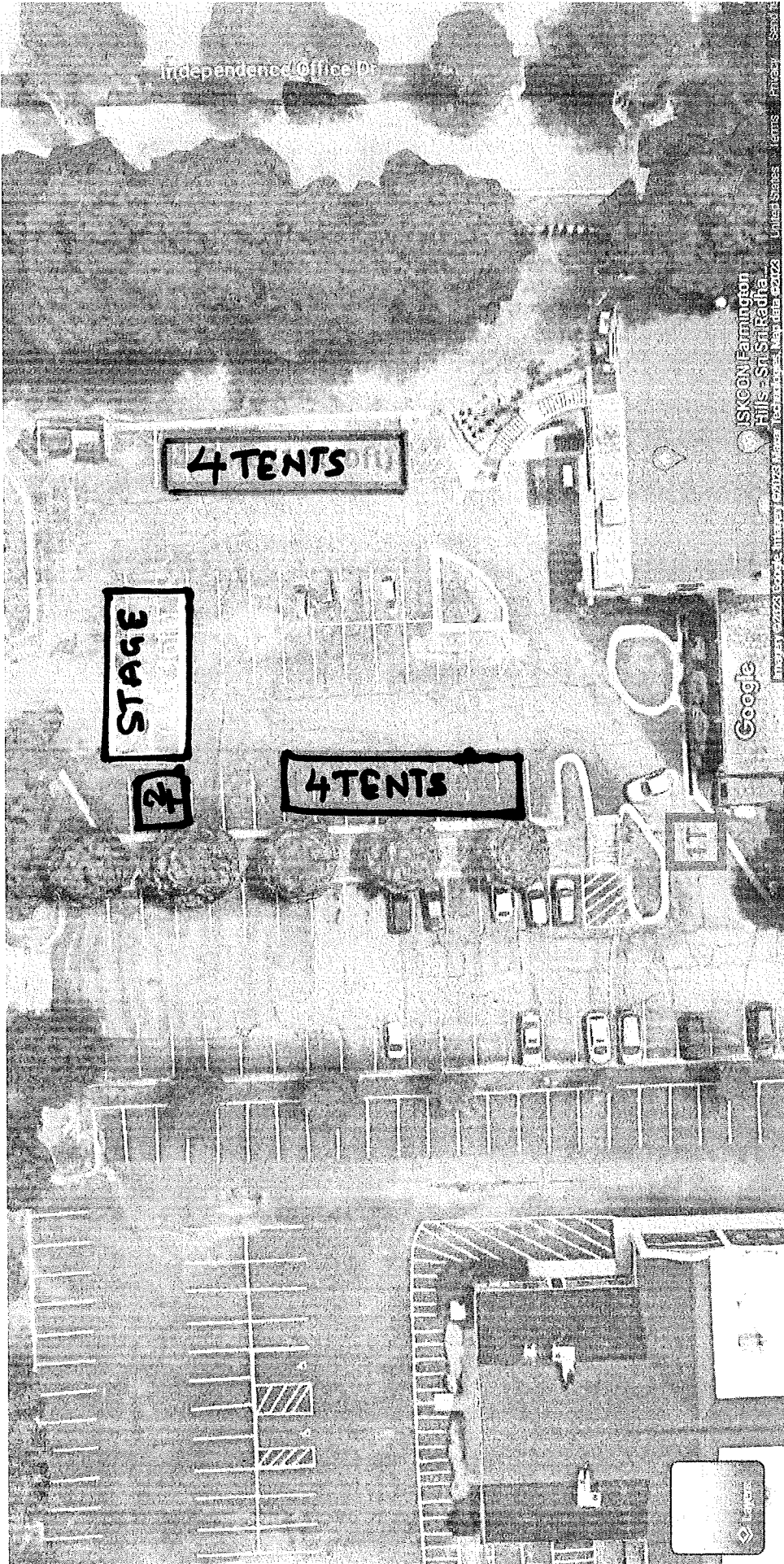
**APPROVALS:**

- Police
- Fire
- Planning/Bld/Zoning
- Engineering

**IF APPLICABLE:**

- NA Insurance Certificate (if required by city)
- Indemnification Agreement (Special Events)
- Clean Up Deposit (if required by city)
- NA Tent Certificate of Flame Resistance
- NA Tent Co. Information (see above)
- Names/Addresses of Corporation
- NA Neighborhood Signatures (block parties closing a road)
- NA Carnivals Only (State of MI Certificate)

Color Feste



independence@office

STAGE

♀

4 TENTS

4 TENTS

ISKCON Farmington Hills - Sri Sri Radha

Google

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**REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – AUGUST 14, 2023**

**SUBJECT:** Consideration of approval of Special Event Permit for the Iskcon Temple Annual Celebration of the Birth of Lord Krishna to be held on Wednesday, September 6, 2023 through Sunday, September 10, 2023

**ADMINISTRATIVE SUMMARY:**

- The City received a formal application from Jogiraju Poolla, representing Iskcon Temple, for a Special Event Permit in order to hold a festival on Wednesday, September 6, 2023 through Sunday, September 10, 2023 from 2:00pm-10:00pm at Iskcon Temple located at 36600 Grand River Avenue, Farmington Hills.
- The Festival of Janmashtami celebrates the Birthday of Lord Krishna. The event will consist of several 10x10 tents with goods/merchandise being sold and a stage area. A map of the site is included with this report.
- The required insurance and/or indemnification agreement was received by the City.
- The application was reviewed by all appropriate Departments. There were no objections to the event, subject to the following conditions and details as verified by the applicant:
  - There shall be no parking within 20' of any tent and the west drive shall remain clear from Grand River to Lochdale for emergency vehicles
  - Egress from the facility shall not be restricted
  - Fire lanes shall not be blocked or restricted
    - Temporary “NO PARKING FIRE LANE” signs shall be put up along Lochdale and Independence Office Drive from 9/6/23 to 9/10/23
  - Cooking/open flame devices shall not be used under tents
  - Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event
  - Event shall comply with minimum Fire Prevention requirements
  - A certification letter from the supplier or an electrical permit with final inspection is required
  - There will be a stage setup for live music and the applicant was advised about loud music local ordinance
  - The applicant is expecting 500 people to attend the event which will be open to the public
  - The applicant has not asked for assistance from the Police Department
  - Iskcon Temple has received permission from Middela LLC to use their two parking lots for visitors

**RECOMMENDATION:**

IT IS RESOLVED, that City Council hereby approves a Special Event Permit for the Iskcon Temple Annual Festival of the birth of Lord Krishna to be held on Wednesday, September 6, 2023 through Sunday, September 10, 2023 from 2:00pm to 10:00pm, subject to the terms and conditions outlined in the City Clerk report dated August 14, 2023

Respectfully submitted,



Pamela B. Smith, City Clerk

# APPLICATION FOR SPECIAL EVENT/TEMPORARY OUTDOOR SALES

CITY OF FARMINGTON HILLS  
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336  
(248) 871-2410 FAX (248) 871-2411

**ALL FEES ARE NON-REFUNDABLE**

Fees: \$50.00 Application Review Fee (fee is waived for non profit companies) Carnivals are \$ 150.00

A **Clean Up Deposit** of \$300 is required for special events and temporary outdoor sales (involving the use of any temporary outdoor structures or equipment – tents, tables, etc.). This deposit is refundable when the site is cleared.

A **Liability Insurance Certificate** naming the City as an additional insured in the amount of \$1,000,000 is required for special events or temporary outdoor sales as determined by the City. The attached **Indemnification Agreement** is required for Special Events as determined by the City.

**Temporary Outdoor Sales:** (Sales event held on the same property as the business and accessory to the use of the business) are limited to 14 consecutive days and a total of 28 days in any 12 month period.

NOTE: A COMPLETE AND DETAILED **SITE PLAN/SITE MAP** OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)

APPLICANT'S NAME: (If partnership or corporation, please include all names & residential address of officers on separate sheet)

JO GIRAJU POOLLA

APPLICANT'S RESIDENTIAL ADDRESS:

36600 GRAND RIVER AVE FARMINGTON HILLS 48335  
CITY ST ZIP

APPLICANT'S PHONE: Office: \_\_\_\_\_ Cell: 601-701-3116

RELATION OF APPLICANT TO BUSINESS/EVENT:  Owner  Manager  Representative  Other

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS:  PROFIT  NON-PROFIT

ADDRESS OF THE PROPERTY AT WHICH THE EVENT WILL BE CONDUCTED:

36600 GRAND RIVER AVE FARMINGTON HILLS 48335

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?

YES  NO IF NO, WRITTEN CONSENT FROM THE PROPERTY OWNER FOR THE EVENT IS REQUIRED WITHIN SEVEN(7) DAYS OF THE DATE OF SUBMISSION OF APPLICATION TO THE CITY AND TO ALL OTHER TENANTS ON THE PROPERTY OF THE PROPOSED EVENT. PLEASE ATTACH.

GIVE A DETAILED DESCRIPTION OF THE EVENT PROPOSED:

Annual Lord Krishna's birth celebrations.

DATE OF THE EVENT: 6th, 7th 8th, 9th 10th SEPTEMBER TIME OF YOUR EVENT: 2 PM to 10 PM.

NOTE: Special events/temporary outdoor sales are permitted by ordinance ONLY between 9am and 10pm

IS THE EVENT OPEN TO THE GENERAL PUBLIC?  YES  NO

WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING:  YES  NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: \_\_\_\_\_

500 people

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

YES  NO IF YES, ON SEPARATE SHEET PROVIDE DESCRIPTION OF CONVICTION - INCLUDING WHAT FOR, DATE OF INCIDENT, DATE OF CONVICTION, ETC.

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES (TENT, TRAILER, STAGE, ETC)?  YES  NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON MAP: \_\_\_\_\_

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT: 10 x 10

**NOTE: A certificate of Flame Resistance for the Tent must be provided 10 days prior to the date of event/sales.**

IF THE REQUEST IS TO HOLD A BLOCK PARTY, ARE YOU REQUESTING TO CLOSE ANY ROADS FOR THE EVENT?  YES  NO (If yes, please submit signatures of abutting property owners who would be directly affected by the road closure indicating that they have no objections-form attached).

WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EVENT?  YES  NO IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT BUILDING DEPARTMENT at 248.871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

Generator

IS ANY SIGNAGE PROPOSED?  YES  NO IF YES, NOTE SIZE AND LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION. *on the property 1A size.*

IS THE EVENT FOR PROFIT?  NON-PROFIT

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK  YES  NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS?  YES  NO ANY DEVIATIONS REQUESTED? \_\_\_\_\_

P. Jagi Pulla  
Applicant's Signature

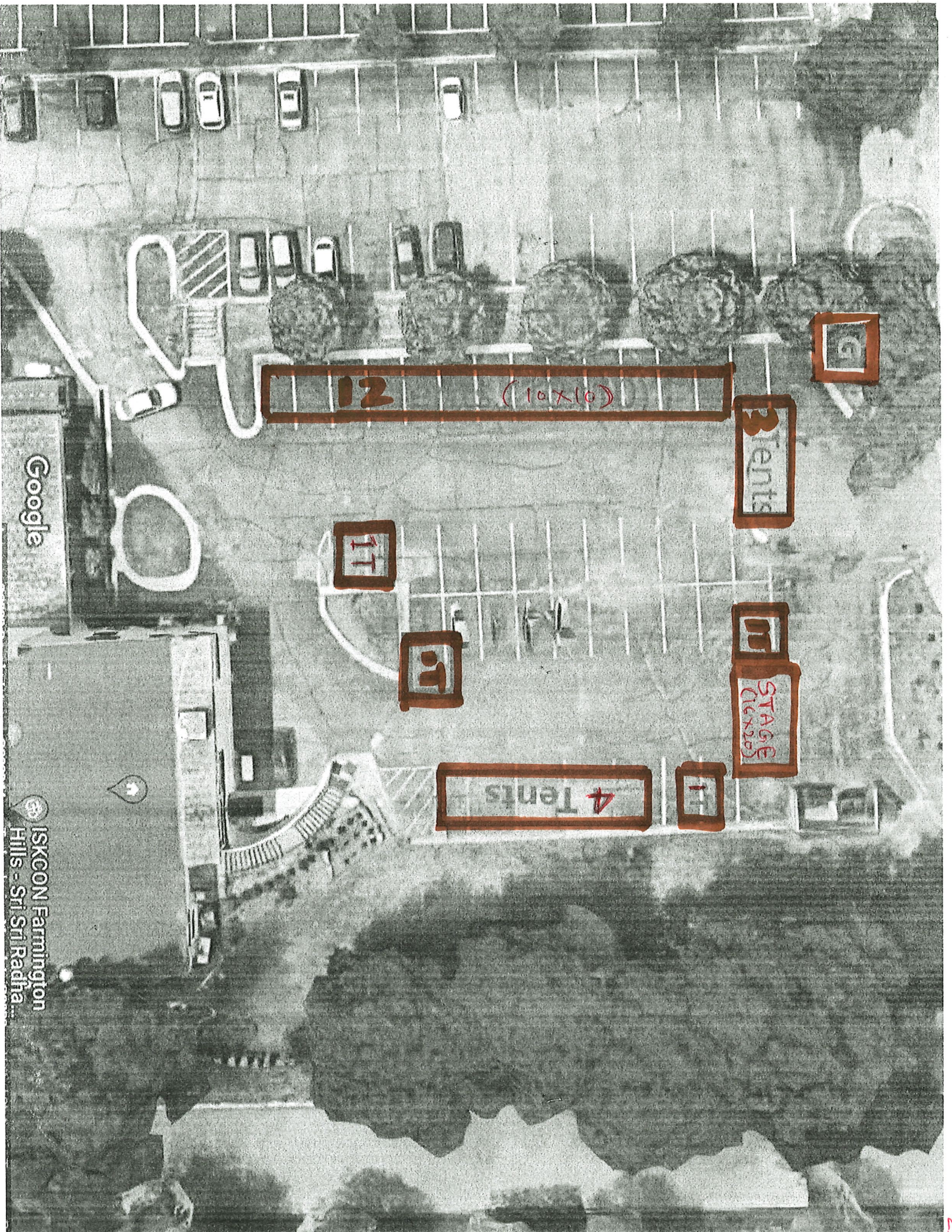
DATE: 29 June 2023 JOGIRAJU PULLA  
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

**FOR OFFICE USE ONLY:**  
 Application and fee  
 Complete Site Plan/Map

**APPROVALS:**  
 Police  
 Fire  
 Planning/Bld/Zoning  
 Engineering

**IF APPLICABLE:**  
NA Insurance Certificate (if required by city)  
 Indemnification Agreement (Special Events)  
 Clean Up Deposit (if required by city)  
NA Tent Certificate of Flame Resistance  
NA Tent Co. Information (see above)  
 Names/Addresses of Corporation  
NA Neighborhood Signatures (block parties closing a road)  
NA Carnivals Only (State of MI Certificate)



Google

ISKCON Farmington  
Hills - Sri Sri Radha



**INTEROFFICE CORRESPONDENCE**

To: Gary Mekjian, City Manager  
From: Ellen Schnackel, Director of Special Services  
Subject: Consideration of Employment for Aidan Hawkins  
Date: August 14, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Aidan Hawkins, who is related to an employee of the City, Lindsay Janoch, who is a Cultural Arts Programmer.

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

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

Name: Aidan Hawkins  
Position Applied For: Theatre AV Tech Assistant  
Number of Employees Needed in this Position: 5  
Date Position Posted: 4/20/22                      Open Until: Filled  
Number of Applicants for this position: 5                      Number of Applicants Interviewed: 3  
Salary: \$13.00/hr.  
Relationship: Aidan Hawkins is the son of Lindsay Janoch who is employed in the Cultural Arts division of Special Services  
Justification: Aidan Hawkins is the most qualified applicant and is available to begin work immediately.  
  
Prepared by: Sam Koeppe, Cultural Arts Coordinator  
Authorized by: Ellen Schnackel, Director of Special Services  
Approved by: Gary Mekjian, City Manager



**INTEROFFICE CORRESPONDENCE**

To: Gary Mekjian, City Manager  
From: Ellen Schnackel, Director of Special Services  
Subject: Consideration of Employment for Nylah Stringfellow  
Date: August 14, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Nylah Stringfellow, who is related to an employee of the City, Shontae Stringfellow, who is the Deputy Treasurer.

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

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

Name: Nylah Stringfellow

Position Applied For: Hawk's Nest Aide

Number of Employees Needed in this Position: 2

Date Position Posted: 2/25/2022      Open Until: Filled

Number of Applicants for this position: 2      Number of Applicants Interviewed: 2

Salary: \$10.90/hr.

Relationship: Nylah is the daughter of Shontae Stringfellow who is employed in the Treasury Department.

Justification: Nylah Stringfellow is the most qualified applicant and is available to begin work immediately.

Prepared by: Matthew Gale, Recreation Superintendent

Authorized by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager

MINUTES  
CITY OF FARMINGTON HILLS  
FARMINGTON HILLS CITY COUNCIL  
CITY HALL - COMMUNITY ROOM  
JULY 24, 2023 - 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:04pm

Council Members Present: Barnett, Boleware, Bridges, Bruce, Knol, Massey and Newlin  
(arrived at 6:07pm)

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Brown and Kettler-Schmult and City Attorney Joppich

**RENTAL DWELLING UNIT REGISTRY AND INSPECTION FOLLOW-UP**

Mayor Barnett stated that Phil Neuman of the Detroit Metropolitan Apartment Association, who had participated in past discussions just recently found out about the meeting and is out of town so she will pass on information to Mr. Neuman; but requested that for any future discussions he is contacted directly about the meetings in advance.

Charmaine Kettler-Schmult, Director of Planning and Community Development, explained that study sessions were held on May 9 and October 10, 2022 with regard to expanding the rental inspection program to multi-family dwellings. She stated that the city has over 60 complexes and 10,000+ units. During the study sessions, several questions arose, including The Department of Housing and Urban Development (HUD) inspection standards and location of HUD units within the city, inspection fees and what would be included in the inspection.

Director Kettler-Schmult stated that the HUD inspection process is quite extensive involving a 19 page form and is conducted for new locations, during the annual inspection process or upon special request. She added that is it very difficult to pinpoint the HUD unit locations as that information is not freely provided.

(Councilmember Newlin arrived at 6:07pm)

Discussion was held on HUD standards and whether only a landlord could designate only a certain percentage of units for the HUD program or it had to be the entire building. Councilmember Boleware stated that she believed it could be only a percentage of units and suggested reaching out to the cities state and federal representatives for more information on location of HUD units within the city.

Steve Joppich, City Attorney, spoke to the different methods of regulating a multi-family inspection program and cautioned against the sampling method as that could put the city at risk for claims of discrimination or unfairness for targeting or sampling certain units. He added that other cities that have a multi-family inspection program do not use the sampling method and inspect all units within the city.

Mayor Barnett pointed out that Mr. Neuman had suggested inspecting on a complain basis but commented that many people are afraid to complain so she feels that would now work.

Discussion was held on the sampling method and Attorney Joppich stated that it is not the best route for the city as it comes with some risk and that it would be best to inspect all units on a rotating basis.

Council inquired about inspecting Air BNB's and Director Kettler-Schmult responded that they would not be part of the inspection program as they are not allowed in the city and would; therefore, be issued a citation.

Council expressed the need for more inspections for commercial properties as well as residential and stricter code enforcement upon commercial establishments.

Scott Lenhart, Building Official, discussed the top four areas of concern that are included in an initial inspection as they are considered life safety issues: dryer venting, smoke alarms (detectors), GFCI wall outlets and furnace certification; and noted that other blatant violations noticed during the inspection would also be addressed. He reviewed the proposed fee structure and potential costs to landlords and/or tenants.

Staff confirmed that any units covered under the HUD program and their inspection process would be exempt from the city's inspection program and that is another way to obtain location information for on these units.

Council suggested including apartment buildings/units that are 10 years + old from their certificate of occupancy into the program so the city is not wasting time and money inspecting newly constructed buildings. Attorney Joppich stated that language could be included in the ordinance to address this concern but that suggested yielding to the experts in the field about the time period and when the first inspection should occur.

In response to Council, staff noted that they could hire out the inspection program or handle it in house; but it would require additional staffing.

Council expressed concern regarding spending all of the city's resources on residential and reiterated the need to also focus on commercial properties and stricter code enforcement upon those properties.

Council suggested a spreadsheet showing them what other communities have an ordinance regulating an inspection program for multi-family dwellings, how often they inspect properties and samples of their inspection checklists. It was also suggested that the first building to be inspected should be chosen at random.

The consensus was for staff to proceed with drafting an ordinance for a full multi-family inspection program on a 3-4 year rotating basis with HUD units to be excluded from the program and for a schedule of inspection to be published.

Council also preferred the idea of using a third party to conduct the inspections due to the volume.

City Manager Mekjian stated that as far as a budget for the program, he feels cost recovery would be built into the fees so there would not be a cost and the city will review options for this.

Attorney Joppich added that the ordinance would reflect the 4 elements mentioned for the initial inspections as a start and that could always be amended to expand it at a later date if necessary.



Council requested a study session to further discuss commercial establishments including blight, parking lot potholes, signs in the right-of-way and maintenance of detention ponds.

**ADJOURNMENT**

The study session meeting adjourned at 7:03pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Smith', written over a horizontal line.

Pamela B. Smith, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL MEETING  
CITY HALL – COUNCIL CHAMBER  
JULY 24, 2023 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:31pm.

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

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Brown and Mondora, Police Chief King, and City Attorney Joppich

**PLEDGE OF ALLEGIANCE**

Mayor Barnett led the pledge of allegiance.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

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

MOTION CARRIED 7-0.

**CORRESPONDENCE**

The following correspondence was acknowledged:

- Emails received regarding the future of the Costick Center

**CONSENT AGENDA**

MOTION by Bridges, support by Boleware, to approve the consent agenda as read.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 7-0.

**PUBLIC QUESTIONS AND COMMENTS**

The following persons spoke in favor of keeping the Costick Center and the benefits of the pool in particular and the center for seniors:

Linda Bodzin	Shirley Carp
Ellen Silverberg	Donna Smith
Michele Artt	Ruth Morrison
Pamela Santo	Ellen Voss
Conrad Hempel	

Another speaker pointed out the many other activities offered at the Costick Center and purpose it serves other than for seniors, which had already been mentioned.

**COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS**

The following Councilmember comments or announcements were made:

- The Founders Festival and parade were a great success

**CITY MANAGER UPDATE**

City Manager Mekjian provided an update on the following:

- Thanked City Council for attending the Founders Festival parade and staff for their assistance with the parade

**NEW BUSINESS**

**CONSIDERATION OF APPEAL OF A FREEDOM OF INFORMATION ACT (FOIA)**

**REQUEST DATED APRIL 24, 2023.**

Steve Joppich, City Attorney, outlined the process for the appeal to the Freedom of Information Act request before Council this evening.

The requestor was not present at the meeting to speak.

Attorney Carlito Young outlined the original request and reasons for the city denying certain records, specifically a video that belonged to a third party that was not in the possession of the city at any time and therefore could not be provided as it did not exist in city records. He outlined his recommendation to uphold the Police Department's FOIA Coordinator's decision to deny certain information and/or records based on the Act.

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby affirms the Police Department's partial denial of Mr. Bloemer's April 24, 2023, FOIA request for the following reasons:

1. FOIA Section 5(b) does not require the Police Department to provide any documents that do not exist.
2. FOIA Section 3(5) does not require the Police Department to create a new public record or material for a FOIA request.
3. FOIA Section 1(a) and (b) allows the Police Department to redact information that would infringe upon an individual's privacy rights or right to a fair trial.
4. The Police Department never possessed, accessed, or had access to the video referenced in the report at any time in furtherance of the investigation at issue in the appeal.

MOTION CARRIED 7-0.

**CONSIDERATION OF APPROVAL OF FARMINGTON HILLS SENIOR LIVING, L.L.C. LICENSE AGREEMENT WITH THE CITY OF FARMINGTON HILLS DEPARTMENT OF SPECIAL SERVICES. CMR 7-23-87**

Bryan Farmer, Deputy Director of Special Services, stated that the city has an existing agreement with Farmington Hills Senior Living (Rose) for the city to utilize 3 rooms of theirs for city use. Rose has been a great partner working with the city and they are now in the process of renting out their new apartments and have requested leasing back a portion of one of the three rooms (Kerry Room) as office space for a year. He explained to council that the rate is determined on square footage of the space to be used and the city is comfortable with the rental rate of \$2,000 per month for one year.

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the License Agreement with Farmington Hills Senior Living Center, L.L.C.

MOTION CARRIED 7-0.

**CONSIDERATION OF APPOINTMENT OF CARLY LINDAHL AS CITY CLERK EFFECTIVE JANUARY 22, 2024.**

MOTION by Massey, support by Bruce, that the City Council of Farmington Hills hereby appoints Carly Lindahl, Deputy City Clerk, to the position of City Clerk effective January 22, 2024 with the terms of employment and compensation to be finalized at a later date.

MOTION CARRIED 7-0.

Deputy Clerk Lindahl thanked Council for the opportunity to serve the residents of Farmington Hills and thanked staff and her family and friends for their support.

**CONSIDERATION OF APPOINTMENT OF VOTING DELEGATE AND ALTERNATE VOTING DELEGATE FOR THE MICHIGAN MUNICIPAL LEAGUE ANNUAL MEETING ON OCTOBER 18, 2023.**

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby approves the appointment of Councilmember Newlin as the voting delegate and Mayor Barnett as the alternate voting delegate for the Michigan Municipal League Annual Meeting on October 18, 2023.

MOTION CARRIED 7-0.

**CONSENT AGENDA**  
**RECOMMENDED APPROVAL OF PURCHASE OF USER LICENSES FOR “EVIDENCE.COM” DIGITAL EVIDENCE MANAGEMENT WITH AXON IN THE AMOUNT OF \$55,000 ANNUALLY. CMR 7-23-88**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the Police Department to enter into an agreement with Axon for user licenses in the amount of \$55,000 annually. Funding for this purchase budgeted in the 2023-2024 Operating Budget, under account # 101000-300-801-098.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF AWARD OF CONTRACT FOR THE INKSTER ROAD SIDEWALK, 11 MILE ROAD TO HYSTONE DRIVE, TO OLSON CEMENT WORK IN THE AMOUNT OF \$67,562.00. CMR 7-23-89**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby approves the award of the 2023 Sidewalk Project to the lowest competent bidder, Olson Cement Work in the amount of \$67,562.00, and

IT IS FURTHER RESOLVED, that the City Council authorizes the City Manager and the City Clerk to execute the contract on behalf of the City.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF PURCHASE OF REPLACEMENT PATROL VEHICLES FOR THE POLICE DEPARTMENT WITH BERGER CHEVROLET IN THE AMOUNT OF APPROXIMATELY \$222,098.00. CMR 7-23-90**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Berger Chevrolet in the amount of approximately \$222,098.00 for replacement patrol vehicles for the Police Department.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF PURCHASE OF ADDITIONAL PATROL VEHICLES FOR POLICE DEPARTMENT WITH GALEANA'S VAN DYKE DODGE IN THE AMOUNT OF APPROXIMATELY \$262,254.00 CMR 7-23-91**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Galeana's Van Dyke Dodge in the amount of approximately \$262,254.00 for additional patrol vehicles for the Police Department.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF AWARD OF AGREEMENT FOR POLICE VEHICLE ACCESSORIES TO WINDER POLICE EQUIPMENT IN THE AMOUNT OF \$110,692.92. CMR 7-23-92**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby waives the formal bid requirements and authorizes the City Manager to issue a purchase order for Police Vehicle Equipment in the amount of \$110,692.92 to Winder Police Equipment with all the terms and conditions of the previously awarded bid from the Oakland County contract.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**ACKNOWLEDGEMENT OF FOURTH QUARTER FINANCIAL SUMMARY AND QUARTERLY INVESTMENT REPORTS.**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby acknowledges the fourth quarter financial summary and quarterly investment reports.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR AN AQUATICS ATTENDANT.**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Ona Baker as an Aquatics Attendant in the Special Services Department. Ona is the daughter of Lawrence Baker who is employed in the Cultural Arts Division of the Special Services Department.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF JULY 10, 2023.**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby approves the study session meeting minutes of July 10, 2023.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF JULY 10, 2023.**

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby approves the regular session meeting minutes of July 10, 2023.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**ADDITIONS TO AGENDA**

There were no additions to the agenda.

**CLOSED SESSION**

**RECOMMENDED APPROVAL OF ENTERING INTO A CLOSED SESSION TO DISCUSS TPOAM (TECHNICAL PROFESSIONAL OFFICE WORKERS ASSOCIATION OF MICHIGAN) SETTLEMENT NEGOTIATIONS (NOTE: COUNCIL WILL RETURN TO OPEN SESSION IMMEDIATELY FOLLOWING THE CLOSED SESSION TO TAKE ACTION IF NEEDED AND TO CLOSE THE MEETING).**

Mayor Barnett announced that City Council will return to open session immediately following the closed session to take action if needed and to close the regular meeting.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby approves entering into a closed session to discuss TPOAM (Technical Professional Office Workers Association) Collective Bargaining Agreement settlement negotiations.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**Council entered back into regular session immediately following the closed session at 8:54pm to close the meeting.**

**ADJOURNMENT**

MOTION by Bridges, support by Bruce, to adjourn the regular session City Council meeting at 8:55pm.

MOTION CARRIED 7-0.

Respectfully submitted,



Pamela B. Smith, City Clerk