



APPROVED

City of Ypsilanti
City Council Special and Goal Setting Agenda
Tuesday, January 29, 2019
7:00 – 10:00 p.m.
City Hall Council Chambers - 1 S. Huron Street
Ypsilanti, Michigan 48197

I. CALL TO ORDER –

The meeting was called to order at 7:00 p.m.

II. ROLL CALL –

Council Member Brown	Present	Council Member Symanns (7:03)	Present
Council Member Morgan	Absent	Council Member Wilcoxon	Present
Council Member Murdock	Absent	Mayor Bashert	Present
Mayor Pro-Tem Richardson	Present		

Council Member Murdock is participating in the meeting telephonically. He will not be permitted to vote.

Council Member Brown moved, seconded by Mayor Pro-Tem Richardson to excuse the absence of Council Member Morgan.

On a voice vote, the motion carried, and the absence was excused.

III. INVOCATION -

Mayor Bashert asked all to stand for a moment of silence.

IV. PLEDGE OF ALLEGIANCE -

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. INTRODUCTIONS –

Mayor Bashert introduced the following individuals; City Manager Darwin McClary, City Clerk Frances McMullan, Police Chief Tony DeGiusti, Human Resources Manager Rebecca Craigmile, Interim Department of Public Services Director Brad Holman, Interim Fire Chief Ken Hobbs, Community Development/DDA Director Christopher Jacobs, Economic Development Director Joe Meyers, City Attorney John Barr, and Professor Morgan Milner.

VI. AGENDA APPROVAL –

Council Member Wilcoxon moved, seconded by Council Member Brown to approve the agenda.

On a voice vote, the motion carried, and the agenda was approved.

VII. PRESENTATIONS -

VIII. AUDIENCE PARTICIPATION –

None

IX. REMARKS FROM THE MAYOR –

X. RESOLUTION/MOTIONS/DISCUSSIONS -

1. *Reconsider* Resolution No. 2019-012, approving Human Resources Department budget amendment.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti budget for FY 2018/2019 included the projected temporary and contractual services and expenditures; and

WHEREAS, the expenditures projected did not project multiple resignations and retirements as well as the need for interim positions; and

WHEREAS, the expenditures needs to be amended in FY 2018/2019; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the budget amendments worksheet for FY 2018-2019 as attached.

OFFERED BY: Council Member Wilcoxon

SECONDED BY: Council Member Symanns

Council Member Wilcoxon stated he voted against this resolutions last week because he was caught off guard by it. It seemed like a large expenditure and he did not understand the concept, and since has received more information. Although not happy with the amount of the contract, he understands the need to have a person heading the Finance Department.

Mayor Pro-Tem Richardson stated she has questions on the assessment process. She asked if all hires in the last nine months to a year had to complete an assessment process. HR Manager Rebecca Craigmile responded a department head has not left the city within the last nine months to a year. This is a different scenario and the first time there is a need for an assessment for top level position. Ms. Richardson stated the current Economic Development Director was hired within the last eighteen months, and asked if he needed to complete an assessment. Ms. Craigmile responded he did not need to complete an assessment. Ms. Richardson asked why. Ms. Craigmile responded it was an internal promotion, and he was Interim Director at the time. City Manager Darwin McClary added he is willing to discuss the reasons for that, but not during a public meeting. Ms. Richardson asked why the city cannot be transparent enough to allow the public to understand why one department head did not have to complete an assessment. She would like to understand why there is an inconsistency, in hiring practices for department heads. The Finance Department had a person that was prepared to become the Finance Department Director. However, now the practice is not to promote department heads internally. This is costing the city more money than it has to spend on hiring. She believes in order to be transparent as many questions as possible need to be answered during open session. Mr. McClary responded he is more than happy to answer general questions about the selection process in open session. Once Council begins to ask specific questions about decisions about individual employees, he will answer in private. He reminded Council the Charter provides the City Manager sole authority to hire city employees, other than the City Clerk and City Attorney. Ms. Richardson understands

that, but she would like to understand why different practices are being used for other departments. She explained many residents have expressed concern regarding the different hiring practices. If the decision is not to talk about this in open session she will have those residents discuss their concerns with the City Manager. Mr. McClary encouraged Mayor Pro-Tem Richardson to speak with him to answer her questions. He explained the Charter is designed specifically to keep politics out of the appointments of city staff. Ms. Richardson responded this is separate from politics, she just wants a full understanding of the process.

Council Member Murdock asked for a clarification of the costs. Ms. Craigmile responded the amount is \$93,000. Mayor Bashert added there are two proposals included in the budget adjustment sheet, which has caused some confusion. Mr. Murdock stated the fund balance already accounts for sick time, vacation, etc..., since those are no longer being paid couldn't those funds be used for this contract. Ms. Craigmile responded that is correct, those costs can be offset by the funds originally dedicated to those employees. Mr. Morgan asked if the budget increase is for \$93,832. Mayor Bashert responded in the affirmative.

Council Member Brown understands this amount will be offset by the vacancies, but she did not see the offsets covered in the documentation provided. Mr. McClary replied the maximum budget impact would be \$93,832. It is anticipated it will be lower as a result of the vacancies. It is important to provide the maximum amount in the budget projections, and the difference will not be pulled from the fund balance.

On a roll call, the vote to approve Resolution No. 2019-012 was as follows:

Council Member Brown	Yes	Council Member Symanns	Yes
Council Member Morgan	Absent	Mayor Bashert	Yes
Council Member Murdock	Absent	Council Member Wilcoxon	Yes
Mayor Pro-Tem Richardson	No		

VOTE:

YES: 5 NO: 1 (Richardson) ABSENT: 2 (Murdock, Morgan) VOTE: Carried

- Resolution No. 2019-014, approving the proposal from Plante Moran for temporary services as necessary.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, the City of Ypsilanti is in need of services due to the retirement of the Finance Director/Treasurer Marilou Uy; and

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the Proposal from Plante Moran dated January 17, 2019. Be it further resolved the Mayor and Clerk is authorized to execute on behalf of the city.

OFFERED BY: Council Member Symanns

SECONDED BY: Council Member Brown

Council Member Wilcoxon stated it seems this would be the most cost effective way, to supplement these duties. He asked if there were other bids, and if they had been explored, or use of internal staffing. Ms. Craigmile responded there are not internal staff available to supplement these duties. She explained the city did receive three bids; one of which performs the city's audit creating a conflict of interest. The second bid was from Robert Half did not municipal experience. Staff felt Plante Moran would be able to fulfill the needed duties in the three days as stated in the contract.

Mayor Pro-Tem Richardson asked why the city would need three people to complete this work, completed by two people. Ms. Craigmile responded the contract is for twenty-four hours a week, if additional help is necessary it would come back before Council. Plante Moran Partner Brian Camiller explained the person identified as the primary service provider is Kelly Hana. She is only available Monday through Thursday and the city's accounts payable is due Friday. In order to achieve that a person will need to be there on Fridays, so different person will be present on Friday. If a third person is needed it would be him, which will be mostly for budget presentations. Whether it is one person, or multiple people the price will be the same. If the work is not able to be performed in three days a week the time can be supplemented.

Council Member Wilcoxon asked if three days a week is customary for a city of Ypsilanti's size. Mayor Bashert responded she believes the three days was requested by the city. Mr. Camiller added Plante Moran has performed several different styles, but the three days was partially based on a city assessment and the price of the contract. The contract will not include all duties of the former employees, only what needs to be done immediately.

Mayor Pro-Tem Richardson stated the last time Plante Moran was working for the city a mistake was made, and Plante Moran was trying to place blame on the city. If that happens again is Plante Moran willing to be accountable for any mistakes. Mayor Bashert requested the question not be answered and Mayor Pro-Tem Richardson set that question aside. Ms. Richardson asked if the Mayor is saying she cannot ask if Plante Moran is willing to admit a mistake. Mr. Camiller responded if he or his team makes an error he will take responsibility for the mistake.

On a roll call, the vote to approve Resolution No. 2019-014 was as follows:

Council Member Brown	Yes	Council Member Symanns	Yes
Council Member Morgan	Absent	Mayor Bashert	Yes
Council Member Murdock	Absent	Council Member Wilcoxon	Yes
Mayor Pro-Tem Richardson	No		

VOTE:

YES: 5 NO: 1 (Richardson) ABSENT: 2 (Murdock, Morgan) VOTE: Carried

- Resolution No. 2019-016, authorizing officers and employees to execute all necessary account agreements, certificate of deposit signature cards, and other documents.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, due to the retirement of the Finance Director/Treasurer and the resignation of the city's Accounting Supervisor to accept another job, it is necessary for the Ypsilanti city council to authorize other officers or employees of the city to exercise certain powers relating to the management of accounts at financial institutions utilized by the city;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF YPSILANTI that the city council does hereby approve and adopt the attached Corporate Authorization Resolution recommended by the Bank of Ann Arbor authorizing the City Manager, City Clerk, and Payroll Manager to exercise the following powers:

- Darwin D. P. McClary, City Manager – to exercise all powers listed in the resolution**

- **Frances M. McMullan, City Clerk – to exercise all powers listed in the resolution**
- **Kimberly L. Jones, Payroll Manager – to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Bank of Ann Arbor; and**

BE IT FURTHER RESOLVED that the above-named officers and employees are authorized to execute all necessary account agreements, certificate of deposit signature cards, and other documents to effectuate the same.

OFFERED BY: Council Member Brown
 SECONDED BY: Council Member Symanns

On a roll call, the vote to approve Resolution No. 2019-016 was as follows:

Council Member Brown	Yes	Council Member Symanns	Yes
Council Member Morgan	Absent	Mayor Bashert	Yes
Council Member Murdock	Absent	Council Member Wilcoxon	Yes
Mayor Pro-Tem Richardson	Yes		

VOTE:

YES: 6 NO: 0 ABSENT: 2 (Murdock, Morgan) VOTE: Carried

XI. REMARKS FROM THE MAYOR –

- Council’s micromanaging has caused interruptions in the Finance Department. If this was approved during the last time the retiring Finance Director would have had time to work with Plante Moran to acclimate. She cautioned Council about future micromanaging.

XII. COMMUNICATIONS –

XIII. GOAL SETTING SESSION -

2019/2020 Goal Setting Discussion- Professor Milner, Facilitator

City Manager Darwin McClary provided a presentation regarding the City Manager Departmental Goals.

Council Member Symanns asked if the City Manager goals are just a continuation of the goals from last Fiscal Year. Mr. McClary responded in the affirmative, some are continuations from last year. Ms. Symanns stated it would be reasonable to have secure Wi-Fi available for Council Chambers. Mr. McClary replied staff is examining technology upgrades for Council Chambers.

Council Member Wilcoxon assumed there is a yearly capital improvement plan. Mr. McClary replied in previous years a rough sketch of capital improvements was presented, however, it was not a comprehensive plan. Nor has the detail identifying funding sources been included in that plan. The city needs to focus more on capital plans. Mr. Wilcoxon stated he recently went to a Police Advisory Commission meeting that every single person except one had an official capacity. He asked how the city can better make the public aware of these meetings. He said the city is not receiving public input because attendance is low at these meetings. He asked if there has been any consideration for engaging a consultant for public relations. Mr. McClary responded he will be making recommendations to Council

regarding staffing in the City Manager's Office, public relations will be a part of that position. He added the City of Ypsilanti goes above and beyond in the information it shares with the public. He is very proud of the efforts of the limited staff the city has, but there is not a single person that manages that operation. Mayor Pro-Tem Richardson stated in years past much of that work was completed by interns. The city used to have a very active intern program in the City Manager's Office. She agrees that the process of informing the public needs to be improved. Mayor Bashert stated the absence of a daily news media also compounds the problem. The city will need to work extra hard in order to compensate for the lack of news media. Council Member Symanns added residents work schedule also makes it difficult to attend meetings. However, she always encourages the public to attend meetings, but Ypsilanti does a good job compared to other jurisdictions.

City Clerk Frances McMullan provided an overview of the Clerk Department goals.

Council Member Brown asked when recruitment of high school students will begin to serve as election inspectors. Ms. McMullan responded this is an off year for elections, so it will not be until the 2020 election season.

Mayor Bashert asked when the iCompass Legislative Management system will be implemented. Ms. McMullan responded there was a delay, but she forecasts April it will be implemented. Ms. Bashert asked when Council will be trained on the system. Ms. McMullan responded sometime after the next meeting with iCompass, potentially end of next month. Ms. Bashert asked when the AHB software will be implemented. Ms. McMullan responded final tweaks are being made to the software, but it should be live soon.

Economic Development Director Joe Meyers provided an overview of the Economic Development Department goals.

Mayor Bashert congratulated Mr. Meyers for a very productive year. She likes holding a Council Working Session for the two large city owned parcels and what can be done to develop them. She is excited about encoding a public participation process, it will help make things clear.

Mayor Pro-Tem Richardson asked what happened to the development of 220 N. Park. Mr. Meyers responded the developer disengaged from the process, and have not responded to any attempts of contact.

Community Development/DDA Director Christopher Jacobs provided an overview of the Downtown Development Authority (DDA) goals.

Council Member Wilcoxon stated the DDA meet and greet was very positive. He asked if there is anything coming within the next year to get people to the downtown without their cars, and alleviate some of the parking issues. Mr. Jacobs stated incentives for people to use non-motorized transportation is an excellent idea. Staff has focused on bike racks in the downtown districts, and the DDA has a bike rack program that funds the majority of the cost. However, the program could be improved in order to make it more robust.

Mayor Pro-Tem Richardson stated the Michigan Municipal League (MML) held a presentation of the Mayor of Bogota, Columbia about parking. In Bogota decided to longer provide parking to incentivize non-motorized forms of transportation, which was successful to Bogota. Mr. Jacobs stated it is a common problem, and with the rise in autonomous vehicles it seems silly to make huge investments for parking structures. However, removing parking completely could be harmful to businesses catering to those coming from outside of the city.

Mayor Bashert stated she has spoken with Growing Hope about potentially taking over the maintenance of the garden beds, and at very least the rain gardens. Mr. Jacobs responded he would love to have a conversation with Growing Hopes to have that conversation. Ms. Bashert added she agrees the DDA has a very positive energy, and it is an exciting time for that organization.

Interim Department of Public Services Director Brad Holman provided a presentation of his department goals.

Mayor Pro-Tem Richardson asked what it would take for the DPS to improve winter maintenance. Mr. Holman responded four more employees and three trucks.

Council Member Brown stated she likes the goals, especially those about interpersonal communications and engaging with the community. Also, that city parks are an attraction to this city, it is exciting to learn the DPS is going to spend more time to improve that asset.

Mayor Bashert asked for a plan is for the \$100,000 allocated for park maintenance. She added the DPS and Clerk Departments engage with the community in a non-emergency way more than any other department. She commended him regarding thinking about interpersonal skills and how to improve them. She encouraged him to hold an event for the public to see some of the vehicles and be informed on what Public Services does.

Human Resources Manager Rebecca Craigmile provided a presentation regarding the Human Resources Department.

Mayor Bashert asked if the recruitment tracker begins on the day of exit or resignation. Ms. Craigmile responded it would begin the day of a sourcing requisition from the department head. Ms. Bashert asked if the referenced town hall would be for employees or for the public. Ms. Craigmile responded an open door is a door that goes both ways, the employees can come to HR, but HR should also go to the employees.

Council Member Wilcoxon asked the proposed frequency of performance reviews. Ms. Craigmile responded yearly performance reviews are not the most beneficial. Performance should be discussed with employees throughout the year. Evaluations could occur quarterly or twice a year, and how to engage union employees, or employees that have been employed for a number of years. Mr. Wilcoxon asked if there have been years evaluations have not been given. Ms. Craigmile responded in the affirmative. Mr. Wilcoxon asked if promotion and advancement are going to be tied into those evaluations. Ms. Craigmile responded that is a part of succession planning to promote the leaders that are already present.

Dr. Milner provided an overview of goals already discussed, and the goal setting process. He explained there are three areas that Council and staff were in agreement for section A, community engagement; police safety, fire safety, and identity and communications. He stated A6, forming an arts and culture commission staff ranked it forth, and the forth rated priority for Council was forming a youth council. He stated both of those goals are viable. Section B, city infrastructure, did not produce agreement. The most votes for Council were the dam project and affordable housing improvements. Staff agreed on Water Street development as the highest priority, the train stop commuter project, and parking. He stated in Section C; staff alignment there was agreement for both staff and Council. Section D produced two areas of agreement between staff and Council; economic stability and streetscape beautification. The Community Benefits Ordinance resolution would be the third priority for Council and staff's is improve work follows for greater efficiency.

Dr. Milner explained the next steps is to compile the data into a report in order to review. He recommended a follow up session to go through the detail to assist in developing the next action steps. Mr. McClary agreed. Mayor Bashert scheduled the next meeting for February 19th at 6:00 p.m.

XIII. REMARKS FROM THE MAYOR –

None

XIV. ADJOURNMENT –

Resolution No. 2019-017, adjourning City Council Special and Goal Setting meeting.

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or three (3) members of Council.

OFFERED BY: Council Member Richardson

SECONDED BY: Council Member Wilcoxon