

CITY OF WYOMING, MICHIGAN
Minutes of the City Council Work Session
Monday, September 13, 2021

PRESENT: Councilmembers Bolt, DeKryger, Fitzgerald, Postler, Vanderwood and Mayor Poll

ABSENT: Councilmember Postema

STAFF: Erickson, Firestone, Holt, McCarter, Smith and VandenBerg

1. Call to Order

Mayor Pro Tem Bolt called the meeting to order at 5:30 p.m.

2. Student Recognition

None.

3. Public Comment on Agenda Items

None.

4. Board and Commission Reappointments

VandenBerg shared recommended appointments to the Historical Commission and the Parks and Recreation Commission. The Historical Commission is a mayoral appointment and has the support of Mayor Poll and the commission. The Parks and Recreation Commission appointee represents Grandville Public Schools and comes as a recommendation of the school board. If council is supportive, these appointments will be addressed through resolutions at the next regular City Council meeting.

Council supports moving these appointments to the next regular meeting.

5. Smart Phone Text Archiving

Firestone described requests for public records, including Freedom of Information requests, and the challenges in searching for and collecting materials that may be contained on staff phones in text format. The current means of review is cumbersome and very labor intensive. The archiving tool proposed has the ability to archive messages and quickly and easily review materials that may be related to these requests.

Smith provided examples of information that may be sought and how it might require the review of multiple devices. Smith also noted the value of the archiving tool for litigation holds, where materials must be retained when a lawsuit is pending or possible.

Council noted concern with personal devices being subject to search. Smith described the City's records retention policy and state law as it relates to public documents. There is no change in the

City's obligation to provide materials related to city business, this tool is simply a more efficient means of review and collection.

Council expressed interest in exploring options for keeping city communications separate from councilmembers' personal or business communications.

Council supports moving this item to the next regular meeting.

6. Pavement Asset Management Plan

Erickson described the City's historic efforts to maintain pavement assets and more recent requirements to have a pavement asset management plan in order to receive state and federal project funding. This document combines the City's long-held practice of reporting pavement asset management efforts and the newer state requirements for an asset management plan. With council adoption of this plan, this document will be submitted to the State of Michigan every three years to fulfill this requirement.

Council supports moving this item to the next regular meeting.

7. Rebranding Campaign Draft Scope of Services

McCarter reviewed the draft scope of services for the City's rebranding campaign, including phases of development and roll out. The initial estimated budget is roughly \$100,000 and would be paid from fund balance. McCarter explained the proposed timeline, including finalizing the RFP, posting the RFP, reviewing responses and the goal of awarding a contract by the end of 2021.

McCarter and Holt discussed the disconnect and challenges among existing City branding components and the desire for a unified brand.

Council supports staff's continued development of this effort.

8. Any Other Matters

None.

9. Acknowledgement of Visitors

None.

10. Closed Session (Real Estate Acquisition)

At 6:28 p.m., Mayor Poll moved, seconded by Councilmember Fitzgerald to go into closed session to discuss a real estate acquisition.

Motion carried: 6 Yeas 0 Nays

There was a brief recess. The City Council went into closed session at 6:34 p.m.

The City Council reconvened the regular session at 6:52 p.m.

11. Adjournment

The meeting adjourned at 6:52 p.m.

Kelli A. VandenBerg, City Clerk