

City of Albion
City Council Special Meeting
March 26, 2018

I. Call To Order

Mayor Garrett Brown opened the special session at 7:00 p.m.

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

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

Staff Present: Scott Kipp, Interim City Manager, Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Stacey Levin, Assistant City Manager and John Tracy, Director Planning Building & Code Enforcement.

V. Mayor and Council Member Comments

Comments were received from Council Member Lawler.

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.)

No public comments were received.

VII. Items for Individual Discussion

A. City Manager Memo of Outstanding Projects

City Manager Mitchell provided the following report of outstanding projects:

My official last date will be March 31, 2018. It should be noted that I am taking leave time starting March 26, 2018. I have already met with key department heads, the Assistant City Manager, and the Interim City Manager to go over the details of current and upcoming projects and activities, to facilitate the transition. The following provides an overview outstanding projects:

- **ABA properties** – facilitate sale of 301 N. Superior and maintenance of other ABA owned properties.

- **Albion Legislative Day** – A wrap up meeting from the March 14th meeting with legislators and administrators in Lansing is scheduled for March 26, 2018 at 1pm at the EDC office.
- **Albion Marshall Connector Meeting** – Scheduled for Tuesday, March 27 at 11am at Marshall City Hall. A new person will need to take the lead.
- **Albion River Trail Expansion Grants** – grant applications and reporting to Michigan Department of Natural Resources Trust fund. Project leads: Tom Mead, Gregg Strand, Sam Lovall, Nancy McFarlane
- **AmeriCorp/Vista** – Site supervision. Job design for 2018/9. Key assignments: Neighborhood Planning Councils and GIS system. Project Lead: Stacey Levin and John Tracy.
- **Council Goal Setting Session** – Council scheduled a study session on April 9th.
- **Council Rules** – council needs to schedule the study session.
- **Dalrymple School** – develop maintenance plan and budget for the property. Identify future use.
- **Granger Account updates** – Project leads: Scott Kipp, Stacey Levin, John Tracy
- **Marihuana Facilities Licensing** – processing of applications; revisions to ordinance and zoning to allow for dispensaries. Project leads: Atty. Cullen Harkness, Scott Kipp, John Tracy, Jill Domingo
- **Marshall Public Schools / Recreation** – Located in Marshall Opportunity High School. Project leads: Larry Williams and Scott Kipp.
- **MSU Extension – Civic Democracy Project** – The last planning meeting was March 23rd at 1pm.
- **Peabody Project** – CDBG grant payment processing and reporting. Project lead: Tom Mead
- **Planning Commission - Comprehensive Plan** – Quarterly updates to Planning Commission and Council.
- **Planning Commission - Historic District Advisory Committee**- appointment and direction for members. Project lead: Planning Commission

- **Planning Commission - Redevelopment Ready Communities (RRC)** – Quarterly reports to Planning Commission, Council and EDC
- **Planning Commission - Zoning Re-Write** – The last meeting was March 15. Awaiting feedback from the Planning Commission.
- **Project Rising Tide** – establish advisory committee.
- **Sidewalk Assessment** – City council needs to make a determination as to how to move forward with sidewalk repairs and assessments.
- **Superior Street Reconstruction-** street project to take place between mid May and early Sept. MDOT was approached with request for additional signage and paving of alternate routes. Project lead: Jim Lenardson
- **USDA Rural Development Grant - Ash Street Parking Lot** – completion of conversion of CCLBA lot to city ownership. RFP for parking lot resurfacing. Project leads: Jim Lenardson, Mickey Bittner
- **Verizon Cell Tower** – Council approved lease agreement. Project leads: Jim Lenardson and John Tracy
- **Waste Water Treatment Plant Project** – Seeking additional funding for cost overruns. Project oversight by Jim Lenardson.
- **Water Tower** - moving forward with contractor and project. Oversight by Jim Lenardson.
- **Water & Sewer Rate Study** – need to obtain authorization for water rate study. Once complete, study session to discuss capital improvement needs, funding options.

Comments were received from Council Member French and Mayor Brown.

B. Accounting of City Property and Documentation

City Manager Mitchell gave the following report on city property and documentation:

In order to fully comply with the request, the following city property is boxed in the City Manager's office:

- Keys
- Id badge

- Cell Phone
- Credit Cards
- Business Cards
- Miscellaneous items

All city documentation remains on site in the City Manager's office.

Comments were received from Council Member French and Mayor Brown.

C. City Manager Search Process

Mayor Brown stated we have used the Michigan Municipal League (MML) for the City Manager search the previous two times. He has two concerns in using the MML-1. The City does not receive full applicant pool; and 2. They are passive in recruitment relying on posting the position to the website and in national magazines and newsletters then relying on just those that apply. He also stated what the City is paying for with the MML is a facilitator. Mayor Brown also stated that on the last search Council Member Barnes asked to have the job posted in diverse magazines and newsletters. He stated the process for the MML search is as follows:

1. They meet with Council and ask what criteria the Council is looking for in their next City Manager.
2. They then create a job description and community profile.
3. The information is then sent to websites, magazines and newsletters to solicit applicants for the position.
4. The MML receives the applications and based on the criteria the Council has set forth, they choose applicants that are then sent to the Council for interviews.

Council Member French if we knew for certain that the MML does not recruit and has the question ever been asked as to whether there would be an additional cost for them to do so. He is in favor of using MML as he feels they have done a good job and likes the fact that we have an entire organization which creates a vast resource for the City.

Council Member Reid stated she feels we were able to direct what the City was interested in with the MML and has full confidence in their ability. She asked if the City could send the MML a letter and see if they would come in and talk to the Council about what they offer and what the cost would be.

Council Member Spicer asked if there is a data base of applicants available to the Council to review. She feels we could do the search in-house and save the City money. She would like the Council to review all available options and not be in a rush. She feels taking our time would be wise and prudent. She would like to see what the MML would offer and the cost.

Council Member Brown stated she is open to working with the MML or any consultant the Council chooses. She is not in favor of doing the search in-house.

City Attorney Harkness stated the Meridian Township Manager also does City Manager searches. He would provide the same service as the MML and would charge \$5,000. He has done approximately twenty (20) searches and has been very successful.

Council Member French asked how many searches has the Meridian Township Manager done as the MML in the same time frame?

Council Member Barnes stated he would like to see a seamless transition and without delay and supports the MML. He stated he has networked with the MML and feels they do a lot for the City.

Council Members Brown and Spicer asked for Point of Order.

Council Member Lawler asked what the MML does.

Council Member French asked whether the Council should send out a RFP to consider multiple firms for the City Manager search.

Interim City Manager Kipp stated the ICMA has a request for qualifications form that can be tweaked to suit the City's needs and be available for approval at the next Council meeting.

Council Member French stated that both the City of Muskegon and the City of Kalamazoo used the RFP process in 2013 in their search for City Managers. He feels the Council needs additional information.

French moved, Lawler supported, CARRIED, To Instruct Staff to modify and prepare the ICMA's Request for Qualifications document and bring to Council for approval at the next Council meeting. (7-0, rcv)

- D. EXECUTIVE SESSION-The City Manager requests an Executive 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 personnel evaluation of a public officer, employee or staff member of individual agent, if the named employee or staff member of individual agent, if the named person requests a closed hearing.

Brown moved, French supported, CARRIED, to adjourn to Executive Session. (7-0, rcv)

Mayor Brown adjourned to Executive Session at 7:45 p.m.

Mayor Brown re-convened the Special Council meeting at 7:55 p.m.

E. Negotiation of Interim City Manager Start Date and Compensation

Comments were received from Mayor Brown who asked City Attorney Harkness to create an employment agreement for Interim City Manager Kipp with the proposal outlined below.

Barnes moved, French supported, CARRIED, To Approve an Additional \$1,000.00 per week in addition to current salary with the caveat that if the workload increased Interim City Manager would make the Council aware and change the pay to an additional \$800.00 per week in addition to current salary with an additional \$200.00 per week in addition to current salary to Assistant City Manager Levin. The start date will be March 27, 2018. (7-0, rcv)

VIII Motion to Excuse Absent Council Member (s) (VV)

No action was 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 Dave Atchison, 108 W. Erie St and Council Member Reid.

X. Adjournment

French moved, Lawler supported, CARRIED, to adjourn special council session. (7-0 vv)

Mayor Brown adjourned the meeting at 8:00 p.m.

Signed:

Date

Jill Domingo
City Clerk