

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:

VIDEOTAPING OF COMMISSION MEETINGS

The City has made the decision to no longer participate as a member of the Cable Consortium at the start of the new year. This means that we will no longer be able to use MAC TV's equipment to record our commission meetings. It is important that the public still has access to these meetings and there have been questions as to their availability. We have started the process of replacing the MAC TV equipment with our own. We also have started communications with our website host AccuNet to ensure the meetings can be uploaded to our site. A You Tube Channel for the City also is a possibility with linked access on our web site. This process will be finalized prior to the first meeting of 2018.

TECHNOLOGY

Keeping up with changes in technology and technology security is a constant issue for most government agencies of our size. With some of the recent changes in our personnel structure we have decided it is time to look at what IT solutions are available to us. We have a working relationship with IT Right, an IT consultant out of Bath, as they have assisted the police department for many years. We have met with IT Right representatives to get an idea of what type of services are available and to get an estimate on the cost of contracts. This is a key issue for the city to explore. The importance of a proven IT Solutions provider cannot be understated. The technology management and security options for governments today are impossible for someone to manage on a part time basis. It is time to fully explore this option, in some form, for the city.

Currently the city has numerous software systems responsible for various functions such as accounts payable, municipal billing, assessing, budgeting, etc.. These systems are not integrated. It appears that it may be beneficial to explore the possibility of consolidating the systems. We have contacted BS&A Software to come and assess our current designs to give us an idea of what may be available for consolidation. Efficiency and cost need to be explored to make some informed decisions.

We are in the process of creating a policy for our document records and storage management. We have been working with DocuWare for a couple years now. In looking at our processes for storage it is apparent that we need to solidify some policies and procedures so that the entire organization understands what needs to be scanned, where it needs to be stored, and how it can be accessed.

EMPLOYEE DEVELOPMENT TEAM

On November 20th, the initial meeting of the Employee Development Team took place here at City Hall. The team consists of 13 employees representing most of the departments in the organization. We laid some groundwork for the future by expanding on the idea of cultural change that was presented in the employee meeting in October. He was very encouraged after the meeting— He had to remind everyone that we're not running a sprint, change takes time. Hopefully this won't be a marathon, maybe a half marathon. It was encouraging to see that the members believe they can make a difference in where this organization is heading in the future.

A few items that stood out to him after the initial meeting:

- Cultural change is a difficult process. The first stage of this process is to understand what the culture is today. We had quite a bit of discussion about this. It appears to me that as an organization we are kind of all over the place. Some departments have expectations and communicate well. Others do not have any idea of expectations or communicate at all - let alone with each other.
- Accepting that all departments have specific tasks they need to accomplish, our expectations and standards need to be established for the entire organization. We ALL need to work towards some common goals. This will be an area of focus for the team. We will work to establish an employee assessment tool that each department can use that will eventually match our organizational goals. Working to eliminate negativity was also a major goal.

These are the 3 Steps to Organizational Change We Identified:

1. Before an organization can change its culture, it must first understand the current culture or the way things in the organization are now. We will not just skim over this part of the process. The Employee Survey, interviews and assessments have mostly been completed. Discussion from the team for clarification is an early goal. Remember - Those who do not know their past are doomed to repeat it.
2. Once we better understand the current culture (what is bad and **good**), we will make decisions about where we want the organization to go. We will then start to define our strategies and direction. What SHOULD the organization look like when successful. What is our vision, mission, and goals? How do we accomplish this change?
3. Finally, and this may be the most difficult stage – The Team will work to model and encourage individuals in the organization to buy into the proposed changes. The Team will create the expectations of the desired culture for the City of Alma, and then

At our next meeting on December 4th – we are going to start to define the most important values for the organization. This will begin to generate some of the discussion we need to have going forward.

"Maybe you can't change people. But if you can change the environment people are in, they are more likely to change"

COME HOME TO ALMA FOR THE HOLIDAYS

The Alma Action Association is proud to present the 17th Annual Come Home to Alma for the Holidays on Friday December 8th starting at 5:30 pm in downtown Alma. Come Home to Alma is a free, family oriented event in downtown Alma that start off with a Christmas Parade down Superior Street. The event gives our community the opportunity to get out and experience the joy of the season with fire pits on the streets, pony rides, a Christmas Tree contest, live entertainment, and visits with Santa and Mrs. Clause. The night ends with a Christmas Tree lighting next to the chamber office. Don't forget the Christmas Cash Program. Participating Alma Chamber members will distribute an entry ticket for every \$10 purchased at their business from November 6th until December 8th. The cash drawing takes place right after the Christmas Tree Lighting at approximately 8pm in front of the chamber. You must be present to win one of the cash prizes: 1 - \$500, 1 - \$250, 2 - \$100, and 1 -\$50.

JINGLE BELL RUNS

The Holiday fun continues Saturday December 9th with the 7th Annual Come Home to Alma Jingle Bell 10K and 5K Run/Walk through the streets of Alma. Registration and sign in take place at St. Mary's School gym starting at 8:30 am. The Kids Reindeer Trot (Kids under 10) starts at 10 am followed by the 5K and 10K. Start/Finish Line is in the drive near Gratiot Integrated Health lot near Wright Park.

The November 28, 2017, City Commission work session concluded at 6:02 p.m.

Mayor Mapes called a regular meeting of the Alma City Commission to order at 6:03 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 Ayers as supported by Commissioner Piccolo to approve the minutes of the November 14, 2017 regular meeting and the November 14, 2017 closed executive session meeting.

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

No: None.

Motion by Commissioner Harrington as supported by Commissioner Mott to approve the consent agenda requests for payment in the following amounts \$3,067.41 to the Michigan Department of Environmental Quality for the Community Public Water Supply annual fee for the Water Treatment Plant; ratify the payment in the amount of \$10,382.69 to Mid-Michigan Area Cable Consortium for the third quarter franchise fee; \$1,878.00 to the Workers Compensation Fund for the balance due for the Payroll Audit for the period of 07/01/2016 to 07/01/2017; \$2,500.00 to Gratiot Area Chamber of Commerce for the annual membership fee for 2018 and \$2,200.00 to Gongwer News Service for the annual fee to receive daily news reports, legislation bill tracking, administrative rules reports and online directories for 2018 concerning the State of Michigan Legislature.

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

No: None.

Motion by Commissioner Piccolo as supported by Commissioner Ayers to approve the request for purchase in the amount of \$3,200.00 to SME, Bay City to provide soil boring services for the 2018 CIP projects of reconstruction of Hannah and Pleasant Avenues.

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

No: None.

Motion by Commissioner Harrington as supported by Commissioner Piccolo to receive the following report and place it on file:

1. Alma Planning Commission meeting minutes for October 2, 2017.

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

No: None.

Motion by Commissioner Mott as supported by Commissioner Allman to appoint Alan Leute as Public Services Director for the City of Alma effective the first week of January 2018.

Interim City Manager Schooley indicated that there were several candidates and that it was a difficult choice and recommends Mr. Leute for the position.

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

No: None.

Motion by Commissioner Piccolo as supported by Commissioner Allman to appoint Jessica Gilkins to the Planning Commission to fulfill the unexpired vacated position with a term ending May 1, 2020.

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

No: None.

A presentation from the Rebuild the Dream Park Committee members Andi Whitmore, Sara De Young and Amanda Huff on the overall update of the project and to ask the Commission to sign the contract with GameTime c/o Sinclair Recreation in the amount of \$73,576.93 for the purchase of 3 pieces of playground equipment and to sign as the fiduciary agent for the Rebuild A Dream Park Committee, a Gratiot Community Foundation Grant Agreement in the amount of \$15,000. The Committee will have the necessary funds on deposit in the fiduciary account held by the City of Alma during the first week of December 2017. Fund raising is going well and after the first of the year the Committee will be trying to receive a MEDC grant for an additional \$50,000. The Alma Police Department and the Alma Fire Department along with the Alma Elks will be holding a "Pig Out" fund raiser at the Alma Elks on December 2, 2017. A pulled pork dinner and auction, silent auction and music will be part of the events for the evening. The cost is \$10.00 per person.

Motion by Commissioner Piccolo as supported by Commissioner Allman to authorize Mayor Mapes to execute the purchase order agreement with GameTime c/o Sinclair Recreation in the amount of \$73,576.93 for three pieces of play ground equipment and to execute the Gratiot County Community Foundation grant agreement as the Committee's fiduciary agent in the amount of \$15,000.00.

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

No: None.

Motion by Commissioner Mott as supported by Commissioner Piccolo to approve Warrant No. 18-09 and to authorize the City Treasurer to issue checks in payment of all claims.

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

No: None.

Mayor Mapes and the Commissioners wanted to congratulate the Rebuild the Dream Park Committee for their fantastic job raising funds. It is amazing and keep up the good work.

Commissioner Allman wanted to relay that the Gratiot County Players will be presenting the radio version of "It's a Wonderful Life" this December.

Commissioner Mott reminded all that Santa will be at the Chamber office to meet the children.

Interim City Manager Schooley again thanked the Dream Park Committee. Countless kids play there, he is happy that the fund raising is going so well. He reminded the Commission that on November 29th the City will be holding an open house for Ron Turner's Retirement from 2 to 5 pm.

Mayor Mapes wanted to wish Commissioner Mott a Happy Birthday, 80 years young.

Mayor Mapes opened the floor for Public comment.

Laurie Wilson, 839 W Superior wanted to wish Commissioner Mott a Happy Birthday. He was the best firefighter.

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

Motion by Commissioner Piccolo as supported by Commissioner Allman to adjourn the regular meeting at 6:26 p.m.

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

No: None.

Gregory S. Mapes, Mayor

Sheila Letourneau, City Clerk