

**Present:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**Absent:** None.

**Work Session began at 5:30 p.m.**

Interim City Manager Schooley informed the Commissioners of the following items:

#### DEPARTMENT HEAD HIRING PLANS

On October 4<sup>th</sup> the posting for the Public Services Director position was published. The deadline for application submission is October 20<sup>th</sup>. Mr. Schooley is in the process of selecting community members to sit on a hiring panel for interviews the week of October 27<sup>th</sup>. Interim Manager Schooley explained the interview process based on the Department Head recruitment and selection policy. The candidates will go through three interviews before a selection is recommended to the Commission for appointment. The first will be with an advisory board of Community leaders. The second will be before a committee of City Department Heads. These will be structured interviews with a scoring system. The final candidates will have a background check and have a final interview with the City Manager and the Human Resources Manager. The City Commissioners hoped to be involved in the interview process as observers. City Attorney Costanzo reminded the Commissioners that it is the job of the City Manager to recommend the appointment of the Department Head.

#### DEPARTMENT OF PUBLIC SAFETY

The Public Safety position will be next in regards to the hiring process, with an opening target date of November 1. This past week he had a meeting with command members of both police and fire to discuss possibilities for the future structure of the department. The discussion was broad in nature as we looked at our current format, Director/Police Chief, Police Lieutenant, Fire Chief, and other possibilities including separating police and fire back to two departments, and a Public Safety Administrator, Police Commander, Fire Commander structure. He is working with finance to determine cost on each structure as well as taking into account the best, most efficient way to run the department.

#### FINANCE DEPARTMENT RESTRUCTURE

Paul Borle's last day will be October 13<sup>th</sup>. Again, we wish him good luck in Mason. Cynthia Michels has jumped right in running the department from the controller position. She is currently working on a plan for the structure of the department as well as compiling our finance policies into a manual. A point of emphasis will be on the controls and procedures that need to be in place. Karl Hagen has been working with P. Borle on the Treasury duties. One of the restructure points will be to designate Hagen as the Treasurer (agenda). We have a meeting scheduled for October 9<sup>th</sup> with IT Right – an information technology company that specializes in governmental IT services to evaluate our current services and software programs.

#### CITY HALL LUNCH HOURS

Beginning November 1<sup>st</sup> we are going to experiment with closing the city hall offices from 12:45 pm – 1:45 pm. In both City Hall and the Public Safety Department, lunchtime has long been an issue. City Hall employees rotate their lunch hours to cover the front desk. Phones are transferred to be answered by other employees who have limited knowledge about operations to answer questions. Many times those employees that citizens or vendors come in to see are out at lunch anyway. A common practice in Public Safety is for a Lieutenant or the Director to sit desk while the clerk is at lunch, or even to bring an officer in off the road for coverage. He understand it may inconvenience some community members, but the result should be a better, more efficient operation overall. The drop box will need to be publicized for payments during this time.

## UPDATE PHONE SYSTEM

A direct correlation to the lunch hour change is an update to our citywide phone system. We have been attempting to find a time to sit down with Frontier to work on a phone automation plan. A common thought in customer service is having a voice on the other end of the line when a call comes in from a citizen. In today's world, most people are comfortable with an automated system, as long as the options are not overwhelming. Currently it appears we may be able to accomplish our goals with a software update.

## 2018 EMPLOYEE BENEFITS – MICHIGAN PLANNERS

Last week he along with Sheila Letourneau and Teresa Feiss met with Michigan Planners in reference to our 2018 benefit plan. After discussion with our representative the decision was made to stay with our current plan at an increase of 10.82%. An increase of 10% had been projected in the budget process. The increase is significantly lower than others we have been hearing about from other organizations. Most increases have been in the neighborhood of 20%, and we heard as high as 40%. The other option that was explored reduced our overall increase, but would have doubled prescription drug cost co-pays in most cases. Our representative from Michigan Planners will be here on November 8<sup>th</sup> for an educational session with employees. We will encourage all eligible employees to attend as the topics are pertinent to their use of the plan.

## FY2019 BUDGET OPTIONS

As discussed at the September 25<sup>th</sup> FY2019 Budget meeting, he would like to get further input from the commission in relation to starting the budget process. His goal would be to be able to put together a presentation on the options the commission sees as viable for either October's second or November's first meeting. He is hopeful to have a budget calendar put in place by November.

## FIRE INSPECTOR COURSE

He was pleased to inform that Aeric Ripley and Aaron Hale passed the written examination for their Fire Inspector 1 certification. Aeric and Aaron attended a week-long class in Indianapolis from September 18<sup>th</sup> – 22<sup>nd</sup>. The culmination of the week was the written examination. A high percentage of candidates require more than one attempt to pass the test. Both guys were very relieved! This was the first step in their process to becoming certified. Their next step is to complete seven practice inspections. They are required to complete inspections on a facility with sprinklers, and one with a commercial kitchen. They will also pick five from the pool of: Educational Occupancy, Assembly Occupancy, Apartment Building, Mercantile Occupancy, Business Occupancy, Industrial Occupancy, Maintenance Shop, Hot Works Shop, Storage Occupancy or Assisted Living (Residential Board and Care) Facility.

Once these inspections are completed they will become certified fire inspectors. The certification is good for 3 years. This is an area we have been working on for some time in the city. Congratulations and thanks to Aeric and Aaron for taking on and completing this important training.

## EMPLOYEE SURVEY/MEETING

He has compiled the information from the employee survey. He is putting together a presentation for the employee meeting that will take place on October 24<sup>th</sup>. Mr. Schooley does not want to release the results until after that meeting. He feels that it is important for the employees to be the first to see the results and his interpretations and ideas going forward.

Questions and brief discussion followed. The October 10, 2017, City Commission work session concluded at 6:03 p.m.

Mayor Mapes called a regular meeting of the Alma City Commission to order at 6:05 p.m. at the Alma Municipal Building.

**Present:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**Absent:** None.

Mayor Mapes asked the City Commission and members of the audience to stand and recite the Pledge of Allegiance to the Flag.

Motion by Commissioner Piccolo as supported by Commissioner Ayers to approve the minutes of the September 25, 2017 preparation FY2019 Goal setting session and the September 26, 2017 regular meeting.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Vice-Mayor Nyman to approve the request for purchase in the amount of \$4,00.00 to Yeo & Yeo, CPAs & Business Consultants for consultation assistance and education regarding bank reconciliation for the time period July through August 2017.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Allman as supported by Commissioner Piccolo to approve the request for purchase in the amount of \$3,296.07 to DLT Solutions, Inc. for AutoCad 2017 subscription renewal for the period 11/11/2017 through 11/10/2018.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Vice-Mayor Nyman as supported by Commissioner Harrington to approve the request for purchase in the amount of \$1,750.00 to LinkedIn Corporation for the Lynda.com annual renewal fee for the on-line educational training Library.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Allman as supported by Commissioner Ayers to approve the request for purchase in the amount of \$1,728.04 to Landmark Machinery, LLC for parts to maintain the Chipper truck for the Forestry Department.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Vice-Mayor Nyman to approve a resolution authorizing Interim City Manager, Matthew Schooley and Karl Hagen as signatories for all City of Alma bank accounts.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Commissioner Piccolo to approve a resolution adopting the City of Alma Department Head Recruitment and Selection Policy.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Commissioner Piccolo to approve a resolution introducing Ordinance #793 to amend the zoning map of the City of Alma as it appears in Section 32-32 of the ordinances of the City of Alma, rezoning will affect a newly created parcel. The premises currently zoned as R-1, Single Family Residential, is recommended by the Alma Planning Commission to be rezoned to OS, Office Services. Division Parcel of Parent Parcel is located at 325 Warwick Drive.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Mott as supported by Commissioner Piccolo to approve the execution of a Project Authorization for FY2018 Specialized Services Operating Assistance Program with the Michigan Department of Transportation (2017-0004 P4) for funding in the amount of \$41,123.00 for year 2018 and to authorize Mayor Mapes and City Clerk Letourneau to execute the agreement on behalf of the City of Alma.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Harrington as supported by Commissioner Piccolo to receive the following reports and place them on file: Alma Police Report for September 2017; Code Enforcement Report for September 2017; Noxious Weed September 2017 report; Building Permit September report 2017 and the Alma Planning Commission meeting minutes for September 11, 2017.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Mott as supported by Commissioner Piccolo to approve the appointment of Karl Hagen as City Treasurer.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Mayor Mapes asked under New Business stated that Matt has done a great job in getting the Department Head Selection Policy in place. Mayor Mapes feels that the Commission needs to step up and do the same for the City Manager position. He has spoken with Commissioner Piccolo to head up a team to mirror what Mr. Schooley has for a Selection policy. Commissioner Piccolo thought that a progress report on the development of a policy could be giving at the next meeting. Mayor Mapes asked for volunteers from the Commission to work with Commissioner Piccolo. Commissioner Harrington and Commissioner Ayers volunteered to help develop a recruitment and selection policy for the City Manager appointment.

Motion by Commissioner Harrington as supported by Commissioner Allman to approve Warrant No. 18-06 and to authorize the City Treasurer to issue checks in payment of all claims.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Commissioner Ayers thanked Mr. Schooley for the progress he has made thus far. He has brought a lot of changes for us to look at. Keep up the good work. Vice-Mayor Nyman and Commissioner Allman agreed. Commissioner Piccolo also thanked Mr. Schooley and stated things that seem small have a big affect on the culture and how we conduct our business going forward is a big deal.

Commissioner Mott stated that Habitat for Humanity is working on a project called Rock the Block on October 14, 15 and 16<sup>th</sup>, to work on section of Hannah Street off Michigan Avenue. They have 50 volunteers so far willing to do painting, scraping and repairs on the houses on Hannah Street.

Interim City Manager wanted to express his thanks to the staff for their support. He appreciates their support as we continue to move forward.

Mayor Mapes wanted to thank Mr. Schooley and also knows he has challenges to face but feels that change can be good and hopes that these steps will bring opportunities to increase morale of employees. He thinks it will work. He wants the employees to know that they are valued.

Mayor Mapes opened the floor for Public comment.

Amanda Huff, 570 Charles gave a report on the efforts of the Rebuild the Dream Park Committee. This has been an exciting week. Garr Tool of Alma has proposed a \$25,000 matching grant. They have also written and submitted for multiple grants and are receiving \$500 to \$1000 dollars a week in donations. The project has been named as a National Demonstration Site, which means that this project is fully inclusive to include all children especially those with disabilities to be able to play with typical children side by side. This project as well as the City will be nationally recognized. The Committee is super excited, passionate and committed to bring this project to the park. They will be having an event on November 9<sup>th</sup> called Dream & Desserts at the Alma Elks at 7:00 p.m. The Committee will be explaining more about the project to the attendees. They will be announcing another grant match and the amount of the match and the plans for this match at this event. The Alma Elks has generously donated the club room for the event. Hopefully this project will be up and running by next summer. The budget for the project is \$200,000 dollars. The playground company is matching the Committee's funds with equipment. The Committee will need \$100,000 dollars by December 14, 2017 to receive this match. The existing structure will remain in place until the project is fully funded. The Committee has been approached by people who would take the existing play structure. They are in the planning stages on the removal. The Committee has established a P.O. Box 121, Alma MI 48801 for donations to be sent, plus a person can make donation here at City Hall. The checks need to be made payable to the City of Alma with the Dream Park in the notation.

Les Rosan, 889 Mill congratulated Ms. Huff and the group for their accomplishments. He also wants to bring two items to the Commission. The first is that he wants to compliment the City on the work that was done on removing the foliage around the signage and the new mulch under the playground equipment. The one lower observation deck has been repaired. The second issue is that more work still needs to be done on the observation decks in Pine River park. They are a hazard. The barricade is not acceptable in stopping pedestrian traffic. He stated that there is a big difference between General negligence and Gross negligence and he would hate for the City to be sued. He hopes that these items will be fixed soon.

Mayor Mapes asked if the Parks Committee can address these maintenance issues.

Aeric Ripley stated that a gentleman, David DeGraff has volunteered his time to repair these observation decks. The Parks Committee is an advisory board for the City Commission. They do not control the day to day maintenance of the Parks.

Amanda Huff, 570 Charles just received word that Alma Brewing Company will be holding a Pints for Parks project

in the month of November. Every Wednesday for every pint sold a \$1.00 dollar will go to the Rebuild the Park project and also for every Alma Ale sold during the month of November a \$1.00 will go to the project.

Being no further Commissioner or Public comment Mayor Mapes asked for a motion to adjourn.

Motion by Commissioner Allman as supported by Commissioner Piccolo to adjourn the regular meeting at 6:50 p.m.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

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Gregory S. Mapes, Mayor

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Sheila Letourneau, City Clerk