

AGENDA
CITY COUNCIL MEETING
MARCH 20, 2023 – 7:30PM
CITY OF FARMINGTON HILLS
3155 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
Cable TV: Spectrum – Channel 203; AT&T – Channel 99
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

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 March 20, 2023)

REGULAR SESSION MEETING

CALL REGULAR SESSION MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of regular session meeting agenda
2. [Presentation from North Farmington American Red Cross Club](#)

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 4 - 12)

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

NEW BUSINESS:

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

CONSENT AGENDA:

4. Recommended approval of award of proposal for Consultant Services to create the 2024-2028 Special Services Five Year Parks and Recreation Master Plan and Grant Submission Assistance to Landscape Architects & Planners in the amount of \$35,000. [CMR 3-23-42](#)
5. Recommended approval of award of proposal for As Needed Media Buying and Consulting to Emerald Media for one year in an estimated amount of \$150,000, with possible extensions. [CMR 3-23-43](#)

6. Recommended approval of award of bid for Reconnaissance Robot for the Police Department to Transcend Robotics in the amount of \$39,495. [CMR 3-23-44](#)
7. Recommended approval of permit to be issued to [Wolverine Fireworks Display, Inc.](#) to hold a firework display at Franklin Hills Country Club on May 28, 2023 (with a rain date of May 29, 2023).
8. Recommended approval of permit to be issued to [Pyrotecnico Fireworks, Inc.](#) to hold a firework display at Farmington Hills Sports Park on July 6, 2023 (with a rain date of July 7, 2023)
9. Recommended approval of [request for employment](#) under Section 10.01A of the City Charter for a Building Assistant with the Special Services Department.
10. Recommended approval of [request for employment](#) under Section 10.01A of the City Charter for a Hawk Concessions Attendant.
11. Recommended approval of City Council [study session meeting minutes](#) of March 13, 2023.
12. Recommended approval of City Council [regular session meeting minutes](#) of March 13, 2023.

ADDITIONS TO AGENDA

ADJOURNMENT

Respectfully submitted,

Pamela B. Smith, City Clerk

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.

NORTH FARMINGTON AMERICAN RED CROSS CLUB

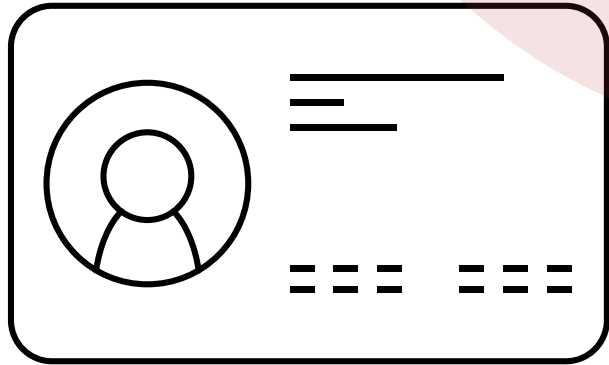
Blood Drive Awareness Campaign

March 20th, 2023 Farmington City Council Meeting



WHAT IS

THE DONATING PROCESS



Registration

- Check for eligibility
- Submit ID and the complete address of residence

Health History

- Questions about your health history and recent travels
- Report prescription drugs or other medications
- Vital Signs will be checked



Your Donation

- Site is disinfected and a sterile needle is inserted
- ~ 8-10 minutes while seated or lying down
- ~1 pint is drawn

Refreshment and Recovery

- Refreshments are provided
- You'll leave after 10-15 minutes of monitoring and proceed with your day as normal.

Where can you

FIND A BLOOD DRIVE





Use this link:

<https://www.redcrossblood.org/give.html/find-drive>

Blood donations can be made at donation centers, hospitals, schools and more.

WHAT IS

THE ELIGIBILITY TO DONATE

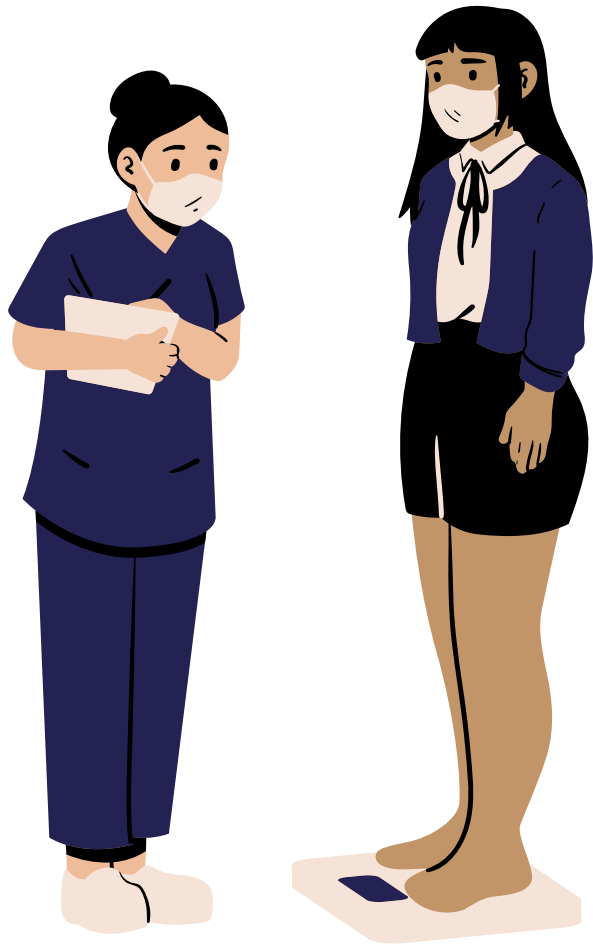


Whole Blood

- Donation frequency: Every 56 days
- Be at least 16 years old
- Weight at least 110 lbs

Power Red Donation

- Donation frequency: Every 112 days
- *Male donors+*: at least 17 years old, at least 5'1" tall and at least 130 lbs
- *Female donors+*: at least 19 years old, at least 5'5" tall and at least 150 lbs

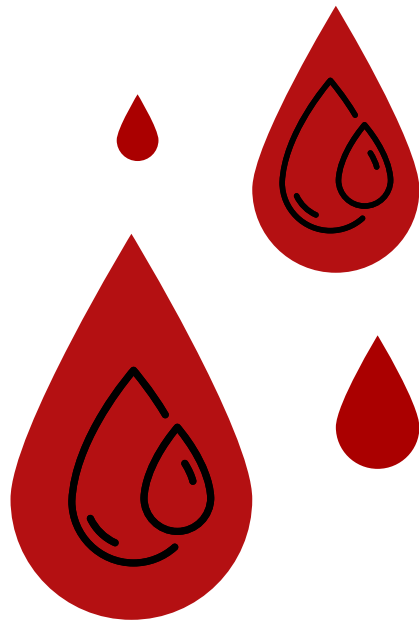


Platelet Donation

- Donation frequency: Every 7 days
- You must be at least 17 years old in most states
- You must weigh at least 110 lbs

What are the

TYPES OF BLOOD DONATIONS



Whole Blood Donation

- Contains RBC, WBC, and platelets
- Takes around an hour
- All blood types can donate

Power Red Donation

- Uses apheresis to take ONLY RBCs
- Type O, A-, and B- are wanted
- Takes an hour and a half
- Less lightheaded after donating

Platelet Donation

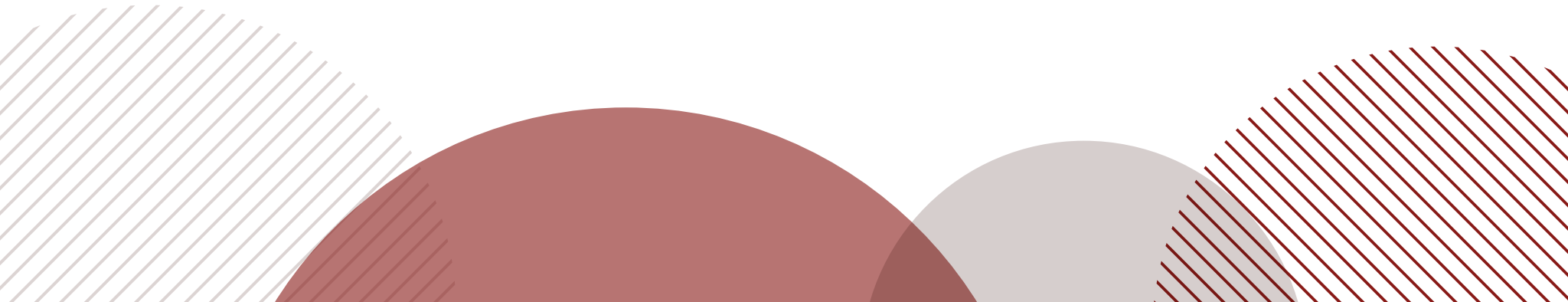
- Uses apheresis to take ONLY platelets
- The units must be used within 5 days
- Can take anywhere from 2.5 to 3 hours
- Blood types EXCEPT O-, B+, and AB are encouraged to donate

Plasma Donation

- Only plasma is taken
- Takes around 1.25 hours
- AB+ and AB- are encouraged

What to do

BEFORE AND AFTER DONATING



BEFORE

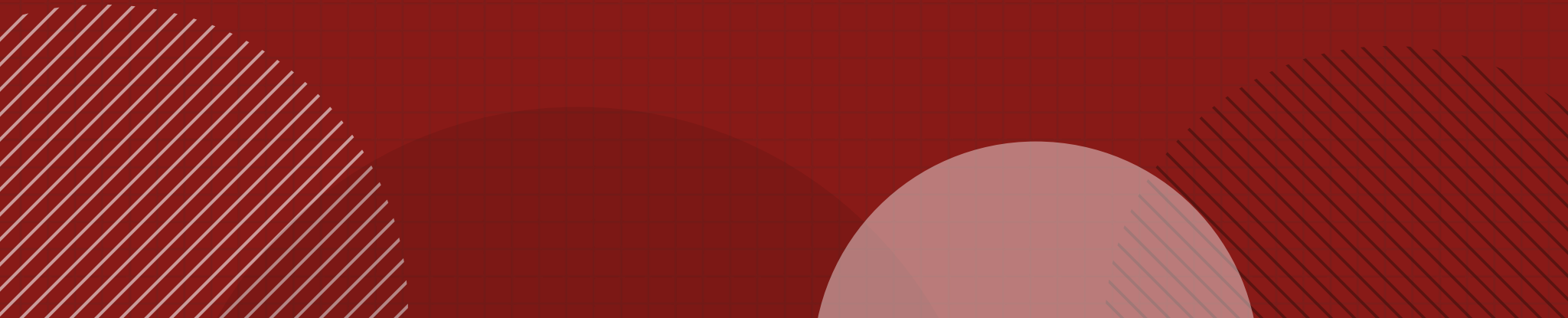
- Have iron-rich foods
- Get a good night's sleep the night before
- Eat healthy foods and drink extra liquids
- Wear shirts that easily roll up

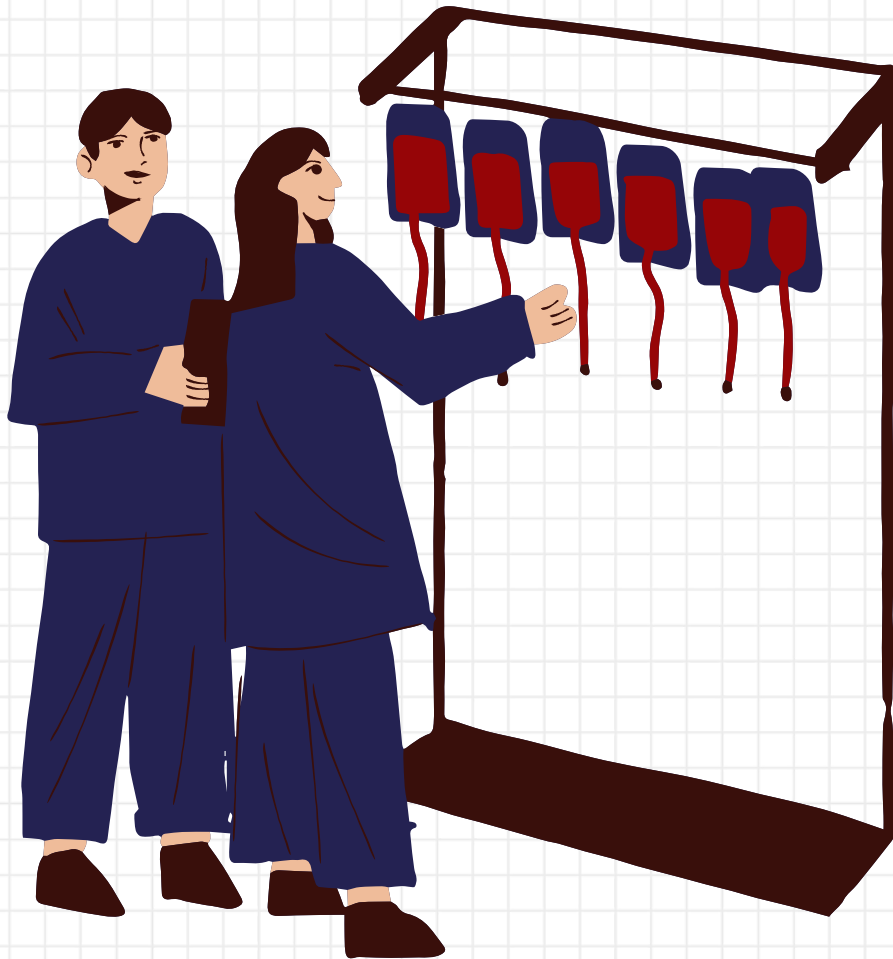
AFTER

- Drink extra fluids.
- Avoid strenuous physical activity or heavy lifting for about five hours.
- Lie down with your feet up if you feel lightheaded
- If bruising occurs, apply a cold pack.
- Eat iron-rich foods

What

HAPPENS TO DONATED BLOOD





- **Testing**

- screened for infectious diseases (HIV, hepatitis, West Nile, etc)
- Rh factor

- **Processing**

- Blood is separated if not already

- **Storage**

- **Used**

- commonly for cancer patients, transfusions, trauma, blood disorders and more!

PUT TOGETHER BY

- Tejaswini Sivalokanathan
- Angelina Sun
- Shivani Nimmagadda
- Riya Ganesan
- Aaron Akunuru
- Hashir Azeem
- Angelina Borisen
- Sofia Hernandez
- Romaa Jain
- Simranjot Kaur
- Sadana Saravanan
- Jayna Shah

A Special Thanks To:

Mayor Barnett - (City of Farmington Hills)

Mrs. Smith - (City of Farmington Hills) City Clerk

Cassandra LeBeau - (American Red Cross) Youth
Volunteer Service Engagement Specialist

Mr. Greene - (North Farmington High School)
Principal

Mr. McNeff - (North Farmington High School)
Teacher/Advisor

THE END

THANK YOU
FOR LISTENING!

Sources

<https://www.redcrossblood.org/>



INTEROFFICE CORRESPONDENCE

DATE: March 20, 2023
TO: City Council
FROM: Vicki Barnett, Mayor
SUBJECT: Recommendation for appointment

I would like to recommend the following appointments at the March 20, 2023 City Council meeting:

Commission on Children, Youth & Families

Alisa Valden	Length of Term: Expired term	Term ending: February 1, 2026
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Alisa will fill the vacancy left by Diane Hague who resigned in November 2022. Attached, please find Alisa's resume.

Commission on Children, Youth & Families

Tanya Nordhaus	Length of Term: Unexpired term	Term ending: February 1, 2024
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Tanya will fill the vacancy left by Bette Rose who resigned in February 2023. Attached, please find Tanya's resume.

Emergency Preparedness Commission

Mark Forshee	Length of Term: Expired term	Term ending: February 1, 2026
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Mark will fill the vacancy left by Irwin Moyna who resigned in January 2021. Attached, please find Mark's resume.

Alisa Valden





July 6, 2021

Please accept this résumé as application for the open position on **The Commission on Children, Youth and Families** within the City of Farmington Hills.

My career includes working with families, children and youth in various settings. Currently, in my role as a Wraparound Facilitator at Oakland Schools Wraparound program, I provide leadership and coordination for at risk youth and their families from various communities within Oakland County. I work closely with school staff and community professionals in this position and create and maintain positive relationships across various environments.

I have an interest in working within my community to support and create the best outcomes possible for our residents. My years of experience will allow me a great opportunity to take this background and use it for good right here in Farmington Hills.

Additionally, I am a Nationally Certified Trainer in Youth Mental Health First Aid and have experience and comfort in training and working within groups.

These experiences would make me a quality candidate for The Commission on Children, Youth and Families. A résumé has been attached that covers my experiences and qualifications in greater detail. If you have any further questions, please call me at 


Sincerely,

Alisa Valden

Alisa R. Valden



Professional Experience

Oakland Schools Oakland County Wraparound, Pontiac, MI (2006 to present)

Wraparound Facilitator: Lead Child and Family Teams through the team decision making Wraparound process. Establish and maintain cooperative relationships with families, schools and agencies. Serve as a member of the Wraparound Community Team and assist in the intake process. Advocate on consumer's behalf while maintaining positive inter-agency relationships with community partners. Represent Wraparound during community outreach events. Complete required documentation to comply with all established stakeholder standards and procedures.

Macomb-Oakland Regional Center Inc./Oakland County Community Mental Health (Authority), Southfield and Auburn Hills, MI (1998 to 2006)

Social Worker/Support Coordinator: Responsible for developing and monitoring treatment plan goals/objectives and budgets. Coordinated and monitored delivery of supports and services. Assisted individuals and families in exploring and accessing community resources. Linked individuals with social, vocational, educational, residential and community based resources.

New Horizons of Oakland County Inc., Novi, MI (1995 to 1998)

Case manager: Acted as program manager for assigned consumers. Wrote and monitored program plans, behavior contracts and assessed consumer progress. Performed consumer intakes and situational assessments. Acted as liaison to funding agencies. Arranged ancillary services. Maintained records for billing.

Jewish Association for Residential Care, Southfield, MI (1993 to 1995)

Independent Living Services Counselor: Acted as liaison to funding source representatives, case managers and medical personnel. Coordinated benefits (Social Security, Health Insurance, Food Stamps etc.). Maintained positive relationships with families. Attended and participated in annual review meetings for individual clients. Implemented the Individual Plan of Service.

Education

Missouri State University, Springfield, Missouri, Bachelor of Science, Psychology

Licensing/Certifications

State of Michigan, Licensed Bachelors Social Worker (LBSW)

Nationally Certified Youth Mental Health First Aid Trainer and ASSIST Trainer (Applied Suicide Intervention Skills Training)

Danielle King

From: [REDACTED]
Sent: Wednesday, January 11, 2023 12:25 PM
To: CMO
Subject: Boards and Commissions Questionnaire

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

Submittor's Name	Tanya Nordhaus
Submittor's Address	[REDACTED]
Submittor's Phone	[REDACTED]
Submittor's Email	[REDACTED]
Interest(s)	Commission on Children, Youth and Families

Resume

I am the parent of an FSA student. I was a PTA president at Alameda. I taught middle and high school English and Spanish for seven years. I spent one of those years teaching at Oakland County's Children's Village, where I worked with adjudicated youth. I am currently working on my doctorate in Curriculum, Instruction, and Assessment. My dissertation topic, should it be approved (this month, hopefully) will be on best LGBTQ+ inclusionary practices in the K-12 classroom. I start as part-time faculty at Wayne State University at the end of this month. I will be teaching dual-enrollment students the foundations of education.

References

Barb Vogelsang, former Dean of Student Life at Kalamazoo College, Barb.Vogelsang@kzoo.edu Kelli Carpenter-Crawford, Farmington PTA board member, kcarpentercrawford@hotmail.com Andy Meisner, former Oakland County treasurer, andymeisner@gmail.com Andy Schor, mayor of Lansing, andy.schor@gmail.com

1/11/2023 12:24:51 PM

Danielle King

To: Gary Mekjian
Subject: RE: E.P.C.

From: Mark Forshee <[REDACTED]>
Sent: Friday, March 10, 2023 11:18 AM
To: Gary Mekjian <GMekjian@fhgov.com>
Subject: E.P.C.

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

Hello Mr. Mekjian:

My name is Mark Forshee. I am applying for a position on the Emergency Preparedness Commission. I've lived in Farmington Hills and Farmington for half a century. I attended Oakland Community College (Orchard Ridge) and worked here for 34 years. I'm rooted here. I'm active in my church (in Farmington Hills) and lead a group there. My wife and I are poll workers. I attend school board meetings and city council meetings. Ken Massey told me there are a lot of openings for city commissions. My brother was a career firefighter and I really respect what they do along with the police, EMS and other emergency workers. I'm interested in helping people prepare in case of a long-term blackout. I contacted Mike Sweeney and I attended last Monday's E.P.C. meeting. I'm acquainted with Roger Avie but he was out of town. At the meeting I was so glad to find that they have opportunities for a wide range of activities. I'm retired so I have time to get back to my community.

Thank you so much,

Mark Forshee [REDACTED]

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL
March 20, 2023**

SUBJECT: Award of Proposal – Consultant Services to create the 2024-2028 Special Services Five (5) Year Parks & Recreation Master Plan & Grant Submission Assistance.

ADMINISTRATIVE SUMMARY

- Requests for proposals were advertised, posted on the city’s e-procurement site and publicly opened February 8, 2023, for a consultant to create the 2024-2028 Special Services Five (5) Year Parks & Recreation Master Plan. Notification was sent to over two hundred (200) vendors, including twenty-seven (27) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled, with four (4) responding.
- The specifications require a qualified firm to create a master plan which will aid the community in determining recreation programming, open space needs and integrating those needs in the larger framework of comprehensive planning. The awarded firm will provide the master plan in a format which gives a community description, administrative structure, recreation inventory, resource inventory, description of the planning and public input process, goals and objectives that articulate a clear vision and “road map” for the Special Services Department and an action program. The firm will work closely with City Council, City staff and residents to compile all the information. Since community input is crucial to the success of the master plan, public forums and public surveys will be included in the creation process as well. The Master plan, when complete, will be sent for certification by the MDNR (which is required for grant applications).
- In addition, staff will work with the awarded firm to write and submit grants to fund upcoming parks, programs and/or projects.
- Staff evaluated all proposals based on relevant work experience, narrative of plan process, fees, and references. Staff narrowed the field and conducted interviews with the two (2) highest point totals (Landscape Architects & Planners and Beckett & Raeder). Staff determined Landscape Architects & Planners to be the most qualified candidate. Their rate structure was competitive, their proposal was excellent, their knowledge of current MDNR standards was extensive, their ideas regarding collection of data and community input were creative and included strategies to reach out to underserved areas of our community, their experience with GIS is well documented and their references were excellent. Landscape Architects & Planners has provided this service successfully for the communities of Dearborn, Holt, Howell, East Lansing, Royal Oak, Shelby, Mason, and Novi.. City staff is confident in their ability.
- Funding for this service is provided in the Parks Millage budget.

QUALIFICATION TABULATION

Company Name	City State	Proposal Review-100 points possible	Interview-70 points possible	Total Points-170 possible
Landscape Architects & Planners	Lansing, MI	100	63	163
Beckett & Raeder	Ann Arbor, MI	95	62	157
Mckenna	Northville, MI	90	N/A	90
Giffels Webster	Birmingham, MI	85	N/A	85

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to Landscape Architects & Planners for consultant services to create a Special Services five (5) year master plan & related reports in the amount of \$35,000.

Prepared by: Michelle Aranowski, Senior Buyer
 Reviewed by: Kelly Monico, Director of Central Services
 Reviewed by: Ellen Schnackel, Director of Special Services
 Approved by: Gary Mekjian, City Manager

Questions
Slight Concern -5points
Definite concern-10 points

50

30

20

100

FIRM NAME(S)	NARRATIVE EXPERIENCE, SERVICES & SCHEDULE	PRICING	REFERENCES, STAFF, SUB-CONSULTANTS	TOTAL
BECKETT & RAEDER	50 Established in 1966. Offices in Ann Arbor, Traverse City, Petoskey & Grand Rapids. Experience in sustainable design use programming & analysis, master planning, campus planning, multi-disciplined with engineering & Stormwater experience. Master Plan awards East Jordan, Warren, Kalamazoo County and more. Misc. other awards for design including from MRPA Completed P & R master plans for Dearborn, Farmington Hills, Boyne , Charlevoix and more. Included sample master plans from Acme & Monroe. Schedule is 11 month's from go. Thorough description of the process. Includes On-line survey advertised locally & through social media, 2 community engagement sessions and Youth engagement.	25 \$43,170 includes all deliverables + expenses and previous client discount. 380 hours for project. Will assist with MDNR grant for the first 3 years.	20 Included. References Charlevoix, Dearborn & Oscoda. Staff has experience in Master Planning (includes GIS). No sub-consultants listed.	95
GIFFELS WEBSTER	50 More than 70 years in business. Currently the City's planning consultant and doing the City's Master Plan. Completed P&R plans for Emmet County (award winner), Adams Clinton Trailhead, Paint Creek trailhead & City of White Cloud. Description of process included in submittal. Will complete required meetings but also recommend PictureThis social engagement tool, a public input survey and Public & virtual open hours. 11 months timeline from go.	15 \$60,800 includes all deliverables.	20 Included. References include City of Brighton, Genoa Township & City of Lathrup Village. Staff has Manager has Master Plan experience. Submitted several master plans for review.	85
LANDSCAPE ARCHITECTS & PLANNERS	50 28 years in business, but 34+ years in public park configuration. Completed P & R plans for Independence Township, Vevay Twp/, Shelby Twp and City of Novi. Won awards (including MRPA) for City of Lansing Rotary Park. MRPA Includes web-based opinion survey and 2 public meetings. Description of process included in submission. Timeline is March through January.	30 28,500 includes all deliverables. \$3,500-\$4,000 in order to include mini park plans. Additional public meetings are \$750 each. Other optional services provided at rates submitted in proposal.	20 Included. Staff has recent relevant experience in this process. References include Vevay Twp., Shelby Twp. & Independence Twp. Canton, Birmingham & Lyon Township. Submitted a sample maser plan for review.	100
MCKENNA	50 Established in 1989. Recently completed the P & R master plan for Birmingham. Royal, Kalamazoo, Canton and others. Case studies of several successes included in submission. Description of process included in submittal. Includes survey on an interactive site created by McKenna as well as 2 community workshops. Schedule is April through November.	20 \$48,000 Includes (estimated) expenses deliverables. Additional meetings are based on their published 2023 fee schedule.	20 Included. Staff has recent relevant experience in this process. References include Canton, Birmingham & Lyon Township. Submitted a sample maser plan for review.	90

City of Farmington Hills
 rfp-fh-23-23-2362
 Special Services Master Plan
 Interview

Points should be from 1-10

Company	Landscape Architects and Planners @ 1:00 3/6/2023	Beckett & Raeder 3/9/2023 @ 1:00
Give us general information about your company. & project team. Who are they? What is their experience? Etc.	10 Robert Ford, founder 1994. 34 years experience. Worked in Lansing. Lots of land use, public engagement and plans.	10 Main office in Ann Arbor and several offices all over MI. Liz would be the main contact.
We see your company has experience doing Master Plans. What are some of the obstacles & challenges you have found in completing the plan?	10 Since COVID, the biggest challenge has been getting people to respond "on-line". Yard signs with QR code, workshops and open ended questions have worked the best.	10 Citizen participation has been down. Virtual events have increased. They would attempt a few different community approaches and pivot, if necessary, to find what works with our community. Getting over the finish line and different personalities. Beckett & Raeder adapt to make the relationship work. Would like to attend public hearing in the fall with their draft.
Describe in detail how you plan to complete this project? How will you derive your data? Your inventory process as it relates to GIS data creation, collection, and analysis. How will you communicate with us and the public, etc.	10 Site visit, chart of amenities, include ADA assessment, on line survey, community pop up events, Sencog data, GIS system. NRPA standards, national trends. Include DE&I data.	10 Kick off meeting with staff, leadership team, council. Community survey created within first or second month. Drafting plans - 5 sections. Concurrent community engagement, in person and virtual. ARC GIS collector-enter amenities. Youth engagement. (page 18, section 3.4). Would like to get draft accepted by end of the year.
What has been your overall experience working with the DNR? Have you ever been part of a grant process? Explain the obstacles along the way.	8 Several grant projects, recreation passport, many SPARKS grants. Participated in over 400 DNR grants. Water Fund Sports grant. Help communities work together. Utilize NRPA data and research.	10 Have a guide book. Grant individuals are easy to work with. Worked on several grants over the years. Well aware of April 1 deadline.
The City has been engaged in a contract with Sports Facilities Companies for almost one year to analyze and make recommendations to improve operations, optimize facility usage and ensure a sustainable financial future for Special Services. We expect a final report to City Council in early April that may very well include closing a long-standing, popular yet aging, recreation center. How can you assist us (via the master plan) in gathering and shaping public opinion with regards to SFC's recommendations and City Council's direction?	10 Importance of Master Plan helps to obtain grants. In addition, it communicates to the public the City's intentions.	7 They will make sure they don't ask questions about what the community wants and then have to answer why we didn't give it to them. Set up a talking through workshop so they can get the buy in for the change. Get ahead of it and get the community more involved in the potential change. Open house ideas.
Give us an example where your clients weren't satisfied with your work?. What happened? How was it rectified? Would you change how the issue was handled?	6 No one. There were disagreements but not dissatisfaction. However, they provide drafts along the way so disagreements were always resolved.	6 Personalities do not match sometimes. Reality check @ times. Draft to steering committee. Engage in candid conversations.
Is there anything else you would like to share that would demonstrate your interest in and ability to complete this project?	9 Gave a good presentation after. City of Mason is comparable to ours. Draft plan needs sign off then 30 day review. Asked about City's overall Non-Motorized Master Plan.	9 Loves to work with us on our next plan. New plan would be using more graphics and be more visual. Will review old Master Plan to see what worked and what did not work. Mini plans were included in price.
63	62	62

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL
March 20, 2023**

SUBJECT: AWARD OF PROPOSAL FOR AS NEEDED MEDIA BUYING & CONSULTING SERVICES

ADMINISTRATIVE SUMMARY

- Request for proposals (RFP’s) were advertised, distributed on the MITN e-procurement site, publicly opened and read aloud on February 7, 2023, for Media Buying & Consulting Services. Notification was sent to over two hundred (200+) firms, including eighty-four (84) that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with six (6) responding.
- In today’s world people are inundated by digital media, advertisements, social influencers, etc. To ensure important messages regarding City events & initiatives it has been determined that the City should engage a consultant to provide media buying services. Media buyers negotiate and purchase media space and airtime on behalf of clients. These purchases are led by the media plans that are developed to best reach a targeted audience in the best place at the best time and within budget. Media buying is important because strategically placed media can impact a campaign's success. Because media buyers are experts in the digital marketplace, they are knowledgeable in new trends and how to best help navigate the digital marketplace.
- Specifications for this solicitation require the awarded firm to provide media buying and consulting services for key initiatives for multiple City departments under the direction of the Director of Communication and Community Engagement. Goals for Media Strategy for Planning and Buying services include increasing awareness of City services, participation in programs and events, and the public's awareness of initiatives regarding public safety, job openings, special events and others.
- An evaluation committee which included members of the Central Services, Communications Department evaluated each firm on their background, experience, demonstrated ability to perform the requested functions, technical expertise, technical credentials and references. Staff then short listed two (2) providers (Emerald Media and Q&M) whose profile best met the Cities specific needs and conducted interviews.
- The evaluation committee determined that Emerald Media was the lowest, most qualified firm to meet the specific requirements of the City. Their pricing is competitive. They were extremely knowledgeable about current trends and best practices with regard to media strategy. They communicated a clear understanding of City operations and initiatives, they have extensive municipal experience clients including the City of Detroit, the Health Department and Detroit Police Department and their references were excellent. Staff is confident that Emerald Media will become a trusted partner and resource for the City of Farmington Hills.
- Funding for this service is provided in the City Manager’s Office operating account.

OVERVIEW POINT TABULATION (SCORE SHEETS ATTACHED BELOW)

Company Name	City State	Proposal Review- 100 points possible	Interview- 80 points possible	Total Points-180 possible
Emerald Media	Birmingham, MI	85	99	184
Q & M	Ann Arbor, MI	80	63	143

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to enter into an agreement with Emerald Media for one (1) year in an estimated amount of \$150,000 (10-mth targeted paid digital strategy to include FB, paid search, targeted display, YouTube, SnapChat, OTT streaming for cable) with an option to renew with one or more administration-approved extension not to exceed a total of five (5) additional one year extensions under the same terms and conditions upon mutual consent by the City and firm.

Prepared by: Kelly Monico, Director of Central Services

Reviewed by: Michelle Aranowski, Senior Buyer

Reviewed by: Vickie Sullen-Winn, Director of Communications & Community Engagement

Reviewed by: Joe Valentine, Assistant City Manager

Approved by: Gary Mekjian, City Manager

City of Farmington Hills
 rfp-fh-23-23-2380
 Media Buying & Consulting Services
 Proposal Overview
 Opened 02/14/2023

Questions
Slight Concern -5 points
Definite concern-10 points

60

40

100

FIRM NAME(S)	NARRATIVE EXPERIENCE, SERVICES & SCHEDULE	PRICING	TOTAL
Emerald Media	45 Complete. LLC. Woman-owned Twenty years experience. <i>Single person office</i> . References include Detroit Police Department, DESC & Detroit Health Department. Purports: Strong understanding of working across multiple departments with a municipality to align messaging. Experience in Digital, Outdoor, streaming, radio, broadcast, print & paid social media. Foundation of campaigns includes Target audience, define goals and manage budget. Considerations for inclusion is contingent on budget & media assets. Detailed work plan with <i>some information on how to measure success</i> . Included samples of campaigns, would bring added value opportunities to all campaigns. Will extend to MITN Cooperative. <i>-15 points for concerns</i> .	40 10% of budget for any campaign buy. Script writing \$100 per hour Video production would be considered independently.	85
Evolve Consulting	25 Complete. LLC. Minority-woman started in 2020. <i>Experience is Admin. Assistant Detroit City Clerk transitioned to this company</i> . <i>Single person office</i> . References include City of Detroit Elections, University of Michigan Ginsberg Center and IHeart Media <i>(No prior Municipal experience)</i> . Response includes general outline of work plan with reference to project tool. <i>Not clear how success is measured</i> . Included samples of campaigns. <i>Will not extend to MITN Cooperative</i> . <i>- 35 points for concerns</i>	25 Fee schedule is varied. With hourly rates at \$50 per hour and content creation dependent on type of content. Yearly media buying budget is \$145,000.	50
Keller Media Consulting partnering with Brkthru Media	45 Complete. Woman owned. Sole Proprietor. 23 years experience at Valasis. <i>Single media buyer but partners with Brkthru for digital media</i> . References include Central Michigan University, Lansing Board of Water & Light and Equality Michigan <i>(through Martin Waymire)</i> . <i>No direct municipal experience</i> . Response includes descriptive plan which demonstrates an understanding of our request. Included example project info. Will extend to MITN Cooperative. <i>- 15 points for concerns</i> .	30 10% of budget for any campaign buy. Creative fees will be estimated per initiative but no general fees listed. Some efforts will charged a fee while others will be hourly. A 5% management fee will be charged for projects under \$1,000. <i>Advanced payment required monthly</i> .	75
Media Ally Inc.	45 Complete. Woman owned. Corporation. 25 years experience. References include Employment Solutions Incorporated, Rose Pest Solutions & Respond Now. <i>No relevant prior municipal experience</i> . <i>Creative will be managed by partners</i> . Response includes a descriptive plan with information on measuring success. Included example project info. Will extend to MITN Cooperative. <i>- 15 points for concerns</i> .	30 15% of budget for any campaign buy. Creative will be by partner. Creative fees \$135 per hour. Pricing is good for 1 year.	75

City of Farmington Hills
 rfp-fh-23-23-2380
 Media Buying & Consulting Services
 Proposal Overview
 Opened 02/14/2023

Questions
Slight Concern -5 points
Definite concern-10 points

60

40

100

FIRM NAME(S)	NARRATIVE EXPERIENCE, SERVICES & SCHEDULE	PRICING	TOTAL
Ottaway Communications	40 Complete. Corporation. 30 years Experience. References include Oakland County Executive Office. Oakland County Parks & Oakland County Human Resources. <i>Response includes only general overview on business practices. Minimal information on how to measure success.</i> Included sample project info with a link to a campaign for Oakland County. <i>Zero digital ad strategy experience presented. More focus on broadcast media buying.</i> Will extend to MITN. - 20 points for concerns.	35 15% of budget for any campaign buy. All production is included except voice talent, tv production, on camera talent. NO retainer. 5% commission on all work needing agency to invoice (subcontractor).	75
Q&M	50 Complete. Corporation. <i>Sole owner/potential single media buyer (one person listed for director and officers)</i> 19 Years in business. References include Ann Arbor Transpiration , City of Ferndale & SMART. American Eagle parent company. Purports strong understanding of public agencies. Response includes general overview of process with example timeline. Included sample projects with focus on municipal agencies. <i>Detailed work plan with minimal information on how to measure success.</i> Will extend to MITN. - 10 points for concerns.	30 All fees based on blended hourly rate of \$115 per hour. No mark up or commission. Project by project basis. For situations where the City does all the work they will not charge for forwarding to outlets. Anything under an hour will not be billed.	80

City of Farmington Hills
rfp-fh-23-23-2380
Media Buying & Consulting Services
Interview

Points should be from 1-10

Company	Q& M 10:00 a.m.	Emerald Media 1:00 p.m.
Give us general information about your firm/project team. Who are they? How much media buying experience do they bring?	8 Al, Nikki & Mikeylah-Creative & strategy-Kyllee project manager Twenty years old in June. Started as a production house. Added in media buying in 2008. Client is Detroit Redwings. 1/2 clients are public agencies. Traditional & digital Included. WE don't treat traditional media as "just traditional;" Integrative approach. Youthful & Integrative.	9 Office of one. Former employee of Rock Financial. Worked a Detroit Medical Center. Learned by listening. Also worked for Comcast. Mike Duggan recruited to consult on the land bank. In 2017 started to grow. Lots of media connections. Moved more social media since Covid. PR background is a plus.
In your experience how has media buyer changed over the years?	8 Moved to integrated approach. Maybe longer term goals for public sector. All media outlets need to be considered.	10 Started buying print, television and cable. Digital has allowed us to expand. Just did a targeted campaign for Detroit Housing specific to 3 zips. They used targeted social media. Multi-pronged approach.
What are some of the most important factors you consider when buying media for a client?	9 What is the strategic goal? Evaluate all the channels we use & how to make sense for marketing. Use a mix. Goals lead strategy.	10 Understanding the budget is very helpful. Timing, the messaging, the audience. Is it an ongoing messaging opportunity?.. Listening to the clients. Budget is key. All decisions backed by research.
How do you negotiate with media providers to get the best possible rates for clients? What strategies do you use to stay ahead of the competition?	7 Pretty tough negotiators. This our budget, this is what we need...	10 We live in a big small area. Long-term relationships. Print is never negotiated. She shows the benefit of the message to the providers who then sometimes provide at no-charge.
How have you used data analysis to inform your decisions in the past?	10 Constantly in google analytics - G4, When setting up campaigns to evaluate best time spent. Generally look at trends and if its not working - try something else - no added cost to clients if direction has to change if needed.	10 Being able to provide information upfront and forecast. During the campaign keep in close contract. Sometimes you have to change midstream. Utilizes metrics and reporting is key.
What do you know about the City of Farmington Hills?	0 Didn't really do any research about the City prior to there interview. Southeast MI staff. Goals may be to establish a unique identity. We need to do research & understand ALL the projects & initiatives FH is managing.	10 Knows we are diverse. Took a look at the website and obviously reviewed data regarding the City.
What would be your recommendation for promoting City services? Scenario: The City has a Master Plan that it would like community members and business owners to be aware of and get involved via a survey. How might you go about developing an ad buy to help the City meet its goals?	5 The more time the better to give the public understanding of what is asked. Inverted pyramid. Analyze audience, we pull numbers and then we work backwards from there. How can get the most reach. They do have an organic social team (for influencers). They rely on lead times.	10 Paid social media can be helpful in this area. Try a poll or a contest. Will also help to get more followers. "Did you know?" Instagram reels.
What do you like most about being a buyer? And What makes your job most challenging?	6 Interacting with different clients. Lots of challenges due to resource allowance. How do you keep cost low and will it be impactful.	10 Its not always exciting fun stuff but to be able to come to a client and help them problem solve. More than willing to go to bat for a client with media. Does not like wasting clients money.
What factors help make your company stand out from others?	5 Did not come from an Ad agency. Core philosophy is to pick & choose the best strategy for client. Great place to work. Integrated approach Sincerity at the core of everything. Diversified experience public & private. Young Go Getters. Agile.	10 More transparent than most. A good presence with getting things done in a very timely way. Prioritizes the client. The ability to jump through hoops and make things happen. 24/7.
Is there anything else you would like to share that would demonstrate your interest in and ability to complete this project?	5 You will get sincerity. Will always be direct. We want to	10 Has experience with municipalities. It's a great opportunity. Enjoys being a team player. Likes to figure things out with the client. Listens. Oakland County resident. Problem Solver
	63	99

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
March 20, 2023

SUBJECT: AWARD OF BID FOR RECONNAISSANCE ROBOT FOR POLICE DEPARTMENT

ADMINISTRATIVE SUMMARY

- Request for proposals (RFP's) were advertised, distributed on the MITN e-procurement site, and after one postponement to encourage additional bidders, publicly opened and read aloud on March 2, 2023, for a reconnaissance robot for the Police Department. Notification was sent to seventy-seven (77) companies, including fifteen(15) that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled, with one (1) responding.
- The reconnaissance robots move freely and safely, providing reconnaissance, communications, and pre-deployment assessment of unpredictable and hazardous situations. This allows officers to maintain a safe distance, while determining the best way to address the circumstances surrounding the incident. This system will also allow officers to communicate with dangerous or unpredictable individuals, maintain safe distances, and mitigate dangerous confrontation.
- The system includes a primary unit (Vantage Robot) and a secondary-support unit (Mini Vantage Robot). The Vantage unit is equipped with a camera suite (full color, pan-tilt-zoom, FLIR, Auto IR), push-to-talk communications and 12-hour operation capacity. The Mini Vantage is equipped with a camera suite (120-Degree full color drive camera, LED Light bar, Auto-Flip camera orientation) and a two-hour operational capacity.
- The total cost for the systems is \$39,495.
- Funding for this purchase was included in the departments FY22/23 CIP budget.

RECOMMENDATION

Based on the above information, it is recommended that City Council authorize the City Manager to issue a purchase order for the reconnaissance systems (Vantage Robot and Mini Vantage Robot) from Transcend Robotics, for \$39,495.

Prepared by: Mike Connolly, Administrative Lieutenant

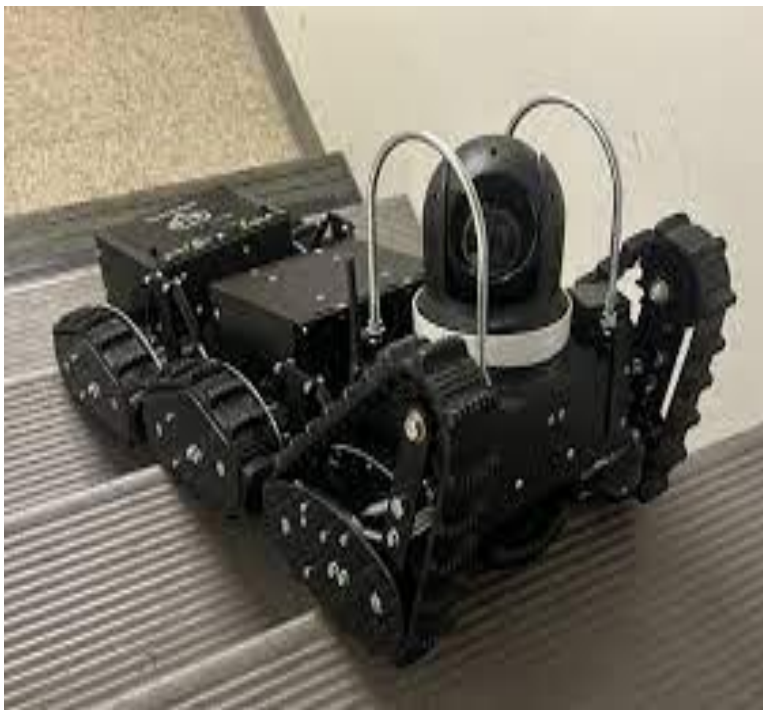
Reviewed by: Jeff King, Chief of Police

Reviewed by: Kelly Monico, Central Services Director

Reviewed by: Thomas Skrobola, Finance Director

Approved by: Gary Mekjian, City Manager

(PHOTOS ATTACHED)



REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – MARCH 20, 2023

SUBJECT: Consideration of approval of a request from Wolverine Fireworks Display, Inc., to hold a Fireworks Display at Franklin Hills Country Club on May 28, 2023


ADMINISTRATIVE SUMMARY:

- On February 6, 2023, the city received an application from Wolverine Fireworks Display, Inc. requesting permission to hold a fireworks display at the Franklin Hills Country Club, located at 31675 Inkster Road on May 28, 2023 with a rain date of May 29, 2023.
- The Michigan Fireworks Safety Act requires the requestor to submit a state application and obtain approval by the local legislative body.
- Wolverine Fireworks Display has submitted the following information as requested by the Fire Department: completed application, aerial photo/site plan, Wolverine's Federal Explosives license and insurance certificate and the Fire Department's Display Fireworks Request Form.
- Upon review by Police and Fire Departments, the following conditions of approval were noted:
 - The event shall comply with NFPA 1123, Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), and Minimum Fire Prevention code requirements
 - The minimum display site radius is being increased from 70' per inch to 100' per inch of mortars used during the display for an additional safety factor
 - Based on the proposal of the show provided, proponent has committed to a minimum secured diameter of 1000' for the site
 - Wolverine Fireworks shall be responsible for general cleanup after the display. Any unfired shells shall be properly packaged and disposed of according to the ATF. Franklin Hills Country Club has agreed to any remaining cleanup if necessary
 - The City of Farmington Hills reserves the right to inspect the site prior to the event and/or cancel its recommendation of approval if it is determined that weather conditions or site conditions are not favorable for this event to occur
 - Applicant is to provide documentation of ATF Clearance for one Pyrotechnic Assistant
 - The City of Farmington Hills reserves the right to cancel its recommendation of approval if it is determined that weather conditions or site conditions are not favorable for this event to occur
 - Applicant is not requesting any assistance from the Police Department at this time
 - All parking will be on-site at Franklin Hills Country Club and will be away from the fireworks display
 - This event is not open to the general public and will be open for members only to park onto the property

RECOMMENDATION:

IT IS RESOLVED, that City Council hereby approves a permit to be issued to Wolverine Fireworks Display, Inc., to hold a Fireworks Display at the Franklin Hills Country Club on May 28, 2023 (rain date of May 29, 2023), as outlined on the application and request form submitted to the Fire Department and subject to the conditions noted in the City Clerk's report to City Council dated March 20, 2023.

Respectfully submitted,



Pamela B. Smith, City Clerk

Untitled Map
Write a description for your map.

- Legend**
- Franklin Hills Country Club
 - Franklin Hills Country Club
 - Hubert Wedding 7-1-17



NFPA 1123 REQUIRED DISTANCE 70'/IN

LAUNCH SITE

EXTENDED SAFETY AREA @ 100'/IN

SPECTATORS

PARKING

REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – MARCH 20, 2023

SUBJECT: Consideration of approval of a request from Pyrotecnico Fireworks, Inc. to hold a Fireworks Display at Farmington Hills Sports Park on July 6, 2023

ADMINISTRATIVE SUMMARY:

- On February 13, 2023, the city received an application from Pyrotecnico Fireworks, Inc. requesting permission to hold fireworks display at the Farmington Hills Sports Park baseball fields, located at 35500 W. 8 Mile Road on July 6, 2023 with a rain date of July 7, 2023.
- The fireworks display is for the City's 50th Anniversary celebration.
- The Michigan Fireworks Safety Act requires the requestor to submit a state application and obtain approval by the local legislative body.
- Pyrotecnico Fireworks, Inc has submitted the following information as requested by the Fire Department: completed application, aerial photo/site plan, Federal Explosives license and insurance certificate.
- Upon review by Police and Fire Departments, the following conditions of approval were noted:
 - The event shall comply with NFPA 1123, Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), and Minimum Fire Prevention code requirements
 - Fireworks shall be transported to the site on the day of the event. No on-site storage shall be permitted
 - Based on the site diagram provided, the launch area has been identified as the baseball fields. This area shall be closed to the public. If the circle of safety is breached, the fireworks show shall stop until unauthorized personnel are removed from the launch/fallout area
 - Driver's licenses of additional technician's to be named shall be provided to the Fire Department prior to the event. The Fire Department will verify all technicians are named on the ATF notice of clearance document provided by Pyrotecnico Fireworks Inc.
 - Pyrotecnico Fireworks shall be responsible for general cleanup after the display. Any unfired shells shall be properly packaged and disposed of according to the ATF
 - The City of Farmington Hills reserves the right to cancel its recommendation of approval if it is determined that weather conditions or site conditions are not favorable for this event to occur
 - The applicant is not requesting assistance from the Police Department at this time
 - No public parking or spectators will be allowed on-site at the Farmington Hills Sports Park during the fireworks display. The public will be allowed to observe the fireworks at the Farmington Hills Ice Arena

RECOMMENDATION:

IT IS RESOLVED, that City Council hereby approves a permit to be issued to Pyrotecnico Fireworks, Inc., to hold a Fireworks Display at the Farmington Hills Sports Park on July 6, 2023 (rain date of July 7, 2023), as outlined on the application and subject to the conditions noted in the City Clerk's report to City Council dated March 20, 2023.

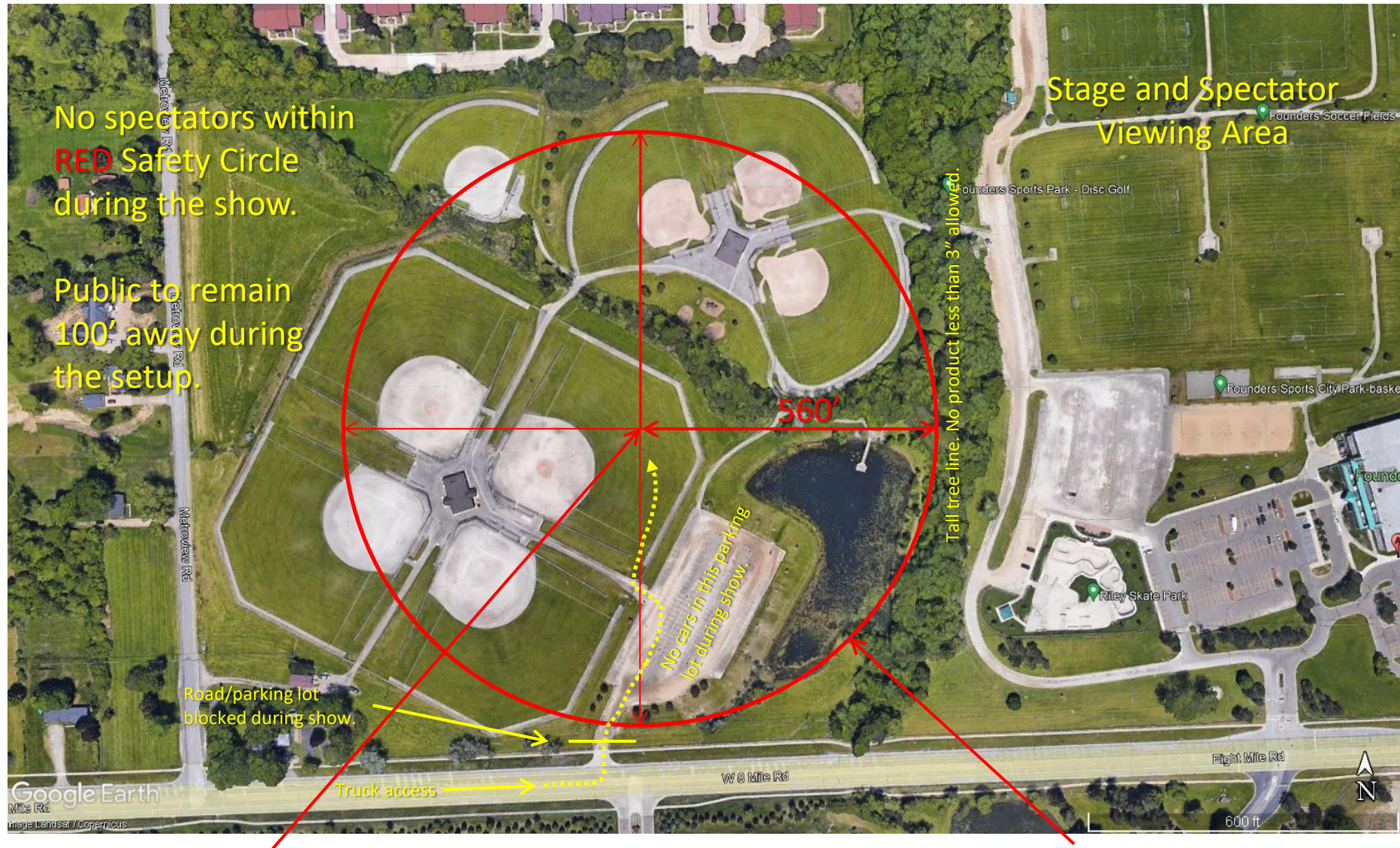
Respectfully submitted,



Pamela B. Smith, City Clerk

Farmington Hills Sports Park
35500 W 8 Mile Rd, Farmington Hills MI 48335

Pyrotecnico Fireworks, Inc.
11/18/2022 Michael Falk



Launch Location

Setup area: 50' X 50'

Radius from setup area: 560'



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Ellen Schnackel, Director of Special Services
Subject: Consideration of Employment for Jack Mondora
Date: March 20, 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: Jack Mondora, who is related to an employee of the City, Karen Mondora, who is the Director of the Department of Public Services.

The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, 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 Jack Mondora.

Name: Jack Mondora
Position Applied For: Hawk Concessions Attendant
Number of Employees Needed in this Position: 10
Date Position Posted: 11/9/21 Open Until: Filled
Number of Applicants for this position: 6 Number of Applicants Interviewed: 6
Salary: \$10.90/hour
Relationship: Jack Mondora is the son of Karen Mondora who is the Director of the Department of Public Services.
Justification: Jack Mondora is a **returning seasonal employee**, the most qualified applicant and is available to begin work immediately.

Prepared by:
/S/ James Vayis

Facilities Supervisor

Authorized by:
/S/ Ellen Schnackel

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
MARCH 13, 2023 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:05pm.

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

Council Members Absent: Boleware

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

REVISED PLANNED UNIT DEVELOPMENT 3, 2021

Charmaine Kettler-Schmult, Director of Planning and Community Development, stated that this was a continuation of previous discussions with City Council regarding a Planned Unit Development that occurred on January 9th following a decision by Council to postpone action on this revised PUD Plan to allow the developer to revise plans based on Council feedback. City Council then held a study session meeting on January 9, 2023 on this same issue but there was limited time left of the meeting to get Council feedback so Council invited them back to a future study session.

Jim Butler and other representatives of the applicant reviewed the concept for the PUD, marketing demands, the management company TAMC and public art as part of the proposed project. They presented 3D drawings of the proposed project and various views from ground level as well as a fly-over of the entire development. It was noted that at the highest point the building is 55 feet and that there would be 117 feet between the proposed development and the neighboring condominiums.

Council inquired what other developments could potentially have gone on this site and the taxes that would be generated from the development.

It was noted that commercial retail, restaurants, auto repair businesses are few other uses that could have been constructed on the site and that the proposed development would bring in approximately \$500,000+ per year.

Discussion was held on the impact that other uses would have on the condominiums versus the proposed apartments; but it was also mentioned that that retail businesses would face Northwestern Highway and the buildings would not be as tall.

Representatives further reviewed the proposed project going through the type of units, design and amenities provided and community features of the project. Market studies provided showed the affordability and need in the community and price points for the units were discussed.

In response to Council, it was noted that the project would cost approximately \$30 million to build.

Council suggestions and comments included:

- That the parking area is gated to deter auto theft

- The project could spur further redevelopment in the area due to demand for services needed based on the additional residents
- One vision for the area included a transit hub with nightlife and transportation to downtown
- Density and upkeep of apartment buildings into the future were still a concern for some members of Council
- Questioned the community benefits
- Suggested considering a bus stop on the site for students

Jim Butler, representing the applicant, confirmed that right-of-way for a future transit hub would not be a deal-breaker for them and there is some property available that may be able to accommodate this request. They have no objections to a bus stop on site but believed that would most likely be determined by the school district. Community benefits included down-zoning of the site, reducing the plan from 5 to 4 stories and reducing the height from 75 feet to 55 feet. Other amenities and community benefits include electric vehicle (EV) stations, public art and providing a need within the community. With regard to public art, they wanted to work with a local artist but first were wanting feedback from the Council to determine if the city had a concept in mind.

Photos were presented of the various apartment complexes that they managed, including some 25-50 years in age; and it was mentioned that the complexes have been so well maintained that they are still being recognized and receiving awards.

Mr. Butler stated that they looked at modifying the plan to reduce the density but it just didn't work for the project.

Staff explained that this plan would come back to City Council at a regular meeting for consideration.

REDEVELOPMENT LIQUOR LICENSE REQUIREMENTS

Attorney Joppich mentioned that he provided Council with a memo addressing some of their questions from the last study session at which this was discussed, including whether the city could obtain a license and whether the city could include public improvements such as roads as part of the overall investment for consideration. He stated that he included additional information in his memo as the laws have changed since the city established the redevelopment district area in 2007. He explained that the new laws open up possibilities for liquor licenses for Downtown Development Areas (DDA) and Corridor Improvement Areas (CIA) and the requirements are more lenient.

The response to if the city could obtain a license was no. The city could not qualify with the requirements. The question on whether public improvements including roads could be used as part of the investment is still in question but there is a possibility as there is no clear definition of "investment" throughout the law. Attorney Joppich is continuing to look into this matter.

Attorney Joppich added that the city also has the ability to expand or modify the redevelopment district area as it was established under an old set of laws and the city could also establish further CIA's or DDA.

Cristia Brockway, Economic Development Director, reviewed the current real property investment in the redevelopment district as reported by the City Assessor. She noted that they are still compiling personal property figures and that would take more time.

Council questioned whether the real property figures provided were based on taxable value or the actual full investment as Council felt those two numbers were different and that the law took into consideration full investment dollars.

It was determined that this issue needs to be revisited when staff has better figures to review.

City Manager Mekjian mentioned that this topic will integrate with the city's master plan process and City Council's desire to create entertainment or social districts or additional CIA's and it will be important to bring these issues up at the joint meeting with the Planning Commission that is proposed for April 20, 2023.

Mayor Barnett requested a summary of the MLCC rules for the CIA's and DDA's.

ADJOURNMENT

The study session meeting adjourned at 7:25pm

Respectfully submitted,



Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
CITY HALL – COUNCIL CHAMBER
MARCH 13, 2023 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:38pm.

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

Council Members Absent: Boleware

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

PLEDGE OF ALLEGIANCE

Mayor Barnett led the pledge of allegiance.

APPROVAL OF REGULAR SESSION MEETING AGENDA

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

MOTION CARRIED 6-0.

PROCLAMATION RECOGNIZING MARCH 2023 AS WOMEN’S HISTORY MONTH

The following Proclamation was read Councilmember Newlin and accepted by Police Sargent Virginia Larsen and Firefighters Kayla Geffert, Madison Gardenhire and Jennifer Chesney:

**PROCLAMATION
Women’s History Month
March 2023**

WHEREAS, throughout history, extraordinary women of every race, class, ethnicity, and socioeconomic background have made significant contributions to our nation in countless ways, both recorded and unrecorded; and

WHEREAS, through leadership, ingenuity, and hard work, generations of women have made significant contributions in science, medicine, technology, business, politics, entrepreneurship, arts and culture, and the military; and

WHEREAS, women worked to secure their own rights of suffrage and equal opportunity, and played vital roles in the abolitionist, emancipation, civil rights, and industrial labor movements, as they worked to create a more just and fair society for all; and

WHEREAS, women play critical economic, cultural, and social roles in our society and constitute a significant portion of the labor force working both inside and outside the home; and

WHEREAS, as we venture into the future, gender will be no obstacle to what women can accomplish as they open new doors, embrace innovative ideas, and continue to create a profound and positive impact on our society.

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim March 2023 as **Women’s History Month** and call upon our citizens, public and private institutions, businesses, and schools to celebrate the history and achievements of the countless women who have helped to promote a more equitable society and created possibilities for generations of women to come.

PROCLAMATION RECOGNIZING MARCH 19-25, 2023 AS SEVERE WEATHER AWARENESS WEEK

The following Proclamation was read Councilmember Knol and accepted by Fire Lieutenant Jamie Neufeld:

**PROCLAMATION
Severe Weather Awareness Week
March 19 – 25, 2023**

WHEREAS, Governor Gretchen Whitmer and Oakland County Executive David Coulter have declared the week of March 19 – 25, 2023 as Severe Weather Awareness Week in Michigan; and

WHEREAS, the Oakland County Homeland Security Division will engage in public education efforts during Severe Weather Awareness Week to help minimize the loss of life, destruction of property, and disruption of daily activities that can result from severe weather including tornadoes, flooding, high winds, and other weather patterns; and

WHEREAS, to further raise the awareness level of severe weather safety and to promote tornado safety preparedness, Oakland County will conduct a special test of its Outdoor Warning System sirens on **Wednesday, March 22, 2023 at 1:00 p.m.**

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim March 19 – 25, 2023 as **Severe Weather Awareness Week** in Farmington Hills and encourage all residents, schools, and businesses to test their severe weather action plans to ensure the safety of everyone in our community.

OAKLAND COUNTY TREASURER’S OFFICE FORECLOSURE PREVENTION INFORMATION

The following letter from Oakland County Treasurer, Robert Wittenberg was read by Mayor Barnett:



1200 N. Telegraph Road, Dept. 479
Pontiac, MI 48341-0479
(248) 858-0611
oakgov.com/treasurer

Robert Wittenberg, Treasurer

Jody Weissler DeFoe, Chief Deputy Treasurer

Oakland County Treasurer's Office Foreclosure Prevention

The Oakland County Treasurer's Office is in the final stretch of our Foreclosure Prevention efforts. The tax foreclosure deadline for the 2020 or prior year taxes is on March 31st, 2023. That means if these taxes aren't paid off by March 31st or any interested party hasn't entered into a repayment schedule with the Treasurer's office by then, the property will be foreclosed.

Since December of 2022, the Treasurer's office has conducted over a thousand Taxpayer Assistance Meetings to assist taxpayers with keeping their properties by working with them to get on a repayment schedule and/or by identifying resources that may be beneficial to them and their situation. We are here to help and strongly encourage taxpayers to contact us before the tax foreclosure deadline if they have delinquent taxes for 2020 or prior tax years. Taxpayers interested in scheduling a Taxpayer Assistance Meeting may call us at 248-858-0611 or they may visit www.oakgov.com/treasurer

Some of the resources available to assist taxpayers include:

- **Michigan Homeowners Assistance Fund (MIHAF)** which is a state grant that will cover up to \$25K for delinquent taxes (2019 and forward), mortgage payments, and utility bills. Must be a primary residence, make <150% AMI, and prove covid hardship in order to qualify. Apply at mihaf.michigan.gov.
- **Financial Empowerment Center** in the Treasurer's Office which provides one-on-one financial coaching and services to help taxpayers achieve their financial goals. Contact Reda at nafsor@oakgov.com or 248-807-5287.
- **Lakeshore Legal Aid** provides free legal services to people who are low income and seniors. 1-888-783-8190 is the number for new clients.

Again, we are here to help and strongly encourage taxpayers to contact the Treasurer's office if they have delinquent taxes for 2020 or prior tax years. If taxpayers are interested in scheduling a Taxpayer Assistance Meeting, they may call us at 248-858-0611 or they may visit www.oakgov.com/treasurer.

Thank you!

A handwritten signature in black ink, appearing to be "Rob Wittenberg".

Robert Wittenberg
Oakland County Treasurer

CORRESPONDENCE

Council acknowledged the following correspondence received:

- Letter from City of Wyandotte complimenting the city's Dangerous Animal Ordinance and indicating that they were using it as a reference to draft their own policy.
- Emails received regarding the recent power outages.

CONSENT AGENDA

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

Roll Call Vote:

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

MOTION CARRIED 6-0.

PUBLIC QUESTIONS AND COMMENTS

Pam Gerald, resident, spoke of the power outages and encouraged residents, if they were able, to get a whole house generator with automatic surge protection and indicated that residents could also request from DTE a voltage monitor for their meters. She expressed concern with DTE and the job they have done in trimming trees in the area and she does not feel a rate increase is warranted and she urged Council to stand behind the residents in dealing with DTE.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

Council made the following comments:

- Expressed the need to hold DTE accountable for infrastructure upgrades and reliable service
- Suggested the Planning Department and Planning Commission review placement of tree when reviewing and approving site plan and landscape plans to avoid areas where there are power lines
- Requested staff review the staff hours spent sitting on down power lines in the last two months and send a bill to DTE

CITY MANAGER UPDATE

City Manager Mekjian provided the following update:

- Referenced daylight saving time and reminded residents to make sure their smoke detectors and carbon monoxide detectors were working in the home
- Thanked firefighters and police officers for their response to a large condominium fire
- Police Department is opening up unsolved cases and encouraged residents to visit the cold case website and provide any information if possible
- The city is hiring seasonal employees and two job fairs are being held; March 12th at 11am at the Nature Center and another on March 20th at 11am at the HAWK Community Center
- Yard waste collection will commence the week of April 3rd

UNFINISHED BUSINESS

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-4-2023 TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES CHAPTER 33, "WATER AND SEWERS," TO ADD DIVISION 2, "STORMWATER ENGINEERING DESIGN STANDARDS" TO ARTICLE IX, "STORMWATER MANAGEMENT," TO ADOPT AND ENACT ENGINEERING DESIGN STANDARDS DEVELOPED BY THE OAKLAND COUNTY WATER

RESOURCE COMMISSIONERS OFFICE, AND APPROVAL OF SUMMARY FOR PUBLICATION CMR 3-23-35

Karen Mondora, Director of Public Services, stated that the request is for the enactment of an ordinance that was introduced by City Council at their last regular meeting. She reported that as a requirement of the Federal Clean Water Act, the city operates its stormwater management system under a permit from the State of Michigan and United States EPA. This permit requires the city to do what it can to mitigate potential sources of pollution to rivers, lakes and streams. One permit requirement is to provide for a regulatory mechanism to address stormwater runoff from private and public developments; therefore, recent changes to the State rules requires the city to make updates to the city's stormwater engineering design standards.

MOTION by Bridges, support by Bruce, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-4-2023 to amend the Farmington Hills Code of Ordinances Chapter 33, "Water and Sewers," to add Division 2, "Stormwater Engineering Design Standards" to Article IX, "Stormwater Management," to adopt and enact Engineering Design Standards developed by the Oakland County Water Resource Commissioners Office, and approval of summary for publication.

Roll Call Vote:

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

Nays: NONE

Absent: BOLEWARE

Abstentions: NONE

MOTION CARRIED 6-0.

NEW BUSINESS

CONSIDERATION OF APPROVAL OF AMENDMENT TO THE CITY'S LIQUOR LICENSE POLICY.

City Clerk Smith noted that the policy amendments before Council were the result of a request by Council at their last study session meeting. She reviewed the amendments that included eliminating the requirement that hearings on applications for license are only taken to Council in January, May and September. She noted that the additional formatting and changes to update language were also recommended by the City Attorney.

Attorney Joppich added that the policy amendments did not affect the current moratorium on three (3) of the city's quota license as previously approved by City Council.

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approves the amendment to the City's Liquor License Policy.

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF SETTING THE BUDGET STUDY SESSION MEETING DATES OF MAY 15 AND 16, 2023.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby establishes the budget study session meetings dates of May 15 and 16, 2023 at 6pm in the Community Room.

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF SETTING A SPECIAL JOINT STUDY SESSION MEETING WITH THE PLANNING COMMISSION AND CITY COUNCIL FOR APRIL 20, 2023.

MOTION by Newlin, support by Massey, that the City Council of Farmington Hills hereby establishes April 20, 2023 at 6pm as a Special Joint Meeting with the Planning Commission to be held in the Council Chamber.

MOTION CARRIED 6-0.

CONSENT AGENDA
RECOMMENDED ADOPTION OF RESOLUTION SUPPORTING THE GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF TRANSPORTATION LOCAL BRIDGE PROGRAM FOR THE TUCK ROAD BRIDGE REPLACEMENT. CMR 3-23-36

CITY OF FARMINGTON HILLS
RESOLUTION FOR MICHIGAN DEPARTMENT OF TRANSPORTATION LOCAL BRIDGE PROGRAM GRANT FOR TUCK ROAD BRIDGE REPLACEMENT

RESOLUTION NO. R-52-23

At a session of the City Council of the City of Farmington Hills, Oakland County, State of Michigan, from the City Council Chambers on March 13, 2023, at 7:30 o'clock P.M, with those present and absent being:

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

The following resolution was offered by Councilmember Massey and supported by Councilmember Newlin:

WHEREAS, the City of Farmington Hills is preparing a Local Bridge Program Grant for replacement of the Tuck Road Bridge over the Rouge River,

WHEREAS, Michigan Department of Transportation, Local Bridge funds are available to offset up to 95 percent of the direct construction cost for local agencies bridges,

WHEREAS, the condition of the Tuck Road bridge warrants replacement,

NOW, THEREFORE, BE IT RESOLVED, that the Farmington Hills City Council is hereby in support of the Local Bridge application submittal by the City of Farmington Hills for the purpose of obtaining a Michigan Department of Transportation, Local Bridge Program grant for replacement of the Tuck Road Bridge over the Rouge River for the year 2026.

AYES: BARNETT, BRIDGES, BRUCE, KNOL, MASSEY AND NEWLIN
NAYS: NONE
ABSTENTIONS: NONE

RESOLUTION DECLARED ADOPTED.

RECOMMENDED APPROVAL OF RESOLUTION RECOGNIZING ANOTHER WAY PREGNANCY CENTER AS A NON-PROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING A CHARITABLE GAMING LICENSE.



LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL 432.103(K)(II))

At a regular meeting of the Farmington Hills City Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Barnett on March 13, 2023
DATE

at 7:30 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by Councilmember Massey and supported by Councilmember Newlin

that the request from Another Way Pregnancy Center of Farmington Hills
NAME OF ORGANIZATION CITY

county of Oakland, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for APPROVAL
APPROVAL/DISAPPROVAL

	APPROVAL	DISAPPROVAL
Yeas:	<u>6</u>	Yeas: _____
Nays:	<u>0</u>	Nays: _____
Absent:	<u>1</u>	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the Farmington Hills City Council at a regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on March 13, 2023
DATE

SIGNED: [Signature]
TOWNSHIP, CITY, OR VILLAGE CLERK

Pamela B. Smith, City Clerk

PRINTED NAME AND TITLE

31555 W. 11 Mile Road, Farmington Hills, MI 48336

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.
BSL-CG-1153(R6/09)

RECOMMENDED APPROVAL OF AWARD OF CONTRACT FOR DPW GARAGE PAINTING PROJECT TO NORTHSTAR PAINTING IN AN AMOUNT NOT TO EXCEED \$151,509. CMR 3-23-37

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to sign a contract with Northstar Painting (a minority owned company) in an amount not to exceed \$151,509, which includes a 10% contingency for the cleaning, restoration and painting of the walls and ceiling of the DPW's garage area.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF CONTRACT FOR THE NORMANDY HILLS SUBDIVISION ROAD RECONSTRUCTION PROJECT TO F.H. PASCHEN, S.N. NIELSON & ASSOCIATES IN THE AMOUNT OF \$4,578,636.00. CMR 3-23-38

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby approves the award of Normandy Hills Subdivision Road Rehabilitation Program to F.H. Paschen, S.N. Nielson & Associates, Detroit, MI in the amount of \$4,578,636, and

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

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR POLICE AND FIRE UNIFORMS AND RELATED ACCESSORIES TO ALLIE BROTHERS IN AN ESTIMATED AMOUNT OF \$128,000 FOR A TWO YEAR PERIOD, WITH POSSIBLE EXTENSIONS. CMR 3-23-39

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to sign a contract with Allie Brothers and issue budgeted purchase orders for Police & Fire Uniforms and Related Accessories for a two (2) year period in an estimated amount of \$128,000. Pricing will remain firm for the initial two (2) year period with a fixed increase for each of four (4) one-year periods to account for cost of living increases upon mutual agreement between the City and awarded vendor.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR THE 2023 AS-NEEDED GUARDRAIL REPAIR PROGRAM TO RDM HOLDINGS IN THE AMOUNT NOT-TO-EXCEED \$50,000 PER YEAR, WITH POSSIBLE EXTENSIONS. CMR 3-23-40

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to RDM Holdings (minority owned) in the amount not-to-exceed \$50,000 per year with one or more administration approved extensions not-to-exceed a total of four (4) additional years, under the same terms and conditions, through mutual consent by the City of Farmington Hills and the vendor for as-needed guardrail repair program.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR THE SIDEWALK REPLACEMENT PROGRAM TO OLSON CEMENT WORK, INC IN THE AMOUNT OF \$202,150.00, WITH POSSIBLE EXTENSIONS. CMR 3-23-41

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager and the City Clerk to sign the contract with Olson Cement Work, Inc in the amount of \$202,150.00 (\$160,650.00 Major Roads, \$41,500.00 Local Roads) with possible unit price extension not to exceed the approved fiscal year's budget amount annually, and

IT IS FURTHER RESOLVED, that the City Council authorizes the City Manager to extend said contract administratively for an additional four one-year periods under the same terms and conditions at a not-to-exceed 3.5% increase over the unit prices stated in their bid should it be in the best interest of the City.

Roll Call Vote:

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

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF FEBRUARY 27, 2023.

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby approves the study session meeting minutes of February 27, 2023.

Roll Call Vote:

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

Absent: BOLEWARE
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF FEBRUARY 27, 2023.

MOTION by Massey, support by Newlin, that the City Council of Farmington Hills hereby approves the regular session meeting minutes of February 27, 2023.

Roll Call Vote:

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

MOTION CARRIED 6-0.

ADDITIONS TO AGENDA

There were no additions to the agenda.

ATTORNEY REPORT

The attorney's report was received.

CLOSED SESSION

CONSIDERATION OF APPROVAL TO ENTER INTO A CLOSED SESSION TO DISCUSS PENDING LITIGATION IN THE MATTER OF *HURLEY V. CITY OF FARMINGTON HILLS ET AL*, CASE #22-12408. (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 Knol, support by Bruce, that the City Council of Farmington Hills hereby approves entering into a closed session to discuss pending litigation in the matter of *Hurley v. City of Farmington Hills et al*, Case #22-12408.

Roll Call Vote:

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

MOTION CARRIED 6-0.

Council entered back into regular session immediately following the closed session at 8:57pm.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Attorney and City Manager to proceed in the manner discussed and

recommended in the closed session relative to the case of *Hurley v City of Farmington Hills, et al.*

MOTION CARRIED 6-0.

ADJOURNMENT

MOTION by Massey, support by Bruce, to adjourn the regular session City Council meeting at 9:00pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk