



CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIRMENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

AGENDA

SPECIAL COUNCIL MEETING

THURSDAY, OCTOBER 5, 2017

6:30 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IV. CLOSED SESSION
The City Manager requests an Closed Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee or staff member of individual agent, if the named person requests a closed hearing.
- V. Approval of Tentative Agreement Between the City of Albion and the Police Officers Association of Michigan (POAM)
- VI. Motion to Excuse Absent Council Member(s)
- VII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- VII. ADJOURN

City of Albion
City Manager Dr. Sheryl L. Mitchell
Year in Review - August 2017

September 2017 will mark the completion of my 3rd year as City Manager with the City of Albion. There is still a lot to be accomplished, but because of our very dedicated staff and tremendous partnerships, we have achieved some extraordinary results. Below are some highlights:

LEADERSHIP

- Organized Goal Setting sessions with Mayor, Council, Department Heads and Community Stakeholders to identify goals and prioritize strategies. Holding twice monthly department head meetings to increase collaboration and communications.
- Serve on EDC Economic Development Strategic Planning Committee in creating a unifying direction for the economic and business development entities in Albion and improving the ability and efficiency of the EDC and its partners to attract, retain, and grow business.
- Meeting with individual departments to hear employee concerns and keep employees informed on goals, objectives, and projects.
- Worked with staff and council to develop Capital Improvement Plan.
- Involved with the Regional Health Alliance's Leadership Council in ensuring that a health equity lens is incorporated into strategic decisions that can impact health disparities.
- Continuing to build strong working relationships with other units of government, leaders, businesses, and nonprofit organizations. Establishing new culture - "New Albion" with focus on communication, innovation, and collaboration.
- Providing Council with monthly Budget-to-Actual Reports.
- Achieved Albion's 2nd clean audit report in 17 years.
- Creating a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- Collaborated with other organizations to hold a Community Visioning event.
- Representative on various boards and commissions, including Albion Building Authority, Downtown Development Authority, Planning Commission, Economic Development Corporation, and Zoning Board of Appeals.
- Established internal communication through Human Resources to update employees on new policies and events that impact them directly – and also celebrate work anniversaries and birthdays.
- Sending personal note of congratulations to employees to thank them for their years of service on their anniversary date.
- Recipient of Stand Tall Award from Starr Commonwealth.

MANAGEMENT SKILLS:

- Assisted Council Member initiatives including activities related to Holland Park, Neighborhood Cleanups and precinct meetings with constituents.
- Negotiated terms of real estate agreement on behalf of Albion Building Authority.
- Administered CDBG grant application process, including RFP for the Peabody Project
- Administered Michigan Natural Resources Trust Fund Grant for the Albion River Trail Expansion project.
- On site supervisory for AmeriCorps/Vista members assigned to City of Albion focusing on neighborhood stabilization and planning.
- Developed system wherein Assistant City Manager can track citizen inquiries and requests for services.

- City's Team Leader for ongoing projects (MDOT-M-99 Superior Street Reconstruction, Peabody Project, Albion Malleable Brewing, and Redevelopment Ready Communities).
- Developed process for notification of delinquent billings for Granger service.
- Established communication policy for a positive workplace environment.
- Initiated process with Finance Director to be more proactive in identifying when departmental budgets may require amendments in their line items.
- Successfully renegotiated an inter-governmental agreement with the City of Marshall for shared services in the Assessing Department.
- Working with Departments to continuously update policies and procedures (including Discipline Policy and Customer Service)
- Working closely with City Attorney to collect outstanding personal property taxes.
- Initiated Ordinance Amendment that allows for sidewalk cafes in the Downtown District.
- Set-up regular meetings with staff in leadership roles to discuss status and updates of projects.

CITY CHARTER

- Developed and recommended a General Fund Balance Policy for City Council's consideration that established maintaining a 15%-20% operational fund balance.
- Budgeted fund balance for FY 2016 General Fund was \$14,173; audited balance reflected \$300,000.
- Negotiated with Community partners to enter into formal agreements for shared operations/programs.
- Arranged for Michigan Municipal League consultant and attorney to provide overview of Open Meetings Act and governmental roles and accountability.

MEDIA AND COMMUNITY RELATIONS

- Working with Chamber, EDC, Albion College, KCC and others to form a community branding strategy.
- Negotiated terms for renewal of WOW Franchise Agreement
- Negotiated agreement with Albion Community Gardens for water service
- Invited Albion College art students to have artwork displayed in City Hall.
- Worked with Vista members in development of Community Needs Assessment.
- Provided Ad-Visor Newspaper with articles and announcements.
- Represent City in the Albion-Marshall Resilient Communities Project.
- Represent City on the Diversity Committee.
- Spoke to Albion College Students as part of Ford Institute, Human Services courses and Intercultural Affairs.
- Received funding from Albion Community Foundation for Junior Optimists to host a statewide conference of youths at a leadership conference held in Albion.
- Represented Albion as part of the Sister City 20th Anniversary Celebration in France.
- Received highest recognition in Calhoun County from media for "Sunshine Week" relative to transparency in government.
- Regular updates to website and continued cost savings from eliminating the need to hire a consultant for updates and empowered departments to post information frequently.
- Through the City Clerk's office publish a weekly electronic newsletter.
- Added a "Visit Albion" Facebook Page to the Social media portfolio.
- Posting of financial information online through Munetrix, which provides financial transparency for residents with a web-based "dashboard" and an easier format for submitting required data to the State.
- Actively involved with a number of community organizations including: Junior Optimists, Mayor's Youth Leadership Council, Rotary, Ismon House, Substance Abuse Advisory Committee, and Summit Pointe.
- Included 2 park sites as "bit ads" in Albion Map circulated by the Chamber.

- Addressed local organizations to provide updates - including: NAACP, Substance Abuse Prevention Services, Kids at Hope, Chamber of Commerce, Rotary, Lion's Club, and several churches.
- Added biographies of Council members to city website.
- Partner with Chamber to distribute information about upcoming events.

JUDGMENT AND DECISION MAKING

- Working closely with City Attorney to collect outstanding personal property taxes.
- Implemented Health Reimbursement Accounts (HRA) accounts for employees whose age prohibits their participation in the City's HSA system (in accordance with Affordable Care Act requirements) – contracted with 3rd party administrator to improve access to services.
- Working with administrators to establish Discipline Policy and Customer Service Standards across departments.
- Developed Capital Improvement Plan, in conjunction with Council Members and Departments to identify and prioritize needs and financing resources for public infrastructure improvements through 2022.

FINANCIAL MANAGEMENT AND BUDGETING

- Recommended balanced budgets for 2015, 2016 and 2017.
- Collaborated with Calhoun County Treasurer and Land Bank for demolition of Dalrymple School and avoiding significant upfront cost sharing from the City of Albion.
- Cancelled Pitney Bowes postage service and converted to mail service to achieve cost savings and efficiencies in processing bulk mail.
- Successfully applied for USDA Rural Business Development grant for upgrades of parking lot on Ash Street.
- Contracted services to improve income tax processing and collections.
- Working with volunteers, awarded Albion Community Foundation grant funding for bicycle racks in the downtown area.
- Collaborated with Marshall Public Schools and Oaklawn Hospital for interim funding of the Albion Marshall Connector service.
- Maintain ongoing efforts to identify new funding and reduce costs.
- Attained grant funding, in conjunction with Council Member Reid and the Holland Park Transformation Committee for Holland Park to install the children's play area, children's walk, senior outdoor exercise area, History Hill, and youth outdoor exercise area.
- Recently, awarded \$90,000 from Enbridge for the basketball court, restroom and river clean up.
- Working closely with Michigan legislators, obtained \$900,000 for water tower and system upgrade.
- Received grant fund to support Community Clean Up Program. Received \$20,000 grant for the Recreation Department's overhead to operate the Recreation Center.
- Issued RFPs and implemented Single Hauler Trash and Yard Waste Service approved by Council.
- Negotiated additional reduction in contract for Assessor services with the City of Marshall.
- Initiated talks with Calhoun County Road Department regarding possible partnerships for the purchase/lease of equipment and ability to leverage their existing contracts, particularly for road repairs.

PERSONNEL MANAGEMENT

- Established expectations for “Team Albion” – particularly those in leadership roles:
 - Understand and communicate the vision, mission, and values of the City of Albion
 - Provide for meaningful involvement of others in the workplace to foster team spirit
 - Engage in effective problem solving and quality decision-making
 - Promote service delivery and customer focus
 - Build and maintain effective relationships
 - Be proactive to make a positive difference
- Instituted annual performance evaluations for all directors and employees. Management Team is evaluated based on: Administrative Competencies, Staff Management, Leadership, and Work Methods and Qualities.
- Restructured City Manager’s office to add full time Assistant City Manager and reassigned Human Resources clerical duties to the ADPS Clerk position.
- Drafted Customer Service policy and training program to be rolled out in 2017.
- Instituted Network Password Policy in collaboration with Public Safety and I.T. Right.
- Meeting periodically with employees to continually strive to improve customer service and program performance within the existing government framework.
- Have not had any grievances filed in first 12 months, due in part to open door policy.
- When warranted, refer employees for Employee Assistance Program services.
- Implement employee-related policies (including Last Chance Agreements) up to and including Separation Agreements, when circumstances warrant a voluntary or involuntary resignation.
- Directed Human Resources to start a monthly newsletter for employees to communicate updates and celebrate birthdays and work anniversaries.
- Established Employee of the Month Program to recognize staff who are providing exceptional service.
- Meet with staff in leadership roles at least once a month.

COMMUNICATION TO THE COUNCIL

- Every effort is made to keep council up to date.
- Council Members are provided copies of the e-newsletter and other communications as items develop.
- Frequently, memos accompany the more complicated issues that come before Council for their consideration.
- Scheduling more Study Sessions to allow for a greater opportunity to delve into complex topics.
- Periodic one-on-one meetings with the Mayor and each Council Member.
- Assisted council members in preparing for community meetings.

ACHIEVEMENT OF COUNCIL ADOPTED GOALS

CITY MANAGER 2017 GOALS:

1. **GOVERNANCE** – Participate in MML Training
2. **INFRASTRUCTURE** – With available funding, City Council will determine whether to build a new water tower or expand the existing tower.
3. **EMPLOYMENT & BUSINESS RECRUITMENT** – Establish a work group.
4. **NEIGHBORHOOD STABILATION** – Research equipment, costs, programming, etc. For public access channels
5. **NEIGHBORHOOD STABILATION** – Research sustainable funding to address local transportation
6. **GATEWAY APPEAL** – Identify possible funding for I-94 bridge on Eaton Street (lights and signs)

1. **Governance - Participate in MML Training.**

- The onsite training was arranged through MML for council, staff, and members of boards and commissions.
- Additional consultations were arranged to assist Mayor and Council in drafting revisions to the Council Rules of Procedure.
- Provided orientation with City Attorney for newly elected council members; provided overview of City policies and procedures.

2. **Infrastructure - Water Tower**

- Working with Engineering consultant, presented options to City Council regarding repairing existing structure and/or adding additional tower.
- Obtained \$500,000 in special funding appropriation from Michigan legislature in 2017 for upgrades to the Waste Water Treatment Plant.
- Working with engineering consultant to prepare USDA funding application for water towers and water system upgrades.

3. **Employment & Business Recruitment**

- Working with EDC to connect employers with employees and address gaps in workforce development.
- Meetings with Michigan Works to establish soft skilled training .
- Working with EDC workgroup to establish Economic Development Plan, including efforts to recruit and retain businesses.
- Leadership for the Albion Chamber and Michigan Works are in transition. Efforts to resume a work group will resume after the positions are filled.
- Working with Albion Hotel to advertise for available positions.
- Collaborated with MDOT to provide Albion youth with an opportunity to participate in the Youth Development and Mentoring Program, including making arrangements with Calhoun County for the storage of vehicles and materials.
- Collaborating with Kellogg Foundation on community engagement strategies to engage communities of color for workforce development initiatives and involvement in Neighborhood Planning Councils.

4. Neighborhood Stabilization - Cable Channels

- Meetings with WOW representatives on equipment and transmission upgrades.
- It would be costly to exist existing subscription for telecommunications service until the end of the current contract next year. Will evaluate conversion to fiber network as an option at that time – as part of total upgrade in computers/telephone systems.
- ADPS acquired monitors for broadcasting of powerpoint presentations in the council chambers.

5. Neighborhood Stabilization - Local Transportation

- Obtained partnership with Oaklawn Hospital and Marshall Public Schools for shared funding to provide for the continuation of the Albion Marshall Connector through June 2018.
- Meeting to explore ongoing funding options to maintain the system.
- Working with Calhoun County collaboration to study and propose a regional transit system.

6. Gateway Appeal – Identify I-94 Funding

- Met with MDOT representatives and identified possible funding options for lighting and signage at the I-94 exchange, including TAP funding and MDOT Economic Development funding as part of a larger wayfinding (signage) project.
- Discussions with Calhoun County Visitors Bureau regarding funding for wayfinding project in Albion.

TENTATIVE AGREEMENT
BETWEEN
CITY OF ALBION
AND
POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM)
OCTOBER 5, 2017

(Draft 10.4.2017)

It is hereby agreed by and between the City of Albion and the Police Officers Association of Michigan (POAM) that these items have been tentative agreed upon:

1. Add Letter of Understanding (dated 1-17-17) to contract which states:
Appendix A-1 Wage Plan-delete classification for PSO-Trainee; PSO-; and PSO-2 pay grades based on police& fire certifications of newly hired employees. Any personnel hired without police & fire certifications will start at start wage listed in the current collective bargaining agreement.
2. Add Letter of Understanding (dated 9-19-16) to contract which states:
Appendix A-1 Wage Plan Add to General Notes:
 - Any new hire that has at least 2, but not more than 4 years of full time certified **MGOLES** (add) **road experience and fire certification** police service with a municipality within the State of Michigan may start at Step 2 of the pay scale, regardless of completing field training or not. The years of service with other municipalities will not transfer over to seniority within the bargaining unit and/or City of Albion.
 - Any new hire that has at least 4 years of full time certified **MGOLES** (add) **road experience and fire certification** police service with a municipality within the State of Michigan may start at Step 3 of the pay scale, regardless of completing field training or not. The years of service with other municipalities will not transfer over to seniority within the bargaining unit and/or City of Albion.
 - **Delete references to PSO-Trainee** ~~PSO-1 is further defined as a new hire that has less than 2 years' experience of either certified police service or full time fire fighter experience with another municipality within the State of Michigan.~~

- ~~PSO-2 is further defined as a new hire that has less than 2 years' experience of both certified police service and/or full time fire fighter experience with another municipality within the State of Michigan.~~
- 3. Letter of Understanding (dated 1-8-2016) pertaining to the "me-too" clause has been completed and needs no further action.
- 4. Article XV Miscellaneous Section 2-Training and Certification (E) (pg. 52) **Eliminate language** ~~If an employee choses to resign their position within three (3) months from their date of hire, the employee shall, on a pro-rated schedule, indicated below, reimburse the City for all training costs directly related to the academy tuition expended by the City~~
- 5. **DELETE** Appendix A-2 pg. 59 (F) PSO Trainees **Eliminate Language** ~~If an employee chooses to resign their position within 30 months from their date of hire, that employee shall reimburse the City for all training costs directly related to the academy tuition expended by the City according to the schedule contained in Article XV, Section 2 E. Said employee shall sign an authorization form for recovery of all such costs.~~
- 6. Section 3-Overtime (H) (pg. 25) Change language to read-Overtime (add) **shall be** paid in increments of fifteen (15) minutes.
- 7. Section 3-Overtime (I) (pg.25) Compensatory Time- Change "use a maximum of **eighty-four (84) hours to one hundred sixty eight (168) hours at any given time.** (add) of compensatory time off ~~per calendar year.~~ An employee may request City approval to use additional compensatory time over the initial **eight-four (84) change to one sixty eight (168),** however said approval shall be at the discretion of the City and generally will be approved if it does **not** (add) result in additional overtime cost to the City. Compensatory time will be on a revolving basis and employee may request in writing pay-out of comp bank within the calendar year it is earned and will be paid the next regular pay period after approval.
- 8. Section 3-Medical Insurance (A) (pg.33) The City agrees to the 90/10 share of the health insurance premium with (add) a **\$2,000/\$4,000 deductible which is 90% funded by the City of Albion into a Health Savings Account per the PA152 agreement. It is agreed to have a re-opener on the Health Care in reference to the Affordable Care Act.**
- 9. New hires will receive a pro-rated quarterly HSA contribution
- 10. Contract Term=3 years
- 11. Appendix C-Medical Insurance-Substantive Provisions (pg. 62)-**Update Name of Plan and add the City will contribute a 90% contribution with employees contributing the remaining 10% through payroll deductions.**

12. Sick Pay Incentive-(pg. 47) If an employee uses forty-eight (48) hours or less per calendar year (26 pay periods) of sick time, then the employee, at his/her discretion, shall be paid for the remaining hours of sick time earned **up to forty-eight (48) hours** in the calendar year at his/her regular rate of pay.

13. Section 5-Workmans Compensation (pg. 35) –Willing to discuss language pertaining to workman’s compensation

14. Section 2-Vacation Pay (E) pg. 42) **(Add) New Hires will earn 6.46 hours per pay period from the date of hire to December 31st of the year hired.**

15. Appendix D-(pg63) Update equipment list.

16. Wages-(pg. 58) Eliminate PSO Trainee; PSO 1, and PSO 2
Start-Step 1, Step 2, Step 3 will increase

2% 1st year
2% 2nd year
2% 3rd year

Step 4 will increase

2.25% 1st year
2.25% 2nd year
2.5 % 3rd year

| Effective | Start | Step 1 | Step 2 | Step 3 | Step 4 |
|-----------|-------------|-------------|-------------|-------------|-------------|
| 1-1-2018 | \$41,009.98 | \$43,018.84 | \$45,203.26 | \$47,523.86 | \$49,971.15 |

| Effective | Start | Step 1 | Step 2 | Step 3 | Step 4 |
|-----------|-------------|-------------|-------------|-------------|-------------|
| 1-1-2019 | \$41,830.18 | \$43,879.22 | \$46,107.33 | \$48,474.34 | \$51,095.50 |

| Effective | Start | Step 1 | Step 2 | Step 3 | Step 4 |
|-----------|-------------|-------------|-------------|-------------|-------------|
| 1-1-2020 | \$42,666.78 | \$44,756.80 | \$47,029.48 | \$49,443.83 | \$52,372.89 |

17. Add (Page 43) – (add) new **Subsection E. – for any illness/disability employee must use five (5) consecutive days of PTO time before using time in GAP Bank and may be used up until long term disability becomes available. GAP Bank cannot be used to replenish PTO Time.**

The City of Albion and the Police Officers Association of Michigan (POAM) have entered into this Tentative Agreement, dated October 5, 2017.

**POLICE OFFICERS ASSOCIATION
OF MICHIGAN**

CITY OF ALBION

Gregg Allgeier
Its Business Manager

Garrett Brown, Mayor

Tyler Collins, President

Sheryl L. Mitchell, City Manager

Eric Chard, Vice President

Jill Domingo, City Clerk

APPENDIX D - UNIFORMS AND EQUIPMENT

The following items will be furnished by the Department

- Uniform dress:
 - o Dress hat
 - o Hat badge
 - o Collar brass
 - o Necktie
 - o Tie bar
 - o Whistle and chain
 - o Name plate
 - o Badge
- Uniforms:
 - o 3 long sleeve working uniforms shirts
 - o 3 short sleeve working uniform shirts
 - o 1 long sleeve class A uniform shirt
 - o 1 par of class A uniform pants
 - o 3 pairs of pants
 - o Pair of BDU's
 - o Winter coat
 - o Rain coat
 - o Winter hat
- Equipment:
 - o Gun belt
 - o Lighted holster with light
 - o Magazine pouch
 - o TASER holster
 - o 2 handcuff cases
 - o 2 pairs of handcuffs
 - o Radio with holder
 - o Flashlight holder
 - o Handcuff key
 - o Pistol
 - o Fire pager with holder
 - o Belt keepers
 - o Bullet resistant vest
 - o Vest carrier
- Fire equipment:
 - o Bunker pants
 - o Bunker coat
 - o Helmet
 - o Gloves
 - o Boots
 - o Nomex hood
 - o Suspenders
 - o Mask
- Misc. equipment:
 - o Personal locker
 - o Department keys
 - o Department cards (ID and door key)