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troymi.gov

## FROM THE OFFICE OF THE CITY MANAGER

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October 26, 2020

To: Mayor and City Council Members

From: Mark F. Miller, City Manager  
Robert J. Bruner, Assistant City Manager  
Sarah Ames, Assistant to the City Manager

Subject: City Council Agenda Questions & Answers – 10.26.2020

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***The following are communications that City Administration would like Council to be made aware of. In order to ensure that all questions are received and answered, all City Council Questions should be sent to the CITY MANAGER DISTRIBUTION GROUP e-mail address.***

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**From: Rebecca A. Chamberlain-Creangă**  
Sent: Sunday, October 25, 2020 10:52 PM  
To: City Manager Distribution Group <CityManager@troymi.gov>  
Subject: Council agenda questions

Hello,  
Please see below my questions for this Monday's Council agenda:

**I-04:**

- How long do we typically keep vehicles for these departments (before replacement)?

**Answer: Kurt Bovensiep**

Vehicles and equipment records are maintained in our comprehensive software system called Faster. The software assists in developing the useful life based on use, repair costs, replacement costs, and rate of return on the used piece of equipment. The useful life estimates are evaluated annually and adjusted to produce a more accurate replacement plan. Additionally, patrol vehicles have a negotiated limit of 90,000 miles before they must be taken out of service. On average, these types of vehicles are replaced every 4 years.

**Answer: City Manager's Office**

To clarify, the "negotiated limit" refers to a Troy Police Officer's Association collective bargaining agreement article which reads "Patrol vehicles may be driven up to a maximum of 90,000 miles...".

However, in the most recent agreement we have also included a provision that in exigent circumstances that limit could be increased to 100,000 miles.

- Can you provide more information on why the four additional vehicles were not included in the 2021 fiscal year Fleet Department budget and hence need a budget amendment? I understand that the two Operations Lieutenants recently experienced duty changes necessitating the vehicles - and perhaps these duties were not anticipated when the current FY2021 budget was developed. What about for the other roles that had been approved in recent and earlier budgets?

**Answer: Kurt Bovensiep**

There was a miscommunication during the preparation of the budget between the Police Department and Department of Public Works.

**I-05:**

- How much was this a surprise - the need to remove and replace part of the pavement? Was there an existing PASER rating that led one to believe this was or would be necessary very soon (like now when existing repairs are being done)?

**Answer: Bill Huotari, City Engineering**

This section of Coolidge is rated a 4, so it's not a surprise that it needs to be done now. Coolidge has been on the concrete replacement radar for several years, but has been postponed due to the I75 project.

When the widening work was approved, the existing pavement appeared to be in reasonable condition. As the widening work progressed, poor sections of existing pavement became very evident as you can see in the pictures included in the agenda item.

This is common, in many instances, when performing concrete replacement work as the areas that are left are typically the same age and similar condition, but we address the worst areas and leave others as part of a slab replacement program due to funding limitations.

In hindsight, the removal and replacement of the existing pavement may have made more sense to be included in the original scope of work (widening of Coolidge).

Walsh/Toebe is already doing widening work on Coolidge, under a full closure, so adding the removal and replacement of the existing pavement to their scope of work at this time allows for this section to be closed once rather than coming back to do a full closure again impacting emergency services and inconveniencing motorists at a later date.

The additional traffic routed around I75 during construction has accelerated the deterioration of pavement on many County/Local Major roads in and around I75.

We are working with the RCOC on a significant project that will address several County roads in 2021 using a mixture of federal, local and Tri-Party funds. More information on this project will come in the future as the RCOC completes the plans and goes out for bid through MDOT.



**I-06:**

- Where are City staff considering we would hold in-person City Council meetings? Back in Council Chambers? Or in the Community Center?

**Answer: Bob Bruner, Assistant City Manager**

Both. In addition, City staff is considering hybrid meetings where two different physical locations (such as City Hall and the Community Center) are linked electronically by telephonic or video conferencing. Linking physical locations electronically would increase the number of members of the public who could participate in-person at a physical location rather than participating electronically. However, linking physical locations electronically may require significant investment in equipment and staff time.

- How would the 20% indoor capacity stipulation impact public participation (public comment, public and guest participation in meetings, the public's ability to sit and watch meetings)?

**Answer: Bob Bruner, Assistant City Manager**

The October 2 Michigan Supreme Court ruling on the Governor's emergency powers that invalidated COVID-19 related executive orders created questions and uncertainty regarding how to proceed with public meetings during the week of October 12 as the October 7 Building Code Board of Appeals had already been cancelled. On October 5, the Director of the Michigan Department of Health and Human Services (MDHHS) issued an Emergency Order under MCL 333.2253 restricting gathering sizes, requiring face coverings in public spaces and placing limitations on bars and other venues. The order relies on authorities that were first enacted after the Spanish Flu of 1918, and that were not at issue in the Michigan Supreme Court's decision.

The order reinstated limitations on gathering sizes that mirror the requirements that Governor Whitmer had previously put in place. These include indoor gatherings of more than 10 and up to 500 people occurring at a non-residential venue are permitted within the following limits:

- In venues with fixed seating, limit attendance to 20% of normal capacity.
- In venues without fixed seating, limit attendance to 20 persons per 1,000 square feet in each occupied room.

See <https://www.michigan.gov/coronavirus/0,9753,7-406-98158-541440--,00.html>

Council Chambers is a venue with fixed seating. The total capacity is 143 including 112 fixed seats, seven City Council seats, six City Staff seats, and room for 2 wheelchairs and 16 folding chairs. With attendance limited to 20% of normal capacity, only 22 of the 112 fixed seats could be used ( $112 * 20\% = 22.4$ ).

The advantage of holding meetings in Council Chambers is that the room is equipped for video and sound. Meetings can be cablecast and streamed live by a single staff person. Same is true for the Board Room but its capacity is much less.

The disadvantage of holding meetings in Council Chambers is the reduced capacity. Without knowing in advance how many members of the public would participate in-person, safely accommodating in-person participation would be a challenge.

The banquet rooms in the Community Center are venues without fixed seating so meeting attendance there would be limited to 20 persons per 1,000 square feet in each occupied room. Banquet rooms 304 and 305 can be combined to provide 5,000 square feet. With attendance limited to 20 persons per 1,000 square feet, Banquet rooms 304 and 305 can accommodate 100 people ( $5,000/1,000 = 5 * 20 = 100$ ).

The advantages of holding meetings in the Community Center are the capacity.

The disadvantage of holding meetings in the Community Center is the need to use portable cameras and microphones. This also requires more people. The City does not currently have the equipment or personnel to cablecast or stream meetings live from the Community Center and relies on Community Media Network (CMN) to provide the additional equipment and personnel necessary to do so. CMN serves 11 cities in southeastern Oakland County so advanced coordination and planning are required to cablecast and stream meetings live from the Community Center. Otherwise, the City would need to identify an alternative service provider.

- Could there be an additional report, detailing everything that would need to be put in place by City staff for in-person meetings to happen in a safe manner with COVID-19 cases on the rise, as well as an estimate of the cost and staff time associated with set up?

**Answer: Bob Bruner, Assistant City Manager**

Yes. More details and options will be provided soon.

**J-02A CITY COUNCIL MINUTES-DRAFT - OCTOBER 12, 2020:**

May I request two small changes to my Council Comment section to reflect what I sought to convey?

First, right now it says: "She welcomed Jen Peters, the Executive Director for the Troy Historic Village, who can provide education on the history of Native Americans in Troy.

Based on my conversation with Jen Peters, I think she, and I, would appreciate if the comment said the following:

"She welcomed Jen Peters, the new Executive Director for the Troy Historic Village, who provided some information on Native American history in the region, as well as expressed interest in deepening this knowledge in partnership with local Native Americans."

Second, right now it says: "Council Member Chamberlain-Creangă commented that today is Indigenous People's Day, and she appreciates businesses who close on this day."

I wanted to point out local organizations who honor the day, regardless if they close or not (although I mentioned one who did). So, what I sought to convey was: "..., and she appreciates businesses who honor the day, as at least one organization in Troy has done, even by closing for the day."

**Answer: City Manager's Office**

Council would have to postpone the approval of the minutes at tonight's meeting, to give the Clerk's office time to review the tape to ensure your words were accurately recorded.

**O-02C 2020 FIRE DEPARTMENT VIRTUAL OPEN HOUSE:** I appreciated this report and the mention of lessons learned regarding social media outreach. It spoke of inter-departmental collaboration and sharing within the City of Troy. Is there a best practice or way that this coordination happens? I am also thinking about how we on Council could also do more to help spread the word?

**Answer: Chief David Roberts, Fire Department**

Inter-departmental collaboration is important since we have limited resources and time to commit to special projects in addition to our normal workload. There are several ways in which the Fire Department achieves inter-departmental collaboration including working together with Community Affairs to help us release fire safety information through a variety of social media platforms; the Police Department by participating in various events in order to help inspire positive community reaction toward a worthy cause; SAFEbuilt for the enforcement of fire and life safety codes throughout the ever-developing business community to help ensure proper construction methods; Human Resources to help ensure our own policies and personnel practices do not conflict with the City's related policies; Purchasing for the acquisition of needed equipment to help ensure the safe and efficient operation of the Fire Department; Engineering and Water to help ensure site development and infrastructure safety and reliability; and we rely heavily on our own volunteer staff to help us perform demonstrations and produce productions like the virtual open house.

While the Fire Department appreciates the support from City Council, however we could build a stronger working relationship between the Fire Department and City Council. More regular communication with the Fire Department could be beneficial in helping Council to better understand our

dynamic and diverse needs and how we operate within our unique organization, so as to bring awareness to our responsibilities and what we accomplish when we're not responding to fires.

There are many folks throughout our community who do not realize we're primarily a volunteer fire department with a small career staff, or that we do not provide EMS like most fire departments. Understanding who we are, and how and why we operate as we do, can help Councilmembers converse with citizens in matters concerning the Fire Department or fire safety in general should they occur.

**O-02A PHILLIP J. HUBER PARK TRAIL REPORT:**

There is mention that the wood chips were for an Eagle Scout project. I was under the impression that the wood chips were dumped there every year - is this true? And I trust there are enough woods chips to go around - for the Eagle Scout project and for the trail, correct?

**Answer: Dennis Trantham, Grounds and Facilities Operations Manager**

Mulch is dumped in the Troy Family Aquatic Center Parking lot every year for the Parks Staff to spread throughout the season to address concerns throughout the year. Yes, there is plenty of mulch to go around.

- Thank you to the Grounds Division for agreeing to transport mulch further into the pathway to reduce the distance of travel for Mr. Kerr and Mr. Kelly - and for continuing to work with the volunteer group in maintaining Huber Park. Have Mr. Kerr and Mr. Kelly been informed that the mulch will be transported further into the pathway?

**Answer: Dennis Trantham, Grounds and Facilities Operations Manager**

I have communicated our intention to Mr. Kelly. To this point we have not been able to complete this task due to a lack of available staffing.

- Is there any liability to the City for volunteers to be working on the City trail?

**Answer: Lori Grigg Bluhm, City Attorney**

If the work done by the volunteers results in an injury to other persons (not the volunteers), the City would most likely have insurance coverage, subject to the City's personal injury limits under our MMRMA policy. Under the proposed MMRMA renewal policy, if the volunteers themselves are injured while performing services, then there is a \$25,000 medical payment coverage limit.

- How do we typically recognize the hard work of volunteers in caring for our City? What can be done?

**Answer: Cindy Stewart, Community Affairs**

If it is Boy Scouts, I always write a letter from the Mayor & City Council congratulating them for the project. The letter goes in their Eagle Scout packet that the leaders put together for them and present at their Court of Honor. If other volunteers, we have Mayor/Council write them thank you letters and also put information in the Council agenda. In the past we have had volunteers doing special projects that benefit the City come before City Council to receive recognition at meetings (when they were in person).

Thank you and all best,  
Rebecca

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**From: Ann Erickson Gault**

Sent: Monday, October 26, 2020 10:45 AM

To: City Manager Distribution Group <CityManager@troymi.gov>

Subject: Cricket Field Report

Thank you Bob, Kurt, and Dennis and everyone else who worked to put together this report. There is a wealth of information there, and I am excited about the prospect of creating a cricket field in Troy, and I know that many of our residents are as well.

I have a couple of questions:

1. Community Center lawn - I am told by someone who has served as the leader of a state-wide cricket association that the grassy area between the walking paths gives a 65 yard radius, which is sufficient for a cricket field, although the existing pitch there is in the wrong location and would need to be moved. Is your assessment that the cricket field would cross the existing concrete walking paths based on a 65 yard radius or a 75 yard radius?

**Answer: Kurt Bovensiep, Public Works Director**

The current pitch at the Community Center was designed based on input from a local cricket organization. The pitch was designed to be a practice field and was designed to accommodate a baseball game and pedestrians walking on the path all at the same time. Relocating the pitch would cause disruption to the other activities.

2. The recommended location at 3500 John R appears to be set the southern edge of the field fairly close to existing backyards. What would need to happen in order to protect those private residences from the occasional stray ball?

**Answer: Kurt Bovensiep, Public Works Director**

There is an open drain/creek that borders these properties. This area is dense with trees. I do not believe any additional improvements would need to be made to protect private property.

3. Putting the field at 3500 John R would require removing trees/brush/fences, leveling the field, constructing a pitch, building restrooms, and creating parking spaces. Are there other requirements anticipated to make the area functional as a public space?

**Answer: Kurt Bovensiep, Public Works Director**

Installing a paved parking lot and additional staff to maintain the additional park.

4. Would it be possible to build a publicly owned cricket field in whole or in part with private money, such as sponsorships or donations? I seem to recall that the dog park involved private funding or donations.

**Answer: Kurt Bovensiep, Public Works Director**

Yes, there have been several options discussed in the past with private organizations. Ideas also included the installation of a cellular tower in Raintree Park that could potentially fund the recreation of the baseball/soccer field area into a cricket field.

5. Can we explore the possibility of setting up a special committee or board to create the cricket field, similar to the Green Space Subcommittee, that would include Troy residents who are subject matter experts on cricket fields?

**Answer: Kurt Bovensiep, Public Works Director**

Yes, this is an option through the Parks and Recreation Board.

Thanks

Ann Erickson Gault

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