

STATE OF MICHIGAN

CITY OF LINCOLN PARK

RECEIVERSHIP TRANSITION ADVISORY BOARD MEETING MINUTES

TUESDAY, MARCH 15, 2016 - 1:00 P.M.

LINCOLN PARK CITY HALL

COUNCIL CHAMBERS

1355 SOUTHFIELD ROAD

LINCOLN PARK, MICHIGAN

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RTAB MEMBERS PRESENT:

Kevin Bonds, Chairman

Jessica Thomas

John Zech (appearing telephonically)

Matt Coppler, City Manager

MEMBER ABSENT:

Genelle Allen

Brenden Dunleavy

ALSO PRESENT:

Lisa Griggs, Finance Director

Donna Breeding, Clerk

Drew Van De Grift, Department of Treasury

Reported by:

Kristen Shankleton (CER 6785)

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1 **CALLED TO ORDER: 1:00 p.m.**

2 Lincoln Park, Michigan

3 Tuesday, March 15, 2016

4 MR. BONDS: Okay, let's start. I'll call this
5 meeting to order and start off with roll call.

6 MR. VAN DE GRIFT: Genelle Allen. Absent.
7 Kevin Bonds?

8 MR. BONDS: Here.

9 MR. VAN DE GRIFT: Brenden Dunleavy. Absent.
10 Jessica Thomas.

11 MS. THOMAS: Here.

12 MR. BONDS: John Zech.

13 MR. ZECH: Here.

14 MR. BONDS: Thank you, John.

15 MR. VAN DE GRIFT: A quorum is present.

16 MR. BONDS: All right. Let's move to the
17 approval of the agenda. The Chair will entertain a motion
18 to approve that agenda as presented.

19 And for any public, a reminder to please sign up
20 to speak during public comment.

21 MS. THOMAS: I'd move to approve the minutes as
22 presented.

23 MR. BONDS: The agenda.

24 MS. THOMAS: Or the agenda as presented.

25 MR. BONDS: Okay, a motion has been made to move

1 the agenda as presented. Is there a second?

2 MR. ZECH: Support.

3 MR. BONDS: And there's a support.

4 Any further discussion?

5 (No response.)

6 MR. BONDS: Hearing none, all those in favor
7 signify by stating aye.

8 MS. THOMAS: Aye.

9 MR. BONDS: Aye.

10 MR. ZECH: Aye.

11 MR. BONDS: Any opposed?

12 (No response.)

13 MR. BONDS: Hearing none, motion passed.

14 Approval of the RTAB minutes of February 16th,
15 2016, which is Attachment 1.

16 The only comment is, there's -- these -- we're
17 grateful to have a stenographer, and the stenographer does
18 a great job in capturing everything. Let's focus on the
19 substantive changes that are related to any motions if
20 that will help you all.

21 So the Chair will entertain a move to approve
22 the February 16, 2016 RTAB minutes as presented.

23 ~~MS. THOMAS:~~ ^{Mr. Zech} I will move that we consider the
24 minutes of the meeting, and I would like to make one
25 correction.

1 MR. BONDS: Okay, a motion has been made to
2 accept. Is there a second?

3 MS. THOMAS: I second.

4 MR. BONDS: Second. And now open for
5 discussion. Mr. Zech?

6 MR. ZECH: Mr. Chairman?

7 MR. BONDS: Yes, sir?

8 MR. ZECH: On the -- at the very end of the
9 minutes a comment is inaccurately attributed to Mr.
10 Dunleavy --

11 MR. BONDS: Okay.

12 MR. ZECH: -- that I actually made at the very
13 end of the minutes.

14 MR. BONDS: Okay, can you --

15 MS. THOMAS: And it --

16 MR. BONDS: Mr. Zech, can --

17 MR. ZECH: -- has to do with my remarks
18 regarding Lincoln Park and the City of Wayne responding to
19 a couple of comments that John Kozuh made.

20 MR. BONDS: Sure.

21 MR. ZECH: And so I would like those changed to
22 show that John Zech made those remarks --

23 MR. BONDS: Okay.

24 MR. ZECH: -- rather than Brenden Dunleavy.

25 MR. BONDS: Can you please cite the page number

1 and the line item, please?

2 MR. ZECH: Okay. I will -- let me -- I'm going
3 to get there. Let's see.

4 MR. BONDS: Because I think you're referring to
5 page 94, but I'm not -- I don't -- I want to make sure
6 that's correct.

7 MR. ZECH: Yes. Yes, it is page 94. I'm trying
8 to keep up with you on my computer here.

9 MR. BONDS: Sure.

10 MR. ZECH: And --

11 MR. BONDS: Take your time.

12 MR. ZECH: So what I'm going to do actually is
13 I've got to go back to a different -- to the first
14 attachment. Because they had the minutes. I'm not able
15 to see those right just yet. But it is the very last
16 page, and I'm -- let's see. It's the very last page.

17 Bear with me one minute.

18 MR. BONDS: No, take your time.

19 MR. ZECH: You've got to go all the way to page
20 94, Chris.

21 Almost there. I'm on page 62 at this point.

22 MR. BONDS: Okay.

23 MR. ZECH: Yes, it is page 94.

24 MR. BONDS: Okay.

25 MR. ZECH: It's line 10.

1 MR. BONDS: Line 10.

2 MR. ZECH: It begins with, "I do have one
3 comment."

4 MR. BONDS: Okay. And what is the change?

5 MR. ZECH: I just wanted -- all that needs to
6 have changed there, instead of saying Mr. Dunleavy, it
7 should say Mr. Zech.

8 MR. BONDS: Okay, thank you very much.

9 Okay, we have a motion to approve and it's been
10 second. Part of the discussion has been to change line 10
11 on page 94 from Mr. Dunleavy to Mr. Zech.

12 Any further discussion?

13 (No response.)

14 MR. BONDS: Hearing none, all those in favor of
15 accepting the minutes with the proposed changes signify by
16 stating Aye. Aye.

17 MS. THOMAS: Aye.

18 MR. ZECH: Aye.

19 MR. BONDS: Any opposed?

20 (No response.)

21 MR. BONDS: Hearing none, motion passes. Thank
22 you.

23 **OLD BUSINESS:**

24 MR. BONDS: Okay, we are now going to move to
25 old business, which is the preapproved vendor list, which

1 is Attachment 2 and 2a. At our last meeting the board
2 requested additional information on three vendors. We
3 have received that information. The Chair will entertain
4 a move to approve, deny, postpone the preapproved vendor
5 list.

6 MR. ZECH: I move that we approve the list.

7 MR. BONDS: Okay, a motion has been made to
8 approve -- properly made to approve. Is there a second?

9 MS. THOMAS: I second that motion.

10 MR. BONDS: It has been second.

11 Any discussion?

12 (No response.)

13 MR. BONDS: Hearing none, all those in favor
14 signify by stating Aye. Aye.

15 MR. ZECH: Aye.

16 MS. THOMAS: Aye.

17 MR. BONDS: Any opposed?

18 (No response.)

19 MR. BONDS: Hearing none, motion passes.

20 **NEW BUSINESS:**

21 MR. BONDS: Under new business, the approval of
22 Resolutions and Ordinances for city council meeting.
23 Resolution from the regular city council meeting of
24 February 1, 2016, which is Attachment 3. The Chair will
25 entertain a motion to approve all Resolutions from the

1 February 1st, 2016 regular city council meeting.

2 MR. ZECH: I move that we consider those
3 Resolutions.

4 MR. BONDS: Okay, a motion has been made to
5 approve those Resolutions. Is there a second?

6 MS. THOMAS: I second that motion.

7 MR. BONDS: And a second has been properly made.
8 Any discussion?

9 (No response.)

10 MR. BONDS: Hearing none, all those in favor
11 signify by stating aye. Aye.

12 MR. ZECH: Aye.

13 MS. THOMAS: Aye.

14 MR. BONDS: Motion -- any opposed?

15 (No response.)

16 MR. BONDS: Hearing none, motion carries.

17 Okay, we're going to move on to Resolutions from
18 the city council meeting of February 16, 2016, which is
19 Attachment 4. The Chair will entertain a motion to
20 approve all Resolutions from the February 16, 2016 regular
21 city council meeting with the exception of Resolution
22 2016-31, which is the 2015/16 budget amendment, and
23 Resolution 2016-32, which is the contract for the DDA/EDC
24 director.

25 MS. THOMAS: I move to approve all Resolutions.

1 MR. BONDS: Okay, a motion has been made to
2 approve the Resolutions as provided with the exception of
3 those extracted. Is there a second?

4 MR. ZECH: I support.

5 MR. BONDS: And support.

6 Discussion?

7 (No response.)

8 MR. BONDS: Hearing none, all those in favor
9 signify by stating aye for the approval. Aye.

10 MR. ZECH: Aye.

11 MS. THOMAS: Aye.

12 MR. BONDS: Any opposed?

13 (No response.)

14 MR. BONDS: Hearing none, motion passes.

15 Okay, Mr. Coppler, please provide a summary of
16 Resolution 2016-31, which is the 2015/16 budget amendment,
17 Attachment 4a.

18 MR. COPPLER: Thank you very much.

19 John, can you hear me?

20 MR. ZECH: Yes, I can.

21 MR. COPPLER: Okay, good. This is not a very
22 sensitive mic, so it has to be right to my mouth.

23 So, as we talked about actually at the last
24 meeting in the Look-Ahead, I had given you a warning that
25 we were putting together the budget amendment for the

1 current fiscal year. So the budget originally was adopted
2 in July. There was an amendment to it by the EM I believe
3 in August, and then prior to the EM's leaving in December
4 he did another amendment to that. But at that time there
5 were a number of items that were not being considered or
6 we didn't know what those numbers were, so it kind of
7 tailed off for our responsibility after the EM left. And
8 so we worked with staff to start looking at what we need
9 to put together to get us through the rest of the year to
10 be able to do the operations.

11 Within the packet, not in this particular part,
12 but what I had provided, I did give kind of a brief
13 synopsis of what it is, and as you look through the packet
14 on the budget amendments we put at least some information
15 next to all the items above a certain number, I think it
16 was a couple thousand or 5,000, so you can see where, you
17 know, at least what the thought process that what caused
18 that. I'm going to talk about some of the bigger numbers
19 rather than get into the couple hundred or even couple
20 thousand to let you know why we're doing it.

21 You know, one area that we noticed very early on
22 as we reviewed it was in the costs for criminal
23 prosecution. And so throughout this, and you know, we've
24 talked about the overtime that's being generated in the
25 police department that actually goes towards specific

1 enforcement duties, it results in arrests. And with more
2 arrests there's two things that come out of it: one is
3 actually more court fines coming back to the city, the
4 overtime for the police; but the second piece is the
5 prosecution. And so based upon, you know, what we see
6 happening between the next few months until the end of the
7 year we felt we had to increase the court prosecution
8 costs for the city effectively going from \$45,000 in the
9 budget up to \$55,000.

10 The general legal services also was an area
11 where we were actually able to reduce the budget to help
12 pay for that. So overall, that was reduced.

13 And then we also took money out of the legal
14 restructuring fees because again I think the EM had a
15 number of different cases that he thought we were going to
16 be going through, and it doesn't look like we're going to
17 be spending the amount of money that he originally
18 thought. So we were able actually to overall reduce that
19 cost center because of that and use it for some of the
20 others. So that's, again in that particular one, those
21 are more significant adjustments that were made.

22 Contractual services is another area that we --
23 and this kind of goes back to the maintenance of our
24 buildings. They're, because of the age and the condition
25 of a lot of our buildings and the fact that, you know, we

1 haven't invested or reinvested within those buildings,
2 these numbers tend to be kind of a, you know, throw a dart
3 to a board and hope you're right. Unfortunately we've had
4 a number of different issues within the city that it was
5 forcing us to look at increasing those appropriations.
6 And so in the contractual services for building, we're
7 going up from, you know, what was budgeted at \$6,000 up to
8 \$27,000. We've already spent \$11,000. And there's things
9 that we are not doing right now that we know have to be
10 done related to heating/cooling issues within the Kennedy
11 or the recreation or the Bandshell Building, depending
12 upon how you look at it, we have some severe issues there
13 that we haven't been able to look at because we don't have
14 the money to do that now. And so there's just a number of
15 those type of items that are coming up.

16 The telephone within that also was
17 underestimated. For -- again, I can't really speak to how
18 that was put together way back when.

19 MR. BONDS: Correct.

20 MR. COPPLER: But, you know, we don't have the
21 luxury of turning the telephones off when we reach the
22 limit. Although there'd probably be a lot of people
23 that'd be happy about that, residents would not be happy
24 about that. So, you know, in the end we have to increase
25 that number from 55 up to 90.

1 And then, again, going back to maintenance of
2 buildings, originally the money that was put in there was
3 \$100,000. We've already spent \$58,000. And based again
4 upon those things that we know that we're going to be
5 working on alone will eat up the remainder, and we gave
6 ourselves a little bit of cushion, not a lot, but a little
7 bit of cushion by going up to 110 so it's in that hundred
8 -- or \$10,000 increase there.

9 There was a number of changes within the fire
10 department, and I'm not going to get into each and every
11 one of it, but primarily based upon the settlement of the
12 contract we were able to, while the EM was here, extend
13 the current contract out to 2017. There were some --
14 there was a letter of understanding that allowed that to
15 happen. There was some back and forth with that, and
16 because of that we had to increase a number of different
17 line items to account for that money that would be paid
18 out.

19 The other piece of that is there was money that
20 was put in another fund for the inspections piece of what
21 they're doing now. Unfortunately the money didn't get
22 moved by the EM to allow us to do what was -- he allowed
23 us to do. So we have to move now the money into that as
24 well. I think for the most part that's everything out of
25 the fire department.

1 And then going back actually to police, the
2 boarding of prisoners, we had to increase that by \$40,000.
3 It was budgeted at \$225,000. We felt that we'd be able to
4 get all of the incarceration that we need within our
5 facility by going up to \$265,000.

6 And then probably the last piece is actually in
7 our, that I'm going to talk about here, is within the,
8 what we call the motor pool or equipment maintenance.
9 Again, I think the number they came up with, which was
10 \$145,000, was a guesstimate as to what was needed. Our
11 fleet, besides being old, is in very bad shape, which a
12 heads up, we just lost our second animal control vehicle,
13 so we now have no animal control vehicles, and we're
14 putting together a plan that ultimately you'll be seeing
15 as well for that.

16 But again, it's just because of the age of the
17 fleet, we are spending a lot of money to keep our fleet on
18 the road. So we had to increase that. An item that
19 you'll be seeing actually next month is looking at putting
20 money into our four street sweepers. They're older. We
21 do a lot of street sweeping to comply with the state codes
22 on stormwater, and so for those to go down we're going to
23 be in serious trouble. So we have to reinvest in that,
24 and spending \$140,000, \$180,000 for a new one is really --
25 isn't within our ability at this point in time.

1 So those are kind of the bigger numbers that we
2 moved around. Overall the budget right now is in line
3 within what the EM laid out. If you look at the overall
4 budget that he put in place, we were -- we are scheduled
5 to be around a million dollars in the black from revenues
6 to expenditures. This will take it down maybe by about
7 \$150,000 based upon what his budget is. But looking at
8 where the revenues are I think he underestimated a number
9 of areas in the revenue and will be coming up as you see
10 for the budget process coming up with a new estimate for
11 that where we think we're going to end. But I think we're
12 going to still probably hit that million dollar number
13 that he put in there, even by increasing the expenditures
14 right now.

15 MR. BONDS: Okay. All right.

16 MR. COPPLER: And if there are specific
17 questions hopefully I'll be able to provide the answer.

18 MR. BONDS: Thank you, Mr. Coppler.

19 The Chair will entertain a motion to approve,
20 deny, postpone the recommendation to the state treasurer
21 to approve Resolution 2016-31, which is the 2015/16 budget
22 amendment.

23 MR. ZECH: Mr. Chairman, I'd be glad to make
24 that motion if I can ask a couple of questions --

25 MR. BONDS: Yep, in discussion.

1 MR. ZECH: -- once it's -- a motion's been
2 approved for consideration I would like a couple
3 questions.

4 MR. BONDS: Absolutely.

5 Motion has been properly made to accept. Is
6 there a second?

7 MS. THOMAS: I second.

8 MR. BONDS: And it has been second.

9 Now we're in for discussion. Mr. Zech?

10 MR. ZECH: Thank you, Mr. Chair.

11 Mr. Coppler, I'm on page 204 of the packet and,
12 which is I think to be the very last page --

13 MR. BONDS: Okay.

14 MR. ZECH: -- of the proposed amended budget.

15 MR. BONDS: Okay. Yeah, we don't have -- I'm
16 sorry; ours aren't page numbered. So you're on the last
17 page of the proposed budgeted?

18 MR. ZECH: That's right, and it says page 204.
19 At least through my computer that's how I'm seeing it.

20 MR. BONDS: Oh, of course. Of course. Yeah,
21 what I'm saying is that's a PDF document which has them
22 numbered. What is the title of the page that you're
23 referring to?

24 MR. ZECH: It's just a small -- it says City of
25 Lincoln Park general fund.

1 MR. BONDS: okay.

2 MR. ZECH: FY 2015/2016 amended budget.

3 MR. BONDS: Yep.

4 MR. ZECH: And it's the total appropriations for
5 14/15 was 21,653,459. And then the amended budget for
6 2015/16 it's showing \$21,386,154.

7 MR. BONDS: Okay, we're with you.

8 MR. ZECH: Okay. So what I've been able to
9 ascertain by looking at this is is that you're proposing
10 that we increase the general fund expenditures by
11 \$156,201, is that true, Mr. Coppler?

12 MR. COPPLER: That is correct.

13 MR. ZECH: Okay. And looking at where the City
14 of Lincoln Park is at this point is roughly speaking about
15 \$11,121,000 has been spent?

16 MR. COPPLER: At -- yeah, when this report was
17 produced, that's correct.

18 MR. ZECH: Okay, and so the proposed amended
19 budget for this fiscal year is about 300 -- call it
20 \$280,000 less than last year?

21 MR. COPPLER: Yeah.

22 MR. ZECH: Comparing \$21,386,000 to \$21,653,000
23 correct?

24 MR. COPPLER: Correct.

25 MR. ZECH: Okay. Okay, so from just looking at

1 this and seeing that you've thought this through in terms
2 of where your needs are now that you're in place and
3 working with the staff, getting to understand the finances
4 of your community better, I have no difficulty with what
5 you are proposing. I know we'll be watching this as you
6 go, as the city goes, but I have no difficulty making this
7 motion that the budget be amended as you have outlined for
8 us.

9 MR. BONDS: Thank you, Mr. Zech.

10 I have one question for you.

11 MR. COPPLER: Yeah.

12 MR. BONDS: It would be, I'm referring to --
13 let's see. It would be the second page of the budget.
14 And Mr. Zech, I'm referring to the line that's dealing
15 with criminal prosecution, prosecution charges. And the
16 \$55,000 for the court. This is just an information only
17 piece. Yesterday, or excuse me, the day before yesterday
18 the Department of Justice sent a memo to all courts that
19 have communities that are excessively fining resident for
20 whatever fees with the policing.

21 MR. COPPLER: Uh-huh.

22 MR. BONDS: They have announced a series of
23 grants that are available to communities to help offset
24 those costs. So I'm just bringing that to your attention.
25 Make sure that the court system here, if they haven't got

1 the memo, they look at the Department of Justice website.

2 MR. COPPLER: Sure.

3 MR. BONDS: Because that has been sent
4 nationally to all court administrators in all courts.

5 MR. COPPLER: Okay.

6 MR. BONDS: As a way to help offset those costs
7 so that the residents aren't overly penalized because of
8 the issue with incarceration --

9 MR. COPPLER: Sure.

10 MR. BONDS: -- based on these. So that's just -
11 -

12 MR. COPPLER: And I'll be meeting with the Judge
13 actually tomorrow morning.

14 MR. BONDS: Okay, wonderful.

15 MR. COPPLER: So I will talk to him about that.

16 MR. BONDS: So that was my only comment.

17 MR. COPPLER: Thank you.

18 MR. BONDS: Thank you.

19 Any other discussion?

20 MS. THOMAS: And this is I guess in relation to
21 some of the things that we talked about the other week as
22 far as presentation.

23 MR. COPPLER: Uh-huh.

24 MS. THOMAS: You know, as I was going over the
25 budget I was wondering if -- it looks great actually.

1 Thank you for the notes that were put on the side. I
2 think it's very helpful. It might help too if we would
3 add a line item for percentages so we could see the
4 change, the variance there --

5 MR. COPPLER: Yes.

6 MS. THOMAS: -- with a percentage because it'll
7 help us kind of zone in quickly --

8 MR. COPPLER: Yep.

9 MS. THOMAS: -- to look to see where the large
10 variances are. But this is great detail. Thank you. And
11 we appreciate some of the notes that you put there to help
12 us get a better understanding --

13 MR. COPPLER: Sure.

14 MS. THOMAS: -- of what happened there.

15 MR. COPPLER: No problem.

16 MR. BONDS: If no further discussion, all those
17 in favor of accepting the recommendation to the state
18 treasurer to approve this Resolution signify by stating
19 aye. Aye.

20 MS. THOMAS: Aye.

21 MR. ZECH: Aye.

22 MR. BONDS: Any opposed?

23 (No response.)

24 MR. BONDS: Hearing none, Resolution passes.

25 Okay, Resolution 2016-32, which is the contract

1 for the DDA/EDC director, which is Attachment 4b and 4c.

2 Mr. Coppler, can you please provide a summary of
3 this item for the board, please?

4 MR. COPPLER: Yes.

5 The city has a DDA, a Downtown Develop
6 Authority, as well as an Economic Development Commission
7 Corporation. And they actually employ a director for
8 that. So through the creation of both the DDA and the EDC
9 it gives them the authority to hire a director for that.
10 So this is technically not a city employee. It's an
11 employee of the DDA and the EDC. However, through the
12 creation, through the legislation that sets this up, it
13 does give the authority for final approval or basically
14 approval of the contract for that DDA/EDC director to the
15 city council. And so I believe we provided the copy of
16 the contract that was awarded to that individual.

17 We're happy to say that actually through the
18 internship program that was started with the emergency
19 manager the city -- excuse me -- the DDA and EDC was able
20 to hire that person to fill that role.

21 MR. BONDS: Oh, great.

22 MR. COPPLER: So it worked out really good. A
23 very aggressive, you know, someone that's out there
24 constantly working on behalf of the DDA/EDC as well as the
25 city in this. But generally the cost is within the budget

1 of both the DDA/EDC because of the budget -- or excuse me.
2 Let me take a step back.

3 The wage that was presented to this individual,
4 the overall cost with benefits is still I believe about
5 the same amount that was within the budget for both a
6 DDA/EDC, so there's really not a net increase to the
7 overall budget for that.

8 MR. BONDS: Okay. The Chair will entertain a
9 motion to approve, deny, postpone Resolution 2016-32, the
10 contract for the DDA/EDC director.

11 MR. ZECH: I would move that contract be
12 approved, and I have one question --

13 MR. BONDS: Sure.

14 MR. ZECH: -- for Mr. Coppler if there's a
15 support.

16 MR. BONDS: Sure. The motion has been properly
17 moved. Is there a second?

18 MS. THOMAS: Support.

19 MR. BONDS: And support.

20 Any discussion?

21 Mr. Zech, please.

22 MR. ZECH: Thank you, Mr. Chairman.

23 Mr. Coppler, is there a lot of activity going on
24 in the EDC at this point in time in the City of Lincoln
25 Park?

1 MR. COPPLER: The answer is no, but that's one
2 of the things that we're trying to change about it. I
3 think for the last few years it's been a little bit, I'll
4 use the word rudderless, in terms of direction. I think
5 with the partnership that's formed now between the city,
6 the EDC, and the DDA and the individual we have in that
7 position we're constantly meeting and talking about, you
8 know, what that economic development plan is going to be,
9 how we're going to be proceeding. One of the things that
10 we are working on right now is to become a certified
11 community for redevelopment, and so again, all these
12 things kind of lead back to what our economic development
13 plan is going to be, so there's not a lot of activity
14 within the city today. We are putting together those
15 elements that are necessary to get that activity going.

16 MR. ZECH: Thank you. I find that to be pretty
17 much the case around Southeastern Michigan myself, and --
18 but this is a good arrangement I feel, having your DDA
19 person working, kind of covering the EDC area as well to --
20 - if you're going to have a job sharing type of situation,
21 those two seem to be two that would be good to go hand in
22 hand with each other, and that's why I support this
23 contract.

24 MR. BONDS: Okay. Thank you, Mr. Zech.

25 I'd like to add -- I have one thing too. This

1 is a very important position from my perspective as well
2 for the city because it deals with a crucial element which
3 is economic development. One suggestion that I have is as
4 you are working to develop your strategy, make sure that
5 you reach out to the MEDC, which is the Michigan Economic
6 Development Corporation, because the MEDC has what's
7 called a CAT team, which stands for Community Assistance.
8 And you're in the region where there are assigned members
9 who can help in partnership, help you with your strategy,
10 and help to identify the threads of where viable outreach
11 should occur, because that's -- it's part of the tools
12 that they have and you should definitely tap into it
13 fully.

14 MR. COPPLER: Not to steal your thunder on that,
15 but actually yesterday Nicole Brown with MEDC was out
16 meeting with Mr. Tucker and myself.

17 MR. BONDS: Oh, fantastic.

18 MR. COPPLER: So we're there.

19 MR. BONDS: Fantastic. That's good to hear.
20 Thank you.

21 Any other discussion?

22 MS. THOMAS: I'm just curious. I'm assuming
23 there'll be some master plan that will roll out to say
24 this is our strategic plan over the course of five years,
25 ten years, or whatnot?

1 MR. COPPLER: Correct.

2 MS. THOMAS: I'm assuming that's a piece of the
3 process.

4 MR. COPPLER: Yeah, in the end going through the
5 redevelopment certification, you know, all this gets
6 worked out into that, and we're kind of in between where
7 we don't want to just wait, so we're working on kind of an
8 interim strategy going out and trying to spur that
9 economic development in the city, but also looking longer
10 down the field where that redevelopment certification, you
11 know, updating the master plan, redoing our zoning, you
12 know, the engagement process that we need with the
13 residents, I mean all those things are going to be an
14 element of the overall economic development plan.

15 MS. THOMAS: Great.

16 MR. BONDS: That's great.

17 Okay, if no further discussion, all those in
18 favor of approving this Resolution as provided signify by
19 stating aye.

20 MS. THOMAS: Aye.

21 MR. BONDS: Aye.

22 MR. ZECH: Aye.

23 MR. BONDS: Any opposed?

24 (No response.)

25 MR. BONDS: Hearing none, the Resolution passes.

1 Okay, we are now down to the -- let's see, which
2 is the Resolution for the special city council meeting of
3 February 29, 2016, which is Attachment 5.

4 The Chair will entertain a motion to approve all
5 Resolutions from the February 29, 2016 special city
6 council meeting.

7 MS. THOMAS: I move to approve the special city
8 council meeting.

9 MR. BONDS: A motion has been made to properly
10 approve the Resolution for the February 29th special city
11 council meeting. Is there a second?

12 MR. ZECH: I support.

13 MR. BONDS: And support.

14 Any discussion?

15 (No response.)

16 MR. BONDS: Hearing none, all those in favor
17 signify by stating Aye. Aye.

18 MS. THOMAS: Aye.

19 MR. ZECH: Aye.

20 MR. BONDS: Any opposed?

21 (No response.)

22 MR. BONDS: Hearing none, motion passes.

23 Under -- the next item is B, which is the city
24 manager's items, Attachment 6. The city manager's items 1
25 through 6 have all been addressed in new business, which

1 includes: the approval of Resolution 2016-27; approval of
2 Resolution 2016-28; Resolution 2016-31 which is the budget
3 amendment; approval of Resolution 2016-29, which is the
4 authorized, a purchase of a vehicle for the fire
5 inspection program; approval of Resolution 2016-36, which
6 is milling and paving; approval of Resolution 2016-37,
7 which is sectioning and utility repairs.

8 City manager items 7 through 12, while action on
9 these items occurred during the council meeting outside of
10 the normal review period, for today's board meeting the
11 city manager has requested to bring them forward for early
12 review as merited as they are time sensitive. All of the
13 following items have been approved by the city council at
14 their March 7th, 2016 council member -- excuse me --
15 council meeting: Attachment 6f, Resolution regarding
16 fiscal year 2016/17, which is the CDBG budget, Attachment
17 6g.

18 Mr. Coppler, please provide a summary of this
19 item for the board.

20 MR. COPPLER: The city is an entitlement city,
21 so we receive our funding directly from HUD for CDBG. We
22 get approximately \$698,000 in the upcoming year. The city
23 has a process where, which we follow with the Department
24 of Housing Urban Development require in terms of public
25 participation, allowing different groups to come in and

1 put a request in for funding. From there it goes to our
2 CIC, our Community Improvement Corporation, who again has
3 a public hearing that allows people to have input into
4 what goes on. And then ultimately it's presented to the
5 city council which it was on the March 7th meeting to
6 allow us to fund a number of different things. Through it
7 we have some community organizations that we provide money
8 to to provide services. We also put money towards
9 infrastructure improvements within the city and in the
10 areas that qualify for funding and there's certain census
11 tracks, probably about half the census tracks that are in
12 the city qualify according to the low to moderate income
13 levels there.

14 We also put money towards code enforcement and
15 community policing.

16 MR. BONDS: Okay. The Chair will entertain a
17 motion to approve, deny, postpone the Resolution regarding
18 the FY 2016/17 CDBG budget.

19 MR. ZECH: I'll so move the approval of the
20 proposed CDBG budget. I have a couple of questions --

21 MR. BONDS: Okay.

22 MR. ZECH: -- I'd like to ask, so if there is a
23 support I'd like to ask Mr. Coppler a couple of questions,
24 but I do move this matter for discussion.

25 MR. BONDS: Thank you. The motion has been

1 properly moved. Is there a second?

2 MS. THOMAS: I second that motion.

3 MR. BONDS: It has been second.

4 Now for discussion. Mr. Zech, please?

5 MR. ZECH: Thank you, Mr. Bonds.

6 Mr. Coppler, under public services, would you
7 explain the funding that is earmarked for Blessed Hope
8 Church?

9 MR. COPPLER: You know, actually I don't have
10 that information in front of me. And our staff
11 unfortunately is a training that handles that.

12 MR. ZECH: And the community policing, is that
13 to fund an officer that is the community policing officer
14 that meets with like neighborhood groups and perhaps with
15 the chamber, members of the chamber of commerce and maybe
16 certain parts of the community in terms of getting their
17 feet back on issues of interest to them?

18 MR. COPPLER: So the city had a very active
19 community policing program probably five or six years ago,
20 and due to the constraints of the budget, that process and
21 that program kind of was whittled away.

22 We believe that it's a very important element
23 within, you know, renovating and revitalizing our
24 neighbors to get law enforcement officers working with the
25 neighborhoods. So everything you said is correct. You

1 know, the intent is to get an officer assigned as the
2 community policing officer and start working with the
3 neighborhoods on law enforcement as well as blight and
4 community resource issues within the neighborhoods. And
5 this is a bigger plan that I can provide, if you're
6 interested, in terms of our neighborhood improvement
7 program that we are looking to implement that addressing
8 the public safety needs within the community having one
9 person identified and moving forward with that is very
10 important. This will pay only a portion of that officer's
11 time and benefits. Obviously we can only use this money
12 in those census tracks that, you know, are eligible, but
13 we have a city of 38,000 and five square miles that we
14 have to provide services for. So again, we're only paying
15 a portion of that overall cost.

16 MR. ZECH: Is the crime awareness program
17 coupled with community policing? Is that, the \$10,000
18 that has been recommended for that, is that kind of a tie
19 bar type of thing to the community policing program?

20 MR. COPPLER: So even when the city retrenched
21 from the community policing program, there was still this
22 crime awareness program that was going on, and so we --
23 actually there's a volunteer board that's set up to again
24 try to provide some of that coordination between the
25 police department as well as the neighborhoods. We feel

1 that that again is still intricate to our neighborhood
2 improvement program to have this board functioning and
3 providing services out into the community. Quite frankly,
4 one police officer, it does a lot for us, but it doesn't
5 do as much as what we need to have done working with the
6 neighborhoods. So that is an element of the overall
7 community policing strategy that we have. So I guess the
8 answer is yes to what you're saying, but we still have a
9 long way to go.

10 MR. ZECH: Okay. And the First Step money for
11 First Step, is that a, like a pass through contribution to
12 the operation of the First Step facility that's -- or is
13 this a facility that is within the City of Lincoln Park?

14 Can you explain the First Step matter?

15 MR. COPPLER: Yeah, so Blessed Hope church, the
16 First Step domestic violence and the guidance center are
17 all pass throughs, so those are all monies that are going
18 to these not-for-profits within the city to provide
19 services.

20 MR. ZECH: Okay. And the \$3,201 received for
21 Senior Alliance, is that like matching funds that the city
22 puts up for things to go on in Lincoln Park through Senior
23 Alliance?

24 MR. COPPLER: That is only a partial funding for
25 them. Again, I'm not quite sure exactly what percentage

1 of their overall budget that makes up, but it's only a
2 portion of it.

3 MR. ZECH: I see.

4 And how about streets and utilities of \$310,000?
5 Is that projects to go on in census tracks that are
6 eligible for like repaving the streets, sidewalks, street
7 lights, et cetera? Is that what that's about?

8 MR. COPPLER: Correct. We'll be looking at,
9 depending upon what the bids come back for potentially
10 three intersection projects within the census tracks that
11 qualify along Electric Avenue within the city.

12 MR. ZECH: I see.

13 MR. COPPLER: And we'll be looking at --

14 MR. ZECH: I see. And the initial \$139,735 for
15 administration and planning, I assume that's the community
16 development director's salary and benefits and the staff
17 involved with running the community development program?

18 MR. COPPLER: That's correct.

19 MR. ZECH: Is that true?

20 MR. COPPLER: That's correct.

21 MR. ZECH: And how many people are involved with
22 that full and part-time?

23 MR. COPPLER: Within that that's covering I
24 believe two positions. The director's position actually
25 is a part-time position. The assistant within that is a

1 full-time position. We do have some part-time positions
2 that I do believe are not coming out of that, but are
3 actually sunk within the programs, for instance, where we
4 have the residential rehab, we have a part-time individual
5 that oversees that program. And so her wages would be
6 coming out of the residential rehab program, not the
7 administration.

8 But within the administration there's also the
9 update to the five year consolidated plan as well as the
10 year, you know, the yearly work that we have done as well
11 by a consultant.

12 MR. ZECH: And in the cases of Blessed Hope
13 Church, the guidance center, First Step, are these pass
14 throughs that have been going on for some time, and the
15 city is pleased with the services that those agencies are
16 providing to the residents of Lincoln Park or are these
17 like a new program?

18 MR. COPPLER: I believe, and I can't really
19 speak necessarily to the history of these. I believe
20 Blessed Hope, this may be the first year at least from
21 what I saw that we've provided funding, but that's not to
22 say that in subsequent, you know, years past we haven't
23 provided that.

24 I believe First Step had funding and last year
25 or the current year's budget, and then Senior Alliance and

1 the guidance center had money in the current year's budget
2 as well.

3 MR. ZECH: Okay. Mr. Chairman, I've asked the
4 questions I was interested in knowing some detail about.
5 I would request that the city manager at perhaps the next
6 meeting have available the community development director
7 or a member of that staff to perhaps provide a little more
8 information in some of these areas. I have no difficulty
9 with what is being proposed. Community development is how
10 I began my career in local government, so I'm always
11 interested in how these funds are being used as well as
12 all city funds, but these funds in terms of are they --
13 are these activities effective in the sense of meeting the
14 objectives of the federal community development program.

15 So thank you, Mr. Coppler, for providing the
16 information that I have asked, and I hope that the
17 director or someone from the staff could be available and
18 perhaps in April or May whichever makes the most sense.

19 MR. COPPLER: And if I could, Mr. Chair?

20 MR. BONDS: Yes, sir.

21 MR. COPPLER: I have the applications and what I
22 can do is I can email them on to Drew and he can send them
23 out to you so you can see exactly what the programs that
24 they are requesting for.

25 MR. BONDS: Sure, that'd be great. And as Mr.

1 Zech has well stated, it would be very helpful to have her
2 come --

3 MR. COPPLER: Yes.

4 MR. BONDS: -- to the next meeting as well.

5 Mr. Zech thank --

6 MR. ZECH: Thank you.

7 MR. BONDS: Thank you.

8 Any further discussion?

9 MS. THOMAS: No.

10 MR. BONDS: Okay, all those in favor of the
11 Resolution regarding the CDBG 2016/2017 budget please
12 signify approval by stating aye. Aye.

13 MS. THOMAS: Aye.

14 MR. ZECH: Aye.

15 MR. BONDS: Any opposed?

16 (No response.)

17 MR. BONDS: Hearing none, motion passes.

18 Okay, next we are moving to Resolution regarding
19 the CDBG -- excuse me. Yeah, I'm a little bit ahead of
20 myself. The Resolution regarding the CDBG deficit
21 elimination plan for fiscal year 2014/15, which is
22 Attachment 6h in the packets.

23 Mr. Coppler, can you please provide a summary of
24 this item for the board, please?

25 MR. COPPLER: I'm going to invite our finance

1 director, Lisa Griggs, up to give that understanding.

2 MR. BONDS: Okay.

3 MS. GRIGGS: Hello.

4 MR. BONDS: Good afternoon.

5 MS. GRIGGS: Okay, so the CDBG program as you
6 may or may not be aware is a reimbursable program. So we,
7 as we are doing today, set the budget for the upcoming
8 year, plan those projects, spend those funds, and then
9 have to request reimbursement from the federal government,
10 and we also have some NSP funds that were handled through
11 Wayne County. So we are doing that after the projects had
12 been completed. So because this year at the timing of
13 when those reimbursements occurred the funds were not
14 received until September, and since we're modified accrual
15 we couldn't record those in the previous fiscal year. So
16 that, we had -- the largest portion of that was the
17 deferred revenue that we were going to receive in
18 September. There was a small portion, \$3,000, which
19 accounts for land that was held from some NSP lots that we
20 previously had that we still have on the books. So, and
21 then there was about 2,500 or so in prepaid expenses
22 related to insurances. So because those items were more
23 than the deferred revenue, it triggered with the
24 Department of Treasury that we had to file a deficit
25 elimination plan.

1 MR. BONDS: Yes.

2 MS. GRIGGS: So we outlined those -- those were
3 the three items. Normally this is -- in the previous few
4 year we had NSP revenue that we had on the books from that
5 large portion that we received, so really we would have
6 had to do the same process in those years if we had that
7 shortfall, but because we had that revenue on the books we
8 didn't have to. This may -- I've been working with the
9 director since this happened, so we're going to try to put
10 some things in place for this upcoming year so that we
11 don't have to file these in the future. But it's
12 definitely not an issue of them -- the funds are only
13 expended once they're -- once we have the appropriation
14 from the federal government.

15 MR. BONDS: Thank you, Ms. Griggs.

16 MS. GRIGGS: You're welcome.

17 MR. BONDS: Appreciate it.

18 Okay, The Chair will entertain a motion to
19 approve, deny, postpone the Resolution regarding the CDBG
20 deficit elimination plan for fiscal year 2014/15.

21 MS. THOMAS: I motion to approve the Resolution
22 regarding the CDBG deficit elimination plan.

23 MR. BONDS: Motion has been made to approve. Is
24 there a second?

25 MR. ZECH: I support that.

1 MR. BONDS: And supported.

2 Any discussion?

3 MR. ZECH: Mr. Chairman?

4 MR. BONDS: Yes, sir.

5 MR. ZECH: I have a question for Ms. Griggs.

6 MR. BONDS: Yes, sir.

7 MR. ZECH: Is this typical that the community
8 has to file annually a deficit elimination plan for the
9 block grant program or was this a first time affair?

10 MS. GRIGGS: This is the first time that we've
11 had to do that for the development block grant because we
12 had that, the NSP funds that we had received in previous
13 years, so we had a large amount of assets on the books
14 that were there and we didn't have to do that.

15 Now that all of those funds have been expended,
16 they're gone, and we are now at the point where if we have
17 more liability than we have in deferred revenue we're
18 going to have to do this. So that's why we're going to
19 put some items in place to make sure this doesn't happen
20 again.

21 MR. ZECH: I see. And was there a shortage of
22 staff at the time, or just --

23 MS. GRIGGS: No, it's just --

24 MR. ZECH: -- people were spread too thin that
25 this occurred or was it just an anomaly?

1 MS. GRIGGS: No, it's really just a timing
2 issue. For instance, the Wayne County funds that we
3 received, they were invoiced right after year end, and we
4 didn't receive those funds until December.

5 MR. ZECH: I --

6 MS. GRIGGS: But now the federal funds from IDIS
7 that we drew down, in the past we had insurance amounts
8 that were not recorded until after, there's this timing
9 issue. That with our change of insurance will go away, so
10 that won't be an issue. But there's just some little
11 technicalities that -- that caused the timing to be off.
12 So we received them in September. If we had received them
13 just 9 days earlier we could have -- we wouldn't have had
14 this.

15 MR. ZECH: Thank you.

16 MS. GRIGGS: You're welcome.

17 MR. ZECH: Thank you, Mr. Chairman.

18 MR. BONDS: Thank you.

19 Any further discussion?

20 (No response.)

21 MR. BONDS: If not, all those in favor, please
22 signify by stating aye. Aye.

23 MS. THOMAS: Aye.

24 MR. ZECH: Aye.

25 MR. BONDS: Any opposed?

1 (No response.)

2 MR. BONDS: Hearing none, motion passes.

3 Moving down to Resolution regarding the
4 appointments to the dangerous building board, which is
5 Attachment 6.

6 Mr. Coppler, can you please provide a summary of
7 this item for the board, please?

8 MR. COPPLER: Yes. Like most cities, we have a
9 dangerous building board whose job it is to take
10 information presented to it by staff and determine whether
11 a building is in fact dangerous and should be torn down.
12 So this is a part of our neighborhood improvement program
13 in terms of identifying blighted and substandard
14 structures. Unfortunately this board has not been
15 appointed. I think the last term was up in 2014, so
16 there's been a gap, and we have I think five or six
17 buildings we'd like them to act upon so we can get it to
18 council and get it to the point where we can start tearing
19 buildings down that need to come down.

20 MR. BONDS: Okay.

21 MR. ZECH: Mr. Chairman, I would move that we
22 approve this Resolution.

23 MR. BONDS: Motion has been made, properly made
24 to approve the Resolution. Is there a second?

25 MS. THOMAS: I second the motion.

1 MR. BONDS: And has been seconded. Is there any
2 discussion?

3 MR. ZECH: Mr. Chairman, I would just like to
4 add or say that this kind of board has proved to be very
5 effective in the community of Wayne, City of Wayne, and
6 some communities use this dangerous building board to
7 great effect, and I'm glad that the City of Lincoln Park
8 is using the state statute that provides for this, and I
9 wholeheartedly support the appointment of these gentlemen
10 to serve in that capacity.

11 MR. BONDS: So noted.
12 Any further discussion?

13 MS. THOMAS: No.

14 MR. BONDS: Okay, all those in favor signify by
15 stating aye.

16 MS. THOMAS: Aye.

17 MR. BONDS: Aye.

18 MR. ZECH: Aye.

19 MR. BONDS: Thank you.

20 Any opposed?

21 (No response.)

22 MR. BONDS: Hearing none, motion passes.

23 We are now moving down to Resolution 10 -- or
24 excuse me, item 10, which is the Resolution regarding the
25 SRF sewer work construction management and inspection

1 services, which is Attachment 6j in our packet.

2 Mr. Coppler, can you please provide a summary of
3 this item, please?

4 MR. COPPLER: Yes. As you are aware, the city
5 has received money through the SRF program to do a project
6 to line as well as replace some of our sanitary sewers
7 that are defective and allow a lot of I&I and other issues
8 that developed, sinkholes and such. We are using the
9 contract that we have for general engineering services
10 with Hennessey. I believe you should have what their
11 proposal is. In total for this project we're looking at
12 about \$62,240 to be spent in allowing them to do that
13 work. This is based upon their contract, their pricing.

14 MR. BONDS: Okay, The Chair will entertain a
15 motion to approve, deny, or postpone the Resolution
16 regarding SRF sewer work construction management
17 inspection services. And recall we had this discussion at
18 the previous meeting on the SRF program.

19 MS. THOMAS: I move to approve the Resolution.

20 MR. BONDS: A motion has been properly made to
21 approve. Is there a second?

22 MR. ZECH: I support that.

23 MR. BONDS: And supported.

24 Any discussion?

25 (No response.)

1 MR. BONDS: Hearing none, all those in favor
2 please signify by stating aye.

3 MS. THOMAS: Aye.

4 MR. BONDS: Aye.

5 MR. ZECH: Aye.

6 MR. BONDS: Motion passes hearing no opposed.

7 Moving down to item 11 which is the Resolution
8 regarding special event permit for McCaffery's St. Patrick
9 Day party. Oh, that's a great one. Attachment 6k. Mr.
10 Coppler -- oh, that's this week.

11 MR. COPPLER: And that's why it's on the agenda.

12 Yeah, you know, I think with the transition to
13 the process we have now, there's going to be some of these
14 that kind of pop up unfortunately. It's part of running a
15 city where we, you know, give permits --

16 MR. BONDS: Sure.

17 MR. COPPLER: -- to these special events.

18 MR. BONDS: Sure.

19 MR. COPPLER: This one obviously is going to be
20 happening very shortly.

21 MR. BONDS: Great.

22 MR. COPPLER: And we ask that you approve it.
23 It's been approved by the council.

24 Just to let you know going forward, our process
25 is, you know, when an organization wants to do an event

1 within the city they have to come in and get a permit to
2 do so. At that point in time their request is moved
3 around to the different departments to determine if
4 there's going to be any cost to the city. And as part of
5 their requirement for the permit, they have to reimburse
6 what the costs are that we estimate for that.

7 MR. BONDS: Okay. The Chair will entertain a
8 motion to approve, deny, postpone the Resolution regarding
9 the special event.

10 MS. THOMAS: I move to --

11 MR. ZECH: So moved.

12 MR. BONDS: It's been properly moved. And?

13 MS. THOMAS: Support.

14 MR. BONDS: And supported.

15 Any discussion?

16 MS. THOMAS: I have a quick question just out of
17 curiosity. What do you think the fees, I mean, they've
18 already been estimated, so any additional expenses, what
19 will that be roughly for the community?

20 Because sometimes it gets into the policing
21 piece.

22 MR. COPPLER: Right.

23 MS. THOMAS: The after-parties like this, and
24 I've seen these be -- can sometimes become expensive
25 depending on the nature of it, and we --

1 MS. BREEDING: If I may --

2 MR. COPPLER: Our city clerk is responsible for
3 this by the way.

4 MS. BREEDING: If there's any additional fees
5 they will be invoiced for it after the fact.

6 MS. THOMAS: Okay.

7 MS. BREEDING: The police department is part of
8 the cost recovery that we sent around there included in
9 the amount of money they had to put up prior to the event.
10 But anything over and above they'd be invoiced.

11 MS. THOMAS: Okay. Perfect.

12 MR. BONDS: Mr. Zech, were you able to hear
13 that?

14 MR. ZECH: I did.

15 MR. BONDS: Okay.

16 MR. ZECH: Yes, I could, thank you.

17 MR. BONDS: Thank you. And thank you.

18 MR. ZECH: Ms. Thomas' question is exactly what
19 was on my mind, if it went over the \$1,000 would the
20 applicant be required to reimburse, and I appreciate the
21 answer.

22 MR. BONDS: Any further discussion?

23 (No response.)

24 MR. BONDS: Hearing none, all those in favor of
25 the motion to approve the special event signify by stating

1 aye.

2 MS. THOMAS: Aye.

3 MR. BONDS: Aye.

4 MR. ZECH: Aye.

5 MR. BONDS: Any opposed?

6 (No response.)

7 MR. BONDS: Hearing none, motion passes.

8 Item 12 is the Resolution regarding design,
9 engineering, and bidding services for the 2016 road
10 improvement program, which is Attachment 61 in the
11 packets. Let's see. We are -- let's see. This seems to
12 be --

13 Mr. Coppler?

14 MR. COPPLER: Yes.

15 MR. BONDS: Do you want to explain this to the
16 board?

17 MR. COPPLER: Yes.

18 MR. BONDS: On the detail? Because it looks
19 very similar to what we just approved on the SRF. I want
20 to make sure --

21 MR. COPPLER: The form -- the form looks -- the
22 form should look very similar, yes.

23 So this is for our road, 2016/2017 road program.

24 MR. BONDS: The road program. Okay.

25 MR. COPPLER: Yes.

1 MR. BONDS: Thank you.

2 MR. COPPLER: And what has already been approved
3 through the minutes of the February 29th meeting, council
4 at that meeting authorized us to move forward with that
5 presentation of the road program for the upcoming
6 construction year. So with the ability to go out to bid,
7 we have to now do the design and engineering and prepare
8 the bid specifications for that. We again are electing to
9 utilize our on-call engineering contract to handle that
10 with Hennessey.

11 Just so you're aware, their proposal, we -- we
12 had asked them to give us kind of the full scope of
13 services. So the first page of their proposal is what
14 we're talking about, so it's just the design and bid
15 package. On the back side of it, just for reference, is
16 what their project management and inspection costs would
17 be, but that's going to be something that comes back after
18 the projects have been bid out and awarded. We will then
19 go to council with the construction oversight and
20 management portion of that. So we're just talking about
21 again the front piece which is three different elements.
22 The first one is a design and bid specification services
23 for a total reconstruct of Pagel Street from Wilson to
24 Electric. And let me just say, that is one of the worst
25 roads in the city, if you want to call it a road. I was

1 out there the other day; I survived. Every one of those
2 residents deserve that tee shirt --

3 MR. BONDS: Yeah.

4 MR. COPPLER: -- once this is done.

5 Then we are looking at asphalt milling and
6 resurfacing program. Again, there's I think five streets
7 that are going to be impacted by that, and so this is the
8 design, and again, bid specifications.

9 And the last piece is concrete sectioning
10 program, and there's I believe a couple streets are going
11 to be impacted by that. But again, we're utilizing our
12 on-call engineering services with Hennessey, and again,
13 this is based upon contractually agreed upon amounts.

14 MR. BONDS: Okay. The Chair will entertain a
15 motion to approve, deny, or postpone Resolution 2016 for
16 the road improvement program.

17 MS. THOMAS: So moved.

18 MR. BONDS: It has been so moved.

19 MR. ZECH: Support.

20 MR. BONDS: And supported.

21 Any further discussion on this motion?

22 (No response.)

23 MR. BONDS: Hearing none, all those in favor
24 signify by stating aye.

25 MS. THOMAS: Aye.

1 MR. BONDS: Aye.

2 MR. ZECH: Aye.

3 MR. BONDS: Any opposed?

4 (No response.)

5 MR. BONDS: Hearing one, motion passes.

6 Okay, the city manager's informational items 13
7 through 17 absent any questions from the board, all
8 reports will be received and filed.

9 So why don't we go ahead and -- we've got the
10 item 13 which is the approval of Budget-to-Actual Report.
11 Do you want to --

12 MR. COPPLER: I'll ask our finance director to
13 come up --

14 MR. BONDS: Okay.

15 MR. COPPLER: -- so I don't hog the spotlight
16 here.

17 MR. BONDS: Okay. Which is item 6m in the
18 packets.

19 MS. GRIGGS: So the Budget-to-Actual Report is -
20 - I don't believe there was any format changes with that
21 from last month. But do keep in mind, this is on the
22 budget board that was already in place approved by the EM,
23 so once the Department of Treasury approves the amended
24 budget, then those changes will go in there. So it's -- a
25 lot of items that are over budget right now will not be

1 once that's posted.

2 MR. BONDS: All right.

3 MS. GRIGGS: The cash flow and the balance
4 sheet. I did make some changes to that balance sheet
5 based on the request last month, so now that --

6 MR. BONDS: Yeah.

7 MS. GRIGGS: -- is all together on one page.

8 MR. BONDS: That looks great. That looks great.

9 MS. THOMAS: Uh-huh.

10 MS. GRIGGS: And if that's good, we'll keep it
11 in that format going forward.

12 MR. BONDS: Thank you.

13 MS. GRIGGS: And check disbursement report,
14 there was no changes to that. Again, that's just an
15 overview of all of the accounts payable. Of course as
16 those items over 25,000, we hold those checks and then
17 send them to council and then to yourselves for approval.

18 The overtime report, made a small change to that
19 and just included the department on there. And again, I
20 believe there was some changes to the budget on that, so
21 once those are in the system those numbers will reflect
22 that.

23 And then the tax collection and the timing of
24 revenue report is new. The treasurer provided us the tax
25 collection report so that -- we're kind of past that point

1 now of the tax collection process; March 1st everything
2 went delinquent to the county that was not paid for real
3 property. The exception is the personal property taxes
4 that we still continue to collect.

5 And then we put together the chart with the
6 timing of revenue and expenditure items, just those large
7 items that sometimes throw off the budgeted numbers a
8 little bit and make it look a little quirky. If you look
9 at the tax collection we're very high, but we still have
10 several months to go and that's why, because we're done
11 collecting real taxes at this point.

12 So hopefully all of that looks good, and if you
13 have any specific questions I can get into that with you.

14 MR. BONDS: Okay. None from me. This looks
15 great. We appreciate your great work on these reports.

16 MS. GRIGGS: Okay, thank you.

17 MS. THOMAS: I would agree. A clear depiction
18 of where things are at and what to expect, and I think
19 that's what we're looking for, and this is awesome. Thank
20 you.

21 MS. GRIGGS: Okay, thank you.

22 MR. BONDS: Great job.

23 **CITY ADMINISTRATOR REPORT:**

24 MR. BONDS: Okay, we are moving down to the city
25 administrator report, which is the Look-Ahead memo,

1 Attachment 7.

2 MR. COPPLER: Yeah, this seems to be getting
3 longer the more we meet. There's a lot going on and
4 that's a good thing I think for the city.

5 You know, I went in April under the EM Order 60
6 we have to start providing a couple different reports for
7 both the council and the RTAB as well as the citizens
8 because that's an important constituency we're looking at
9 as well. So we're working right now to finalize that
10 first addition of the monthly reports, departmental
11 reports. Hopefully when you see it it'll be informative
12 and kind of give you a snapshot of where each of the
13 departments are for that month, what they've accomplished.

14 We are working on putting together some data
15 collection pieces as well to this. It's something that
16 I'm really, to me is a very important aspect of managing a
17 city is to understand through the data collection, you
18 know, a lot of cities that's -- it's a struggle. I think
19 we are already collecting a lot of what I think is
20 important, but after, you know, we get the first one out
21 to you and to the council, you know, please feel free if
22 there's something that you say, you know, "We really want
23 to know about this," and we'll, you know, we'll kind of
24 pivot and try to get that information in there as well.

25 MR. BONDS: Great.

1 MR. COPPLER: We're also working on the CIP, the
2 capital improvement program.

3 MR. BONDS: Great.

4 MR. COPPLER: That is the -- gone to the draft
5 you'll be seeing in April. I think this is going to be
6 probably a one to two year project in total to get this to
7 where I want it to be, because one of the issues is really
8 being able to project out what our needs are, and it's
9 kind of difficult right now because we haven't been able
10 to collect that data to understand, you know, especially
11 from like the vehicle standpoint, you know, what are our
12 vehicle needs?

13 You know, it's not enough to say we have that
14 fire engine, so we have to replace it because it's ten
15 years; you know, there has to be more thought given to it
16 and understand why we have that fire engine and how it's
17 being used and what is the true, you know, Lincoln Park
18 life expectancy, not just what the standard manufacturer
19 life expectancy is. So that's going to take us I think a
20 year plus really to get down to that, but we will have one
21 in place, at least an accepted one in place here this year
22 as part of next year's budget. You'll be seeing that in
23 April as well.

24 Just wanted to let you know that we are looking
25 to promote a patrol officer to the rank of detective

1 within the police department, so that's something that
2 again under Order 60 I'll make the appointment and then it
3 will have to be approved by the RTAB to finalize that. So
4 the chief has started the process, and as soon as we have
5 that name we'll be bringing it to you hopefully in the
6 month of April.

7 And there is an increase in the salary portion
8 to that. This year it's going to be a minimal increase.
9 It's overall for a year about \$2,600. So as we work on
10 next year's budget and amending what the EM put in place,
11 we'll have to adjust everything at that point as well.
12 But based upon the workload and the desire to actually
13 solve crimes, you know, it's something that we need
14 because they're falling farther and farther behind.

15 Also on the personnel, we are looking to replace
16 a full-time position in the water office due to a
17 resignation, as well as a part-time position within the
18 finance department. I'm, you know, as we're going through
19 this process, and again as part of next year's budget, you
20 know, I'm looking at what our true needs are within city
21 hall portion of our government, and I think one of the
22 things is we don't use our computer system to the fullest
23 that we should be using it, and so we're starting to
24 implement those things. I think these positions are
25 necessary going forward but, you know, in the end they may

1 be looking a little bit different in what their actual
2 duties are going to do.

3 You know, we kind of work on surges here and try
4 to reposition people as those surges happen. And I think,
5 you know, we have to do a better job in terms of
6 addressing those surges in what we're doing, and so that's
7 all part of the bigger project that we're working on,
8 amongst other things. And so again, once we have the
9 names for those individuals and I make an appointment,
10 they'll be coming to you to get that.

11 And then the last thing I have on mine is the
12 budget. So we are working through the budget process.
13 Council will ultimately adopt a budget for next year in
14 June, and so the timing will be council in June, then here
15 in June, and then onto treasury for the final.

16 MR. BONDS: Okay.

17 MR. COPPLER: And for FY '16/'17, there are some
18 funds that the EM did not appropriate as part of his two-
19 year budget, so those will be new appropriations where
20 we're also looking at doing some amendments to what the
21 EM's budget, not only to reflect those changes we're
22 making as part of the amendments that you approved today,
23 but also looking at our operations going forward and
24 trying to move money around in the appropriate spot to
25 address the needs.

1 MR. BONDS: Okay. Great. Thank you very much,
2 Mr. Coppler. We greatly appreciate your report.

3 **PUBLIC COMMENT:**

4 MR. BONDS: We are now in public comment. Any
5 public comment?

6 MR. VAN DE GRIFT: Mr. Larry Kelsey.

7 MR. KELSEY: Good afternoon.

8 MR. BONDS: Good afternoon.

9 MR. KELSEY: Kind of vacant up there. I don't
10 know what -- what'd you do? Did you infect everybody?

11 MR. BONDS: No, unfortunately --

12 MS. THOMAS: Scared them off.

13 MR. BONDS: -- we had a --

14 MR. KELSEY: Oh, okay.

15 MR. BONDS: -- a death in the family and a
16 conference.

17 MR. KELSEY: Okay, well, that's -- just kind of
18 thought something happened I wasn't aware of.

19 MR. BONDS: No.

20 MR. KELSEY: Not that you have to inform me.

21 Anyways, I come across some stuff on the
22 archives. I'm a very good firm believer in keeping
23 paperwork as well as on drives. And I don't know, being
24 you're dealing with money, which obviously is why you're
25 here, is that our emergency manager on December 21st of

1 last year sent a nice memo, or excuse me, a letter to Rich
2 Snyder's office. And I think it might behoove your RTAB
3 group to take a look at it. It talks about all the
4 different savings that were made and budget costs and
5 stuff like that, and it comes down to a very synopsis of
6 what's going -- what he did in the city and how much money
7 was saved in the departments and so on and so forth. And
8 I know that sometimes what happens is documents seem to
9 get lost in communication and transition, so I thought it
10 would be a good idea, being I kept it -- if you got it
11 that's fine; if you don't have it that's fine -- but I
12 think it's very important because of the fact it was at
13 the end of his term and it was a synopsis to the governor
14 which -- who appointed you and it explains in there why
15 they appointed your board.

16 So, like I said before, I'm sure the treasury
17 has it because it went to Governor Snyder. I'm sure he
18 got a copy. I don't see on the attachment who was cc'd,
19 but I'm sure that that happened. Thank you very much.

20 MR. BONDS: Thank you.

21 MR. VAN DE GRIFT: That concludes public
22 comment.

23 MR. BONDS: Okay.

24 **BOARD COMMENT:**

25 MR. BONDS: Board comment.

1 The only thing I would say is again we
2 appreciate the strong diligence of the city staff. I'm
3 very impressed with what you all are doing. The reporting
4 is evolving spectacularly. So we thank you all for the
5 great work you're doing.

6 Also for the public that may be watching this
7 meeting, make sure that -- you can access any of the
8 meeting minutes and notes on both the city's website and
9 also the Michigan Department of Treasury, which is
10 Michigan.gov/treasury.

11 Mr. Zech, did you have any comments?

12 MR. ZECH: Thank you, Mr. Chairman.

13 I do have just a couple of short comments, I
14 hope they're considered short, for the city manager
15 relative to his Look-Ahead Report.

16 MR. BONDS: Sure.

17 MR. ZECH: Would I be able to direct a comment
18 to him?

19 MR. BONDS: Absolutely. Absolutely. Please go
20 forward.

21 MR. ZECH: Thank you.

22 Mr. Coppler, regarding the position in the water
23 department and the part-time position in the accounts
24 payable area, are you looking at perhaps -- I got the --
25 felt that you were looking at maybe shifting some

1 responsibilities, maybe amending or tweaking some of the
2 job descriptions. Are you looking to have full-time
3 people replace those two, that one job and a part-time at
4 the other, or are you looking at like more part-time
5 people?

6 What are you sort of -- what's -- you indicated
7 that you're recruiting at this moment. What are you
8 trying to recruit?

9 MR. COPPLER: So the positions that we're
10 looking to fill is within the water office, the account
11 clerk that works there -- I'm calling it an account clerk;
12 you may have a different title for it -- so that's a full-
13 time position, has been a full-time position, and we're
14 looking to replace that as a full-time position within the
15 finance office, I think account clerk? Is that -- and
16 see, I kind of look at, rather than job descriptions I
17 think of what the, you know, competencies we're looking
18 for within that, and I think that's kind of the change
19 that we're looking at doing, rather than just recruiting a
20 water office person. You know, we're looking to put
21 together a list that, you know, fills the competencies
22 that we're looking for, because we don't have the
23 financial ability to have people specialized in some
24 areas. We're kind of looking for generalist, you know,
25 competency and background, and because of the financial

1 nature of most of the jobs that we're going to be filling
2 now as well in the future, you know, we need those people
3 to have a strong, at least some experience, if not strong
4 experience, within some of the customer service and
5 financial areas that we're going to be dealing with.

6 So, I guess the answer to your question, we are
7 changing the way that we recruit so we can recruit people
8 that are -- that give us the ability to utilize them in a
9 number of different capacities, because again going back
10 to what I said about the surges, you know, when it's tax
11 time, the treasurer's office gets inundated, and we have
12 very long lines. And I like to have as many customer
13 service people available to address that so we can get
14 through there as much as possible. You know, at points in
15 times when the water bills are due, again, the same
16 concept. You know, we just went through an election, and
17 I know that the clerk's office usually had, what two
18 people in addition to you? Three?

19 MS. BREEDING: Well, three full-time.

20 MR. COPPLER: Three full-time. You know, they
21 didn't have that staffing to go through. You know, these
22 -- and that's not to say that we're going to go out and
23 hire a lot of positions, but we have to be able to move
24 the people around --

25 MR. BONDS: Sure.

1 MR. COPPLER: -- and have adequate number of
2 people to move around to be able to address that. And so
3 I think going forward that's one of the things I'm working
4 with our staff is to figure out how we do that so it's
5 seamless. You know, it doesn't matter where you go,
6 you're getting the level of service that we expect. And I
7 just -- I can't answer today what that's going to look
8 like because we're just starting that process, but what we
9 do have to do is kind of backfill where we've been to keep
10 our ability to provide the service. That part-time --

11 MR. ZECH: I understand.

12 MR. COPPLER: And that part-time --

13 MR. ZECH: And regarding the promotion within
14 the police department from patrol officer to detective, is
15 a detective considered like the same rank level like as a
16 sergeant, or is a detective somewhere between a patrol
17 officer and a sergeant? How does Lincoln Park -- how do
18 you manage that?

19 MR. COPPLER: So there's actually two different
20 -- so we have two different contracts within the police
21 department. We have the patrol contract and then we have
22 the command contract, and within both there is a detective
23 position. And so the command obviously is going to be
24 sergeant and above, and patrol is beneath. So this one is
25 not going to be in the leadership position, the detective.

1 It's going to be from the patrol contract, so it's a
2 patrol officer to a detective. There's an increase
3 obviously in the pay for that, but it's not going to be
4 elevated into the command structure.

5 MR. ZECH: I see. I see. Okay.

6 MS. THOMAS: I have a question.

7 MR. ZECH: And the in terms of your fleet, both
8 in police and in the fire department, how often do you
9 like, for lack of better words, how often do you replace
10 the patrol cars? Is it based on mileage? Is it based on
11 years? Every third year you move them on or decommission
12 them or -- and then maybe perhaps turn them over to
13 another department to be used in like the building
14 department or recreation. How do you do that?

15 MR. COPPLER: Well, right now fleet replacement
16 is a function of available money, so none of the above.
17 You know, they've invested in the last year or so money to
18 replace police vehicles, but it's not on any standard, and
19 that's, you know, part of that vehicle replacement plan
20 that we need to get in place so we know, you know, what
21 that really looks like and how much we really should be
22 spending on the fleet.

23 You know, unfortunately it's always been an
24 element of how -- you know, if there's money available, we
25 buy the vehicle. If there's no money available, we don't.

1 And, you know, we have a number of --

2 MR. ZECH: I see.

3 MR. COPPLER: -- a number of Crown Victorias
4 still in service in the police department, and I know
5 you're aware that they stopped making those a few years
6 ago.

7 MR. ZECH: Yes. Okay, so do you have a fleet
8 manager who keeps maintenance records in terms of how
9 often this particular patrol vehicle is in for repairs and
10 you can get this person or persons can advise their
11 superiors that this vehicle is costing the community a
12 great deal of money to keep it going, and it's recommended
13 to be decommissioned or sold? Is that how you do it? And
14 then try to find the money in the budget to replace these
15 vehicles?

16 MR. COPPLER: You know, if you asked me that
17 question a year ago I'd be able to answer that yes, that's
18 exactly how we do it. But I wasn't here, and it was a
19 different town. But unfortunately we don't do that here
20 at the present time. We have one certified mechanic on
21 staff, and it's something that actually is part of the
22 current year's budget, the EM put in money to allow us to
23 recruit a second mechanic that we're working to fill right
24 now. No, they haven't been keeping track unfortunately of
25 the information that, you know, would allow us to develop

1 that vehicle replacement plan that I'm talking about, and
2 we have to figure out how to be able to collect that so we
3 can develop that plan.

4 MR. ZECH: Okay. I think you'll find that there
5 are some software packages available to do that to help
6 you and to help your staff, and so I would recommend
7 respectfully that you consider or the motor pool personnel
8 consider that sort of thing, because you may find that,
9 you know, one or two of the vehicles you're spending an
10 inordinate amount of money to keep them on the street when
11 you could actually perhaps use that money better as a --
12 to put into a fund to replace that vehicle.

13 MR. BONDS: Okay.

14 MR. COPPLER: Absolutely.

15 MR. BONDS: Thank you, Mr. Zech.

16 MR. ZECH: Thank you for, Mr. Chairman, for the
17 opportunity to ask a couple more questions.

18 MR. BONDS: Thank you.

19 Ms. Thomas?

20 MS. THOMAS: Yeah, I had a quick question just
21 regard to, or in regard to the addition in the
22 financing/accounting department. Just out of curiosity
23 you mentioned some of the different software features or
24 whatnot, things that you're looking to use a little bit
25 more. Can you help us understand that, and will that have

1 any impact on the hiring in the department?

2 MR. COPPLER: So let me start with answering
3 that part. I think, you know, one of the weaknesses that
4 we have within the finance structure is we don't have
5 enough people to do the work that should be done. And
6 because of that, you know, in just the short time that
7 I've been here, you know, I see things, you know, the way
8 that we process, the way we go about doing the business;
9 that's not done the way that it should be done because,
10 again, you know, we're surge. You know, a lot of things
11 come in. We just try to deal with it and get it out of
12 the way. That, again, doesn't mean that we need a lot
13 more bodies, but I think, you know, we need to figure out,
14 you know, what that appropriate staffing is to make sure
15 that we don't make mistakes, and that's the bottom line.
16 You know, as you're well aware, I'm sure you've seen that
17 where, you know, you have very small staff that, you know,
18 aren't, because of the workload, you know, can't spend the
19 time necessary to think through what they're doing, and it
20 creates problems later on, and that's what I'm seeing.
21 And they're all fixable, but from my perspective I don't
22 want to make those mistakes at all.

23 And so I don't know what the staffing really,
24 the staffing needs really are because of I know that we're
25 not using the software programs to their fullest. For

1 instance, you know, on payroll, you know, BS&A has the
2 ability for people to directly enter their pay
3 information, you know, a timecard filled on just, you
4 know, carries right into the processing. Today what
5 happens is someone fills out a timecard or a timesheet,
6 hands it to the payroll person; that person inputs it into
7 the system. So not only is it kind of a duplication of
8 work, but even more importantly that's two people that
9 could make a mistake, and it happens. I mean, it happens.
10 So the system, utilizing the system appropriately we
11 wouldn't, (A), have you know that extra chance for a
12 mistake, but it's also not doing the same thing twice.
13 And so those are the type of things, and you know, as we
14 look at accounts payable, you know, the way the invoices
15 go in and how they're managed and, again, it's just very
16 inefficient and, you know, we need to figure out how the
17 system can help us address that.

18 MS. THOMAS: Right.

19 MR. COPPLER: I believe it can, but, you know,
20 it's a training, its, you know, an understanding to
21 employees why we're doing what we're doing. There may be
22 a change in how they, you know, function within the
23 workplace. So those are all the things that we're looking
24 at.

25 And then, once we have that down, then we can

1 really sit down and say, "Okay, here's what are staffing
2 requirement really is."

3 MS. THOMAS: So you are looking at the options
4 of automating some of these processes? Because I'm
5 finding in some of the other communities they are looking
6 at ways, especially in accounts payable.

7 MR. COPPLER: Yes.

8 MS. THOMAS: And I think that you spoke to that
9 by saying, you know, you're looking for someone that's a
10 little more well-rounded. But if it's just the accounts
11 payable's function in itself, you know, sometimes those
12 are things that are easily automated.

13 MR. COPPLER: Absolutely.

14 MS. THOMAS: Whether that's through Bill.com or
15 something online; I don't know. But just trying to find
16 other options because some of those do exists.

17 MR. COPPLER: Yeah.

18 MS. THOMAS: I know that it's a transition, it's
19 a process, but keeping that in mind even as you are moving
20 forward in that.

21 MR. COPPLER: Yeah.

22 MS. THOMAS: I just had a quick question too
23 regarding the officer that's being promoted. Does that
24 2,606 only include salary or is that benefits as well?

25 MR. COPPLER: That's just salary. That'd be the

1 only difference in that is the salary increase.

2 MR. BONDS: Okay. Any further discussions?

3 (No response.)

4 **ADJOURNMENT:**

5 MR. BONDS: If not, the Chair will entertain a
6 motion for adjournment.

7 MS. THOMAS: I move to --

8 MR. ZECH: So moved. And we adjourn.

9 MS. THOMAS: All right.

10 MR. BONDS: And second?

11 MS. THOMAS: Support.

12 MR. BONDS: All those in favor signify by
13 stating aye. Aye.

14 MR. ZECH: Aye.

15 MS. THOMAS: Aye.

16 MR. BONDS: Great meeting. Mr. Zech, you saved
17 the day. Thank you.

18 (At 2:20 p.m., meeting adjourned.)

STATE OF MICHIGAN

COUNTY OF WASHTENAW) .ss

I certify that this transcript is a complete, true, and correct transcript to the best of my ability of the RTAB meeting held on March 15, 2016 at the City of Lincoln Park. I also certify that I am not a relative or employee of the parties involved and have no financial interest in this case.

RESPECTFULLY SUBMITTED:

March 18, 2016

s/ Amy Shankleton-Novess

Amy Shankleton-Novess (CER 0838)

Certified Electronic Reporter