

City of Albion
Council Session Minutes
December 3, 2018

I. SINE DIE PROCEDURE

A. CALL TO ORDER

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

B. MOMENT OF SILENCE TO BE OBSERVED

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

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

ABSENT: Maurice Barnes (1).

STAFF PRESENT:

LaTonya Rufus, City Manager; Cullen Harkness, City Attorney, Jill Domingo, City Clerk; Haley Snyder, Deputy Clerk/Treasurer; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety; Jason Kern, Deputy Chief Public Safety and Kent Phillips, Interim Director Public Services.

E. MAYOR AND COUNCIL MEMBER'S COMMENTS

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

F. CONSENT CALENDAR (VV)

A. Approval of Special Session Minutes, November 26, 2018

B. Approval of Special Session Minutes, November 27, 2018

French moved, Reid supported, CARRIED, To Approve Consent Calendar as presented. (6-0, vv)

G. ADJOURNMENT SINE DIE

French moved, Reid supported, CARRIED, to Adjourn Sine Die (6-0, vv)

H. REORGANIZATION OF THE COUNCIL

1. Oath of Office

City Clerk Domingo administered the Oath of Office to incoming Council Members Lenn Reid, (2) and Shane Williamson (6) and Mayor David Atchison and then presented the new Council to Mayor Atchison.

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 7:20 p.m.

J. ROLL CALL

PRESENT: Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5) and Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present.

STAFF PRESENT:

LaTonya Rufus, City Manager; Cullen Harkness, City Attorney, Jill Domingo, City Clerk; Haley Snyder, Deputy Clerk/Treasurer; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety; Jason Kern, Deputy Chief Public Safety and Kent Phillips, Interim Director Public Services.

K. NOMINATION OF MAYOR PRO TEMPORE

Council Member Lawler nominated Council Member Brown
Council Member Williamson nominated Council Member Reid.

Comments were received from City Attorney Harkness.

L. ELECTION OF MAYOR PRO TEMPORE

Comments were received from Council Members Spicer and Williamson.

Lawler moved, Spicer supported, **FAILS** to Elect Council Member Brown as Mayor Pro Tempore. (3-3, rcv) (Reid, Williamson & Mayor Atchison dissenting).

Comments were received from Council Member Williamson and Mayor Atchison.

Williamson moved, Reid supported, **FAILS** to Elect Council Member Reid as Mayor Pro Tempore. (3-3, rcv) (Brown, Lawler and Spicer dissenting).

II. PRESENTATIONS

A. Mayor & Council Member Proclamations

Mayor Atchison read aloud and presented Proclamations to former Council Member Andrew French, Precinct # 6 and former Mayor Brown.

City Attorney Harkness urged the Council to re-visit appointing a Mayor Pro-Tempore as the Council must make the appointment within seven (7) days of being sworn in.

Council Member Williamson asked to re-open the Mayor Pro-Tempore nominations.

Council Member Brown called for Point of Order.

City Attorney Harkness stated the Council must make a motion to add Item D under Individual Discussion-Re-Open Discussion of Nomination of Mayor Tempore.

Comments were received from Council Member Brown.

Williamson moved, Lawler supported, **CARRIED**, to Add Item D-Individual Discussion-Re-Open Discussion of Nomination of Mayor Pro-Tempore. (6-0, rcv)

III. PUBLIC HEARINGS

A. FY 2019 Budget

Mayor Atchison opened the public hearing at 7:36 p.m.

Public comments were received from Jim Stuart, 205 W. Oak St.

Mayor Atchison closed the public hearing at 7:40 p.m.

Council continued discussion with comments received from Council Members Brown and Spicer; Mayor Atchison and City Manager Rufus.

- IV. 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.)

No public comments were received.

- V. CONSENT CALENDAR (vv) (Items on Consent Calendar are voted on as one unit)

VI. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval 2nd Reading & Adoption of Amended Council Rules and Procedures

Comments were received from Council Members Reid, Brown, Spicer and Williamson; City Manager Rufus and Mayor Atchison.

Both Council Members Brown and Williamson called for Point of Order.

Brown moved, Spicer supported, **CARRIED**, To Approve 2nd Reading & Adoption of Amended Council Rules of Procedures as presented. (6-0, rcv)

- B. Set Study Session Date to Discuss Rental Certification

City Manager Rufus asked for a study session date for the sub-committee to meet on the rental certification ordinance.

Comments were received from Council Members Reid, Lawler, Spicer and Brown and Director of Planning, Building & Code Enforcement Tracy.

The sub-committee will meet on Thursday, December 13, 2018 at 2:00 p.m. at City Hall.

- C. Request Approval of \$7,537.37 to Wex Bank for Gas for City's Vehicles

Comments were received from Council Members Lawler, Brown, Spicer and Williamson; City Manager Rufus and Mayor Atchison.

Spicer moved, Williamson supported, **CARRIED**, To Approve Payment of \$7,537.37 to Wex Gas for City Vehicles as presented. (6-0, rcv)

- D. Nomination of Mayor Pro-Tempore

Council Member Spicer nominated Council Member Brown.

Comments were received from Council Members Lawler, Brown, Spicer and Williamson; Mayor Atchison; City Manager Rufus and City Attorney Harkness.

Spicer moved, Lawler supported, CARRIED, To Appoint Council Member Brown as the Mayor Pro-Tempore. (6-0, rcv)

City Clerk Domingo administered the oath of office to Council Member Brown as Mayor Pro-Tempore.

VII. Future Agenda Items

The following items were requested for the next agenda:

Council Member Lawler asked for the cost to do the sidewalks on 1st, 2nd & 3rd Streets.

City Manager Rufus stated the Public Services department will be doing an assessment on all sidewalks and she will present a report to Council. The assessment has been delayed due to weather.

Council Member Spicer asked for a list of community members that signed up for the Neighborhood Planning Councils.

City Manager Rufus stated she is working on setting up town hall meetings and will let the Council of the dates and locations for those town hall meetings at the next Council meeting.

Council Member Spicer asked for a list of the signs that are worn and weathered along with a cost and plan for replacing these signs.

City Manager Rufus stated staff will be addressing the street sign issues and is currently working on getting estimates for replacement.

Council Member Brown asked for a video recording policy.

City Manager Rufus stated the Council meetings will be taped live on you tube and the Council chambers will be video-taped until the chambers are cleared. She will provide Council a full report at the next meeting along with updates on the phones.

VIII. Motion to Excuse Absent Council Member (s)

No action necessary as all members were present.

IX. 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 Serena Smith, 903 Burr Oak; Charmaine Bogan, 1006 Fairlane Dr; Leslie Dick, 700 E. Michigan Avenue; Lonnie Brewer, 1200 Hillside Rd; Donnie Brewer, 919 N. Clinton St; LaVada Weeks, 917 Luther Dr; Marva Powell, 116 W. Pine St; Lee Embry, 604 Orchard Dr; Elizabeth Craig, 802 Austin Avenue; Calhoun County Commissioner Gary Tompkins; Calhoun County Prosecutor David Gilbert; Jim Stuart, 205 W. Oak St and Ronnie Sims, 710 W. Erie St.

X. CITY MANAGER REPORT

City Manager Rufus stated the following:

- Her management style includes weekly staff meetings in which staff is informed on City issues and agenda items. She is open and honest with staff with an open-door policy and assistance if needed.
- Will be implementing cross-training for all staff members
- Will be attending a training on December 11th, 2018 with City Clerk Domingo and Deputy Clerk/Treasurer Snyder
- Currently working on settling a potential lawsuit for the Albion/Sheridan Twp landfill
- Researching hiring a grant writer for the City with the funding paid from the administrative fees from the grants
- Code enforcement will be implemented throughout the City
- Would prefer to continue to do oral reports and speak on agenda items throughout the meeting instead of written reports
- Asked that she be treated respectfully and as a professional

A. Recreation Update-Larry Williams, Recreation Director

Recreation Director Williams gave the following recreation update:

- The increased millage should generate about \$172,000 that will be used for continuing recreation programs for children and seniors.
- The 2019 budget is as follows:
 - \$25,000 building rental
 - \$10,000 Senior Forks Center
 - \$8,380.00 Salaries & Wages
 - \$20,000 Programming expenses
 - The remaining amount will allow recreation to hire people for specialized activities
- The Recreation Department will be hosting a Family Fun Night on December 21st from 5-9 p.m. at the Albion Community Center. All funding for this event will be provided by donations and from sponsorships.

- Some of the additional activities that are being discussed for recreation are: youth dances, youth baseball, flag football, video game tournaments, self defense classes, Zumba, basketball, dance classes, kickball, floor hockey, ping pong and volleyball.

Comments were received from Council Members Brown, Lawler and Spicer.

Council Member Lawler asked for privilege and left at 9:04 p.m.

XI. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Reid, Brown, Spicer and Williamson and Mayor Atchison.

XII. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to adjourn the regular session. (5-0, vv)

Mayor Atchison adjourned the Regular Session at 9:25 p.m.

Date

Jill Domingo
City Clerk