

City of Albion  
Study Session Minutes  
April 3, 2020

**PLEASE TAKE NOTICE** that the meeting of the City of Albion Study Session scheduled for **April 3, 2020 starting at 11:00 a.m.** will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020-21.

Public comment will be handled by the "Raise Hand" method.

To comply with the **Americans with Disabilities Act (ADA)**, Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA coordinator, (517) 629-5535, at least five business days prior to the meeting.

I. CALL TO ORDER

Mayor Atchison opened the study session at 11:08 a.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Lenn Reid (2), Al Smith (3), Jeanette Spicer (5), Shane Williamson (6), and Mayor Atchison.

ABSENT: Vicky Clark logged in at 11:15 a.m.; Marcola Lawler (4) was absent.

STAFF PRESENT:

Darwin McClary, City Manager; Jill Domingo, City Clerk and Scott Kipp, Chief Public Safety

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Executive Order 2020-15, Remote Participation in Public Meetings

Mayor Atchison made a motion Under Rule 17 of the Council Rules that Rule 10(e) be Suspended for this Meeting to the Extent that Public Comments be limited to one (1) minute.

Atchison moved, Spicer supported, CARRIED, Under Rule 17 of the Council Rules that Rule 10 (e) be Suspended for this Meeting to the Extend that Public Comments be limited to one (1) minute.

Council discussed the technology for the virtual meetings. Some Council Members were having issues with logging into the meeting, Chief Kipp will work with Council Members to set-up the meeting application for the upcoming Council meeting on Monday. Council also asked if lap-tops could be loaned to Council for the virtual meetings. City Manager McClary will check into this. Mayor Atchison stated that additional laptops would be a justified purchase but would be up to the City Manager's discretion.

Comments were received from Council Members Reid, Spicer and Williamson; City Manager McClary; Chief Scott Kipp and Mayor Atchison.

V. 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 and LaVada Weeks, 917 Luther Drive.

VI. CITY MANAGER REPORT

City Manager McClary gave the following City Manager update:

- Public Safety is performing normal functions. We have two (2) officers per shift; they are planning coordinating staffing with the County; Three (3) officers are working with the Calhoun County Task Force.
- Public Services have two employees per shift at the Wastewater and Water Treatment Facilities
- Employees for Parks, Cemetery and Streets are on-call
- The open spaces at the Parks are open however, the playground equipment has been closed
- The City has had two sewer back-ups that have been taken care of
- Currently working on water re-connections. We have two or three that require repairs that they are working on
- Building, Planning & Code Enforcement is completing permits and essential work for critical infrastructure. Performing essential code enforcement. The City received five (5) applications for the Code Enforcement position. Director Tracy will be reviewing applications and doing phone/video interviews for the position
- Finance Department is working staggered schedules. They are completing AP/AR, Payroll, answering phone calls, Income Tax, gathering information for the auditors and are tracking COVID19 expenses
- Clerk's Office is working on agenda's/minutes/posting. Assisting with virtual meetings and working on the legislative management system

- The Recreation Department is closed. Director Williams is helping out with what he can and is attending the Department Head virtual meetings
- Engineering-Phase II of Irwin Avenue is starting. Designs for the North Clark Street project are being completed. A virtual meeting will be set-up for affected property owners. The project should go out for bid in May.
- The North Albion Street bridge application is being completed by Great Lakes Engineering Group, LLC and will be placed on the April 20<sup>th</sup> Council agenda for approval
- City Manager's Office- He is going into the office twice a week to check phone messages and sign any documents that need to be signed; has been doing daily virtual department head meetings but will go to three days a week beginning next week; working with Chief Kipp and the local emergency management team; Attending City Manager and MML virtual meetings pertaining to COVID19; has weekly meetings with the engineers (will send minutes to Council once they are available); weekly Wednesday phone meetings with the Mayor and other projects as time permits
- We currently are operating under the following Governor Executive Orders:
  - 2020-15 Remote Public Meetings
  - 2020-21 Suspension of Activities-Essential functions pertain to life, health and safety (pertains to everyone in the State)
  - 2020-26 The local income tax filing deadline has been extended to July 31<sup>st</sup>, 2020
  - 2020-28 Restoration of Water Services

Comments were received from Mayor Atchison who asked that the City track the costs for water restoration as he feels the State will reimburse these costs.

#### VII. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Council Members Clark, Reid, Smith, Spicer and Williamson; Mayor Atchison; City Manager McClary and Calhoun County Commissioner Gary Tompkins.

#### VIII. ADJOURNMENT

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

Mayor Atchison adjourned the Study Session at 11:56 a.m.

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Date

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Jill Domingo  
City Clerk