

City of Albion  
Special Session Minutes  
November 16, 2017

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:00 p.m.

II. MOMENT OF SILENCE

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Council Members Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4) Jeanette Spicer (5), and Andrew French (6) and Mayor Brown.

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety; Jim Lenardson, Director Public Services and John Tracy, Director Planning, Building & Code Enforcement.

V. MAYOR & COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Barnes, Brown and Lawler and Mayor Brown.

VI. 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).

Public comments were received from Eric Tobin, 409 W. Ash St.

VII. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/Approval of Specific MML Training with Council (RCV)

Questions and Comments from the Council Discussion are as follows:

- What types of training are needed?
- Would like to see governance training,; relationship building,; charter interruption issues; roles of mayor in relation to the City Manager
- Due to the training variances, would like to see a training with Attorney Scott Smith and also a training with MML representatives
- Do we have funding in the budget for the training?
- Will also need to establish a time frame for completion
- Would like to see training done as soon as possible

- Per Resolution # 2017-42-passed on October 24, 2017 as part of the City Manager rescinding her resignation, the Council agreed to the following:
  - Put measures in place to create a healthy working environment, including governance training, information sessions and pathways to healing,
  - At a date determined by the City Manager, Mayor, and City Council, as part of the Manager's regular performance review, enter into contract negotiations, and put into her contract plans to create a healthy work environment,
  - Work diligently to meet the needs of our City Manager as outlined in our City Charter.

Comments were received from Council Members Spicer, Reid, Lawler, Brown, Barnes and French and Mayor Brown; City Manager Mitchell and City Attorney Harkness.

**French moved, Brown supported, CARRIED, The City Council will seek training from Attorney Scott Smith and the Michigan Municipal League and will submit their items for discussion to the above consultants in a specified timeframe. (7-0, rcv)**

*Council Member French asked to amend the above motion to include the City Council will approve funding for the training.*

**French moved, Reid supported, CARRIED, to Amend Motion: The City Council will seek training from Attorney Scott Smith and the Michigan Municipal League and will submit their items for discussion to the above consultants in a specified timeframe and the City Council will approve funding for the training.**

*Council Member Brown asked to amend the agenda to include the specific cost of the training will be approved by Council when the numbers have been obtained.*

**Brown moved, French supported, CARRIED, to Amend Motion: The City Council will seek training from Attorney Scott Smith and the Michigan Municipal League and will submit their items for discussion to the above consultants in a specified timeframe and the City Council will approve funding for the training and the specific cost of the training will be approved by Council when the numbers have been obtained. (7-0, rcv)**

City Manager Mitchell asked Council if agenda items B & C could be reversed.

**Barnes moved, Brown supported, CARRIED, to Change Agenda Item B to C and Agenda Item C to B. (7-0, vv)**

B. Request Approval Resolution # 2017-47, A Resolution to Approve Additional Wastewater Treatment Plant Improvements (RCV)

Comments were received from Council Members Brown, Spicer, French and Barnes, Director of Public Services Lenardson; Mayor Brown; Alan Gelderloos, Fleis & Vandenbrink Senior Project Manager; Franklin Holwerda Company Contractor.

French moved, Brown supported, CARRIED, to Approve Resolution # 2017-47, A Resolution to Approve Additional Wastewater Treatment Plant Improvements as presented. (7-0, rcv)

C. Discussion-Code Enforcement Options

Mayor Brown stated he would like to see what can be done to increase the capacity in code enforcement with the City's budget limitations.

City Manager Mitchell stated the following:

- The ability of staff to meet needs and demands of code enforcement
- Limitation of resources
- Identifying blighted properties doesn't have funding to deal with these when they have been identified
- The part-time position would not be a permanent part time position. To satisfy union contracts pertaining to part time staffing, the position would not be for more than 10 months with the hope that it would create an increase in revenue and the position would be made full time.
- Additional revenue may come in the form of the new marijuana facilities licensing; rental certification and increase in code enforcement fines.
- It would cost approximately \$60,000 wages and benefits for a full time position
- The following are job responsibilities for the Director of Planning, Building & Code Enforcement:
  - Planning/Zoning
    - **Residential**
      - New construction of homes
      - Additions
      - Apartments
      - Accessory structures (garage, sheds, fences, etc.)
      - Parking
      - Home Occupation
      - Keeping of chickens
      - Land division and combinations
      - Site plan review
      - Signs
    - **Commercial**
      - Commercial and industrial
      - Use of existing structure and/or property
      - Proposed use of property

- New construction (Taco Bell, Dialysis Center, O'Reily's, Court Yard by Marriot, etc.)
- Additions
- Accessory uses (garages, warehouse, storage tanks, fences, etc.)
- Parking
- Landscaping
- Subdivision
- Land division and combinations
- Special use
- Site plan review
- On and off premises signage
- Planning Commission
- Zoning Board of Appeals
- Building Board of Appeals
- **Geographic Information System (GIS)**
  - Zoning maps
  - Utilities
    - City water
    - City Sewer
    - City storm drains
    - Fire hydrants
    - Electricity
    - Natural gas
    - Pipe line
    - Fiber optic
  - Future commercial/industrial land use
  - Residential community information
  - Subdivision
  - City Properties:
    - Vacant land
    - Vacating alleyways
    - Proposed Uses
- **Working with other departments and entities:**
  - Albion Department of Public Safety
  - Department of Public Works
  - City Assessing
  - Albion Economic Development Corporation
  - Calhoun County Treasurer and Land Bank Authority
  - Calhoun County GIS Department
  - Calhoun County Lead Task Force
  - Department of Human Services
  - SAFEBuilt
  - Albion College
- **Code Enforcement**
  - Solid Waste

- Noxious vegetation
  - Property maintenance, commercial & residential
  - Structures in disrepair
  - Substandard rental living conditions complaints
  - Accessory structures in disrepair (garages, sheds, fences, etc.)
  - Unlawful dumping
  - Snow & debris violations
    - Snow covered sidewalks
    - Snow pushed into and across streets
    - Placement of leaves and debris onto R.O.W., gutter pans, streets, etc.
  - Illegal use of structure
  - Demolition
  - Intake of complaints
- **Building:**
    - Intake of permits:
      - Building permits
      - Electrical permits
      - Mechanical permits
      - Plumbing permits
    - Oversight of SAFEBuilt
    - Complaints
- Rental Certification would include approximately 900 properties and would include Albion College properties

Comments were received from Council Members Brown, Spicer, Barnes and Lawler; Mayor Brown and City Manager Mitchell.

- VIII. The City Manager requests for a 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 evaluation of a public officer, employee, or staff member of individual agent, if the named person requests a closed hearing.

Barnes moved, French supported, CARRIED, to Adjourn to Closed Session. (7-0, rcv)

Mayor Brown adjourned to Closed Session at 8:45 p.m.

Mayor Brown re-opened the Special Session at 10:00 p.m.

- IX. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).

No public comments were received.

X. ADJOURNMENT

**\*\*Councilwoman Brown exited without being excused or asserting privilege at 9:56pm. \*\***

Spicer moved, Reid supported, CARRIED, to ADJOURN Special Council Session. (6-0, vv).

Mayor Brown adjourned the Special Session at 10:01 p.m.

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Date

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Jill Domingo  
City Clerk