

City of Albion
Special Council Session Minutes
February 21, 2019

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 6:30 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5), Shane Williamson and Mayor Atchison.

ABSENT: Council Member Williamson (6) arrived at 6:55 p.m.

STAFF PRESENT:

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

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

Lawler moved, Spicer supported, CARRIED, to Approve the Agenda as presented. (6-0, vv)

VI. PRESENTATIONS-None

VII. PUBLIC HEARINGS-None

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.)

No public comments were received.

IX. CLOSED SESSION-None

X. CONSENT CALENDAR (vv) (Items on Consent Calendar are voted on as one unit)-None

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Council Training-Attorney Scott Smith

Attorney Scott Smith provided the following training on the roles and responsibilities of City Officials:

- There are several types of government including:
 - Town Hall
 - Commission
 - Strong Mayor or Strong Executive
 - Commission (or Council)-Manager
- Roles and responsibilities are shaped by the form
- Albion has a Council-Manager form of government
- City Manager is the Chief Administrative Officer
- Council is the policy making & legislative body
- Mayor is a voting member & presiding officer of the Council

- Mayor
 - Ceremonial head of the City
 - Chief Executive Officer
 - Has an equal voice & duty to vote as Council Member
 - Presiding officer of Council
 - Advises the Council on the public affairs of the City
 - Generally, appoints, with Council consent, members of boards & bodies
 - Emergency powers under law
- City Manager
 - Serves at the pleasure of Council
 - Administers & supervises administrative departments
 - Officers & employees, except Council members & Attorney are accountable to the City Manager
 - Administers the annual budget
 - Prepares (with Clerk) agendas & attends Council meetings
 - Recommends adoption of measures Manager deems necessary
 - Enforces ordinances
 - City Charter provides very board authority to City Manager
- Council
 - The body, not individual Council Members has authority
 - Council acts through ordinances, resolutions & motions
 - Makes policy
 - Appoints Manager & City Attorney
 - Adopts budgets, levies taxes & approves borrowing

- Approves contracts
- As a legislative body, adopts laws (i.e. ordinances)
- Fulfills other duties provided by law
- Holds staff accountable through Manager
- Holds Manager accountable by reports, documentation, policy & questions
- Council Rules of Procedures
 - Council Members address comments to Mayor & on topic
 - Personal comments or attacks are out of order
 - Council Members will not speak more than twice until all others have a chance to speak & no longer than 10 minutes
 - Public comments limited to 3 minutes at beginning & end of meeting & at public hearings
 - Personal, disrespectful, slanderous or profane comments are out of order, as are debates with & among audience
 - Audience applause or cheering is out of order
- Open Government
 - OMA, FOIA & records retention requirements apply to you
 - With limited exceptions, if it involves City business, it is public
 - *Exceptions are narrowly construed*
 - *Generally, apply only when public (persons outside government) benefit from exception so it protects public's interests*
 - **Electronic communications related to City business, even if on personal devices, are subject to required retention and disclosure**
 - *So, what is written or recorded is generally recoverable*
 - *Assume it will be published or broadcast*
- Best Practices
 - As a City official, people perceive you as its representative
 - Support policies, personnel & practices while appropriately ensuring accountability & when needed, seeking changes
 - Praise publicly; criticize non-publicly
 - Evaluate based on concrete goals, outcomes & measurements
 - For day-to-day matters, refer inquiries to proper staff
 - Everyone gets the same information
 - Council Members advocate for policies, not for persons or entities & avoid promises requiring official action
 - Council & Manager with mutual respect, make management non-political
 - Spokespersons take great care
 - Cautious with electronic communication & assume everything is recorded.

***Council Member Spicer cited privilege at 7:38 and returned at 7:41 p.m.*

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

B. Discussion/Approval to Reassign Acting City Manager Duties to Chief Kipp

Comments were received from Council Members Williamson, Spicer, Brown and Reid; Acting City Manager/Finance Director Mead; City Attorney Harkness and Mayor Atchison

Williamson moved, Clark supported, CARRIED, To Reassign Acting City Manager Duties to Chief Kipp as presented. (4-3, rcv) (Brown, Lawler and Spicer dissenting)

XII. Future Agenda Items-None

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 N. Superior St.

XIV. CITY MANAGER REPORT-None

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Williamson and Mayor Atchison

XVI. Motion to Excuse Absent Council Member (s)

No action was necessary as all members were present.

XVII. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5), Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present.

XVIII. ADJOURNMENT

Spicer moved, Williamson supported, CARRIED, to adjourn the special session. (7-0, vv)

Mayor Atchison adjourned the Special Session at 8:45 p.m.

Date

Jill Domingo
City Clerk