

City of Albion
Council Session Minutes
December 2, 2019

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Mayor Atchison.

ABSENT: Shane Williamson (6)

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City; Kent Phillips, Acting Interim Public Service Director; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director and Scott Kipp, Chief Public Safety.

V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)

Mayor Atchison asked to add Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L.

Atchison moved, Smith supported, CARRIED, to Add Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L. (6-0, rcv)

Council Member Lawler asked to move Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group (Item I) to after Item D.

*Lawler moved, Spicer supported, **FAILED**, to move Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council*

Member Brown and Who Leaked Complaint to City Watch News Group (Item I) to after Item D. (3-3, rcv) (Reid, Smith, Atchison dissenting).

Atchison moved, Reid supported, CARRIED, to Approve the Agenda adding Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as Items for Individual Discussion Item L. (5-1, rcv) (Lawler dissenting).

VI. PRESENTATIONS

A. Open House at The Courtyard Marriott

Mayor Atchison stated the Courtyard Marriott will be hosting an Open House on Friday, December 6th from 4-6 p.m. They will have a hot cocoa bar, appetizers and drink specials.

B. Shop Local Shop Albion

Mayor Atchison will ask a downtown business owner to update the Council on the Shop Local Shop Albion at a later date.

VII. PUBLIC HEARINGS-FY 2020 Budget

Mayor Atchison opened the public hearing at 7:05 p.m.

Comments were received from: Jay Loomis, 408 Ash St. who asked what percentage the general fund reserve fund will be for the FY 2020 budget.

Mayor Atchison closed the public hearing at 7:07 p.m.

No Council comments were received.

VIII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Garrett Brown, 1016 S. Superior St and Sonya Brown, 713 Orchard Drive.

IX. CLOSED SESSION- None

X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)

A. Approval Study Session Minutes, November 16, 2019

B. Approval Regular Session Minutes, November 18, 2019

Smith moved, Clark supported, CARRIED, to approve the Consent Calendar as presented. (6-0, vv)

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Elect Mayor Pro Tempore

Mayor Atchison asked if there was any Council Member who would not accept the Mayor Pro Tempore position if nominated.

Council Members Clark, Reid, Smith, Lawler and Spicer all would decline the position of Mayor Pro Tempore.

Clark moved, No Support, **FAILED**, to Elect Council Member Williamson as Mayor Pro Tempore.

Smith moved, Reid supported, CARRIED, to **Table** Election of Mayor Pro Tempore. (6-0, vv)

B. Request Approval Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020

Comments were received from Council Member Lawler, City Attorney Harkness, Mayor Atchison and City Manager McClary.

Spicer moved, Reid supported, CARRIED, to Approve Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020 as presented. (6-0, rcv)

C. Discussion/Approval Goals & Objectives for City Manager

City Manager McClary outlined the City Manager Goals & Objectives as follows:

CITY MANAGER'S GOALS AND PRIORITIES 2019-2020 GOAL #1 – PROMOTE SOUND AND PRUDENT FINANCIAL MANAGEMENT

Strategy – Prepare and submit for city council approval a sustainable FY 2020 budget providing measurable improvements in services to the community while maintaining minimum General Fund reserves of 20% of budgeted expenditures.

Deadline: December 2019

Strategy – Submit quarterly financial reports to city council demonstrating effective budget administration.

Deadline: April 2020, July 2020, October 2020, January 2021

Strategy – Prepare an administrative policy for the implementation of the Michigan Intergovernmental Trade Network (MITN) bid system in accordance with the city's purchasing policies.

Deadline: February 2020

Strategy – Prepare an administrative policy for the implementation of the BS&A Purchase Order system for improved budget management.

Deadline: April 2020

Strategy – Prepare and submit to city council a new budget format that supports long term planning for the city, including a comprehensive Capital Improvement Plan (CIP).

Deadline: October 2020

GOAL #2 – PROMOTE EFFICIENT AND EFFECTIVE MUNICIPAL OPERATIONS

Strategy – Implement use of Trello web-based project management software for collaborative staff projects.

Deadline: February 2020

Strategy – Prepare and present to city council a plan for a vibrant, improved summer recreational program for implementation by May 2020.

Deadline: March 2020

Strategy – Formulate and implement a comprehensive rental inspection and certification program.

Deadline: April 2020

Strategy – Formulate and present to city council a plan to improve and expand the city's code enforcement efforts and community improvement.

Deadline: April 2020

Strategy – Prepare plan to improve city services in each city department, including metrics to measure progress and timelines for completion.

Deadline: June 2020

Strategy – Implement Phase II of Project Rising Tide branding strategy.

Deadline: June 2020

Strategy – Prepare and present to city council plan for an expanded, vibrant, city-wide, yearlong recreational program for 2021.

Deadline: October 2020

Strategy – Complete strategic plan for parks.

Deadline: October 2020

Strategy – Prepare and present to city council a plan for improving local public transportation services.

Deadline: October 2020

GOAL #3 – PROMOTE PROPER MANAGEMENT OF CAPITAL ASSETS AND INFRASTRUCTURE

Strategy – Complete design and bidding of 2020 capital improvement projects.

Deadline: March 2020

Strategy – Complete construction of 2020 capital improvement projects.

Deadline: October 2020

Strategy – Complete asset management plans for water system, sanitary and storm sewer systems, streets, buildings and grounds, and other assets; utilize plan data to prepare comprehensive capital improvement plan (CIP).

Deadline: October 2020

GOAL #4 – PROMOTE BENEFICIAL AND EFFECTIVE BOARD, COMMISSION, AND STAFF RELATIONS AND PROFESSIONAL DEVELOPMENT PROGRAM

Strategy – Establish and implement comprehensive annual professional development and training program for all city employees.

Deadline: March 2020

Strategy – Establish and implement comprehensive annual training program for boards and commissions.

Deadline: March 2020

Strategy – Complete classification and compensation study for all city positions and recommend new classification and compensation plan to city council.

Deadline: October 2020

Strategy – Improve communication skills through cultural diversity training and provide report on outcomes.

Deadline: October 2020

GOAL #5 – PROMOTE OPEN, TRANSPARENT, INCLUSIVE, AND COLLABORATIVE GOVERNANCE

Strategy – Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts.

Deadline: March 2020

Strategy – Fully utilize city’s web site, social media, and traditional media to communicate with the public on important issues affecting the community.

Deadline: June 2020

Strategy – Utilize city’s web site to increase public accessibility to city documents and forms.

Deadline: June 2020

Strategy – Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations, and other governmental units, to provide quality core municipal services and to achieve common goals (e.g., homelessness, veterans services, at-risk children, community support systems).

Deadline: June 2020

Comments were received from Mayor Atchison and City Manager McClary

Reid moved, Clark supported, CARRIED, to Approve the Above Goals & Objectives for the City Manager as presented. (6-0, rcv)

- D. Request Approval Resolution # 2019-38, To Approve the Purchase of One Police Vehicle

Comments were received from Mayor Atchison and Chief Kipp

Clark moved, Reid supported, CARRIED, to Approve Resolution # 2019-38, To Approve the Purchase of One Police Vehicle as presented. (6-0, rcv)

- E. Request Approval Medical Marihuana Grower Renewal License for Greenwell BioMedicinals

Comments were received from Council Member Smith, City Attorney Harkness, Mayor Atchison and Director of Planning, Building & Code Enforcement Tracy.

Reid moved, Spicer supported, CARRIED, to Approve Medical Marihuana Grower Renewal License for Greenwell BioMedicinals as presented. (6-0, rcv)

F. Set Study Session Date to Discuss Sidewalk Fund

Comments were received from Council Members Spicer and Clark and Mayor Atchison.

Atchison moved, Reid supported, CARRIED, To Approve Monday, December 16, 2019 at 6:00 p.m. as a Study Session to Discuss Sidewalk Fund. (6-0, vv)

G. Request Approval Boards & Commission Appointments:

- Christina Wixson, Initial Appointment, DDA, Term to Expire 12-31-2021
- Rick Lange, Reappointment, Albion Trust, Term to Expire 11-7-2022
- Joseph Verbeke, Initial Appointment, Planning Commission, Term to Expire 12-31-2022
- Richard Lewin, Initial Appointment, Board of Review (Alternate), Term to Expire 12-31-2021
- Vivian Davis, Initial Appointment, Board of Review, Term to Expire 12-31-2021

Comments were received from Mayor Atchison

Lawler moved, Reid supported, CARRIED, to Approve the Above Boards & Commission Appointments as presented. (6-0, rcv)

H. Request Approval for Holland Park Sidewalk Improvement Project

Comments were received from Council Members Spicer, Reid and Lawler, Mayor Atchison and Dale Duff, President Forks Senior Center.

Lawler moved, Smith supported, CARRIED, to **TABLE** Holland Park Sidewalk Improvement Project as presented. (6-0, vv)

I. Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group

Comments were received from Council Members Lawler, Spicer, Clark and Smith, Mayor Atchison and City Manager McClary.

Clark moved, Reid supported, **FAILED**, To Approve Reconsideration of Motion Previously Adopted on October 8, 2019 Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group as presented. (1-5, rcv) (Reid, Smith, Lawler, Spicer and Clark dissenting).

J. Request Approval to Apply for AFG Grant for ADPS Air Packs

Comments were received from Chief Kipp

Reid moved, Lawler supported, **CARRIED**, To Approve Applying for AFG Grant for ADPS Air Packs as presented. (6-0, rcv)

K. Request Approval to Apply for AFG Grant for a New Fire Engine and Radios

Comments were received from Chief Kipp

Reid moved, Clark supported, **CARRIED**, To Approve Applying for AFG Grant for New Fire Engine and Radios as presented. (6-0, rcv)

L. Request Approval to Accept \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program

Comments were received from Chief Kipp

Clark moved, Lawler supported, **CARRIED**, to Approve \$1,000 Grant from the Albion Community Foundation for the ADPS Senior Holiday Program as presented. (6-0, rcv)

XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Mayor Atchison stated Council will have a Study Session on Monday, December 16, 2019 at 6:00 p.m. to discuss sidewalk fund.
- City Attorney Harkness asked for the following items:
 - Approval of FY 2020 Budget
 - Discussion/Approval 1st Reading of Ordinance to Create a Parks, Recreation and Trails Commission for the City
- Mayor Atchison asked for Boards & Commissions Appointments
- Council Member Spicer asked for Rental Certification to be added to the first meeting in January 2020

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 Garrett Brown, 1016 S. Superior St; Wayne Arnold, 906 Hall St; Serena Smith, 903 Burr Oak; Sonya Brown, 713 Orchard Dr; Doug Jones, 201 S. Berrien St; Mattie Washington, 1211 S. Eaton St and Calhoun County Commissioner Gary Tompkins.

XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets detailing the following:

- Attendance at Meetings
- FY 2020 Budget Preparation
- Albion Community Gardens Property Assessment
- Irwin Avenue Reconstruction Project Update
- BIDNET/MITN Purchasing Group Membership
- City Manager Goals & Priorities
- Thanksgiving Holiday

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Clark, Reid, Smith and Lawler and Mayor Atchison.

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Clark moved, Lawler supported, CARRIED, To Excuse Council Member Williamson (6). (6-0, vv)

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Mayor Atchison.

ABSENT: Shane Williamson (6)

XVIII. ADJOURNMENT

Spicer moved, Clark supported, CARRIED, to adjourn the regular session. (6-0, vv)

Mayor Atchison adjourned the Regular Session at 8:50 p.m.

Date

Jill Domingo
City Clerk