

City of Albion
Council Session Minutes
November 20, 2017

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Council Members Maurice Barnes (1) and Lenn Reid (2).

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety; Stacey Levin, Assistant City Manager and Tom Mead, Finance Director.

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Lawler and French and Mayor Brown.

VI. PUBLIC HEARING

A. Public Comments on the Future Land Use & Zoning Plan

Mayor Brown opened the Public Hearing at 7:03 p.m.

No public comments were received.

Mayor Brown closed the Public Hearing at 7:04 p.m.

City Manager Mitchell gave a brief overview of the Future Land Use & Zoning Plan and stated it will go to Planning Commission for approval of edits on November 21, 2017 and back to Council for final adoption on December 4, 2017.

B. Approve Resolution # 2017-46, A Resolution for Suggested Edits to the Future Land Use & Zoning Plan for Albion Planning Commission Consideration

French moved, Lawler supported, CARRIED, to Approve Resolution # 2017-46, A Resolution for Suggested Edits to the Future Land Use & Zoning Plan for Albion Planning Commission Consideration as presented. (5-0, rcv)

VII. 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).

No public comments were received.

VIII. CONSENT CALENDAR (VV)

(Items on the Consent Calendar are voted on as one unit)

- A. Approval Special Session Minutes-November 2, 2017
- B. Approval Regular Session Minutes-November 6, 2017
- C. Approval 2018 Meeting Dates
- D. Approval of Albion Aglow Assembly Permit & Activities

French moved, Spicer supported, CARRIED, To Approve Consent Calendar as presented. (5-0, vv)

IX. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval Reappointment Boards & Commissions

- Mike Tymkew, Reappointment, DDA Board, Term to Expire 12-31-2021

French moved, Lawler supported, CARRIED, to Approve Mike Tymkew, Reappointment, DDA Board, Term to Expire 12-31-2021 as presented. (5-0, rcv)

B. Discussion-Update on Dalrymple Site

City Manager Mitchell stated the building has been demolished through the joint efforts of the Calhoun County Land Bank and The Calhoun County Treasurer's Office. The Phase I Environmental is being worked on as part of the cost of the demolition. It is expected to be deeded over to the City in the next 60 days or so.

It is assumed that the City will be covering the property maintenance cost in lieu of payment of the property.

Council Member Spicer asked if there are any plans for the property.

Council Member Brown stated she would like to receive input from Precinct 3 residents as to what they would like to see done with the property.

Council Member French stated the AmeriCorps Vista members have previously done a survey on plans for this site and he will get a copy of the report to Council Member Brown.

C. Request Approval of Memorandum of Understanding for 99 S. Monroe (RCV)

Comments were received from City Manager Mitchell.

French moved, Spicer supported, CARRIED, to Approve Memorandum of Understanding for 99 S. Monroe as presented. (5-0, rcv)

D. Potential Budget Considerations

City Manager Mitchell asked for consideration on the following budget items:

- Albion Marshall Connector \$ 3,000 (for three years)
- Planning Commission/RRR/Zoning \$ 4,000
- Deputy Treasurer/Clerk (Full Time) \$ 65,000
- Code Enforcement (2-part-time positions) \$ 55,000
- City Manager Clerical \$ 24,652
- Salaried Employees-2% Increase \$ 9, 500
- MML Training
- Dalrymple
- Reiger Park-Pond Repair \$ 17,000
- Recreation Center-Cronin Foundation \$ 20,000
- Charter Revision
- MERS (Closed Defined Benefit Retirement Plans)

Total \$ 198, 152

- There are demands for additional staff along with having no back-up for the Clerk or Treasurer. Would like to see a succession plan for these positions.
- These items would be taken from the General Fund fund balance which is currently funded at 34.98%. There is flexibility in the fund balance for some of these initiatives.
- We have been awarded the COPS grant of \$125,000 for three years for one community police officer with a match of \$70,000 for the three year period. A match of \$22,000 will need to be adjusted into the 2018 budget
- Willing to hold off on the part-time administrative position until 1st quarter of 2018 to see if workload lessens with the addition of the other additional staff
- Finance Director Mead stated the Closed Defined Retirement Plan is not accepting any new employees so in turn is not receiving any new contributions. The fund is still being paid out to retirees and therefore, the fund is losing any potential investment in earnings. It may be worth looking into a bond to cover the funding for this Plan. The contribution amount for 2018 is \$91,000 and the amount continues to rise each year.

Questions/Comments from Mayor and Council were as follows:

- What fund will the Code Enforcement positions be taken from? *It will be a 50/50 split from General Fund and Solid Waste*
- How many new positions will be created? *One full time and three part time positions.*
- Can these changes be incorporated into the budget for final consideration in time for the Monday, November 27th meeting? *Yes they will be added to the budget for the Monday, November 27th meeting.*
- The Mayor would like to see an additional \$2,000 be added to the Council's training budget for MML training for Council Members and Boards & Commission members.
- \$22,000 will need to be added for the COPS grant match
- The Mayor stated the Council revision can be taken off the list
- Will the part-time position in the City Manager's office be permanent part-time and will this cause an issue with current union contracts? *The City will need to discuss this with the Union to see what their view on this is.*

The consensus of the Council is to add all of the above items into the Budget along with \$2,000 for MML Training for Council/Boards & Commissions and the \$22,000 match for the COPS grant for final budget consideration at the November 27th, special meeting.

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

X. City Manager Report

City Manager Mitchell updated the Council on the following items:

- Week of November 20th, 2017 – NO WORK NOVEMBER 23rd – THANKSGIVING DAY
 - M-99 (Superior St) Closed from Cass St to Mulberry St
 - Michigan Ave Closed from Post Office to Ionia St
 - Cass Street Open
 - Erie Street Open
 - Maintain Access to Business' with Pedestrian Barricades
 - Traffic Signal Work Michigan Avenue
 - Complete Concrete Work
 - Install Trees and Permanent Signs
- Week of November 27th, 2017
 - M-99 (Superior St) Closed from Cass St to Mulberry St
 - Michigan Ave Closed from Post Office to Ionia St
 - Cass Street Open
 - Erie Street Open
 - Maintain Access to Business' with Pedestrian Barricades
 - Temporary Asphalt Paving on M-99 (Superior Street)
 - Pavement Markings and Permanent Signs

- Demobilize and remove M-99 Detour from Site for Winter
- Open M-99 and Michigan Avenue to Traffic
- 2018 Construction – 6 weeks to remove temporary asphalt and complete brick installation.
- An Albion Job Fair & Prep Event will be held. The Prep events will be held on November 28th at the Charles Snyder Community Center from 1-3 pm; December 6th at the Ludington Center from 1-3pm and December 14th at Marshall Opportunity High School from 11am-2pm. The Job Fair will be on December 14th from 1-3 pm at Marshall Opportunity High School.
- The Albion Branch NAACP will hold a parent network kick-off event on November 28th, from 6-8pm at Harrington Elementary School
- Michigan Municipal League is offering a specialized training entitled, "You Won! Now What?" for newly elected officials.
- City Manager will be on vacation beginning Tuesday, November 21st and returning on Monday, November 27th.

XI. Future Agenda Items

- Council Member Spicer asked for a list of City street replacement signs be added to the next agenda.
- Council Member Spicer asked for an update on the Rural Health Care Grant for an urgent care/afterhours facility.
- City Attorney Harkness asked for a discussion on medical marijuana be added to the next agenda.
- City Attorney Harkness asked for the 90/10 opt-out Resolution be added to the next agenda.
- Mayor Brown asked for Council protocol and safety be added to the next agenda
- Mayor Brown asked for a 6:00 p.m. Study Session prior to the December 4th Council Meeting to discuss City/Council email be added to the next agenda.

Comments were received from Alfredia Dysart-Drake, 1016 S. Superior St and Council Member French.

XII. Motion to Excuse Absent Council Member (s) (VV)

French moved, Lawler supported, CARRIED, to Excuse absent Council Members Maurice Barnes (1) and Lenn Reid (2). (5-0, vv)

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

Comments were received from Stacey Levin, Assistant City Manager; Wayne Arnold, 906 Hall St; Emily McClelland, AmeriCorps Vista Member and Council Member Spicer.

XIV. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to ADJOURN Special Council Session.
(5-0, vv).

Mayor Brown adjourned the Special Session at 8:20 p.m.

Date

Jill Domingo
City Clerk