

A worksession of the City Council was held at City Hall, 200 S. Main Street, on Monday, March 1, 2010, at 5:00 p.m.

Present were Mayor Platte and Councilpersons Greenhoe, Brown, Letarte and Harri. None were absent.

Administrative Staff Present was City Superintendent Scott Poyer, WWTP Director Todd Nichols, Treasurer Robert Damon, Police Chief Paul Malewski, Fire Chief Roger McNutt, Building Inspector Jon Hill, Assessor Mike Baker, Deputy Carla Mazur, Librarian Sandra Porter and City Clerk Kristy Reinecke.

Purpose of the meeting was a worksession. Notice of the meeting was duly given.

**Public Comments:**

None.

**Old Business Topics of Discussion were:**

**DDA:**

NRHP Nomination: The DDA is making arrangements to complete this project at a later date. Red Ribbon Hall: The DDA is the owner of this property and discussions are ongoing as to the plans for the building.

**LDFA:**

South Industrial Park Infrastructure: Construction of the sewer line is complete with the roadway work in progress. The City is finding a new location for the conservation easement per direction from the LDFA, with the anticipated completion of this project for mid 2010.

**Infrastructure Projects:**

MDOT 50/99 Project: The project is done for the season and will resume in April of 2010, with the anticipated completion date in October. State Street Project: The MDOT approvals for this project are now underway with further engineering work being completed with Council approval as more monies become available as anticipated in January.

**Grants:**

MSHDA/CDBG: Second round of funding is under way and all funds have been obligated. Construction is ongoing and the City is beginning to plan for a third round of grant funding at the next opportunity.

**Electrical Department:**

Power Supply Committee: The prices have been obtained and Council has set the strike price. Winter Shut Off Rules: The MMEA has developed a set of rules which is now being implemented. Energy Optimization: The Plan has been completed and the project is on-going. Renewable Portfolio: The Plan has been approved and implemented. Landfill Gas Project: MPPA project is on-going with anticipating to incorporate this renewable component into our RPS Plan design.

**Miscellaneous Projects:**

City Hall Pocket Park: Funding is tied to the DDA/MDOT Streetscaping Project and construction is planned for the Summer of 2010. Joint Marketing Project: Project is on-going with coordinated efforts from the Schools, Chamber, LDFA and Hospital.

**New Business Topics of Discussion were:**

City Treasurer Damon reviewed with Council the January Financial Statements and Investments. Treasurer Damon answered questions of Council. Council thanked Treasurer Damon for the report.

Treasurer Damon reviewed with Council the recommendations from the Audit report regarding GASB 45. Treasurer Damon stated that he had received quotes from Burnham & Flower for two amounts. Treasurer Damon stated that Option 1 would be that they would do the calculation at not cost as long as the City was willing to fund the liability with them. Treasurer Damon stated that Option 2 would be that they would do the calculation at a cost of \$1,915.00, and give the information to the City and the City could then fund the liability as they so choose. Treasurer Damon stated that Option 3 would be to have Watkins, Ross & Company do a full Actuarial Valuation at a cost of \$3,958.00. Treasurer Damon stated that it was his recommendation to have Council go with Option 1. After discussion by Council regarding fees charged as well as interest rates, it was decided to have Treasurer Damon get more information and come back to Council at the March 15<sup>th</sup> Worksession.

Kim Byerly reviewed with Council the proposed Special Events Policy as approved by the Parks Board. Council reviewed the Policy with the changes requested. There were a few corrections that still needed to be made to the document that were inadvertently left out. These items will be corrected and this will appear on the March 8<sup>th</sup> Agenda.

Mayor Platte introduced Bob Hamilton, from the Michigan Municipal League, who gave a presentation on how the League could assist the City in their search for a new City Manager. Mr. Hamilton stated that he has been in management for 25 years, and has

been working for the MML for the past 7 years. Mr. Hamilton stated that he was previously the City Manager in Monroe as well as Cadillac. Mr. Hamilton stated that the first step would be to meet with Council and get two sets of profiles, one being on the individual that Council wanted to fill the vacancy and the other being on the community itself. Mr. Hamilton passed out profiles on other communities where the League had done the search.

Mr. Hamilton stated that the MML would advertise the position on the website, the ICMA, the MTA and possibly at the Ohio League websites. Mr. Hamilton stated that once the resumes had been reviewed, the League would do a check on all of the applicants.

Mr. Hamilton stated that the League would also help with the preparation of questions and the interview process itself. Mr. Hamilton stated that once the candidates had been narrowed down, then a full background check/credit check would be done on the individuals. Mr. Hamilton stated that the League would assist the City in the contract negotiations and final closure of the hiring process. Mr. Hamilton stated that the entire process would take 12 to 16 weeks pending on the circumstances of the applicant. Mr. Hamilton stated that the cost for these services would be 10% of the annual contract.

Mayor Platte stated that consideration was being given on splitting the duties of Manager and hiring an Electrical person as well. Mr. Hamilton stated that the duties could be split if Council so desired.

Mayor Platte asked if there were pros and cons for hiring a Manager that lived in Michigan as opposed to hiring one from another State. Mr. Hamilton stated that a good Manager could adapt quickly, the only draw back would be that a Manager from another State might not have the contacts that someone from within the State would have.

Councilman Harri asked how the background checks would be conducted. Mr. Hamilton stated that once the list had been narrowed down to 3 to 5 candidates, then those candidates would sign release forms for the League to do the extensive background checks.

Councilman Letarte asked how many placements Mr. Hamilton had done within the last year. Mr. Hamilton stated that within the last year he had not done any, as this tends to go in cycles with retirements or Managers moving from one location to another, but in the last six years he had done 30.

Councilwoman Brown asked if the League would identify the final candidates or if Council would. Mr. Hamilton stated that this could be done anyway that Council wanted, either by the League narrowing it down to 10 and then Council narrowing down to 5, or having forums where the Community was involved by meeting the final candidates, whatever was Council's desire. Mr. Hamilton stated that it was his

recommendation to narrow the final candidates down to 5, as anymore than this can tend to get cloudy.

Councilman Harri asked what the turn around was for this process. Mr. Hamilton stated that it would take 2 weeks to develop the profile; 4 to 5 weeks to advertise; 2 weeks to contact the candidates; and in 8-10 weeks tops the Council would be ready to begin the interview process.

Mayor Platte asked what Council thought about splitting the two positions. Councilman Harri stated that he felt this was a good idea as the electrical was quiet an involved job in itself. Councilwoman Brown stated that she felt the position should be split as well. Mayor Platte stated that in his conversations with City Manager LeFevere, that the electrical was not the same as it had been 10-12 years ago and had become quite involved, but yet the current Budget constraints and monies were definitely a factor. Councilman Greenhoe agreed that cost was a factor on splitting the position. Councilman Letarte stated that he felt Council should review the organization and structure of the City and restructure it like Council wants it restructured and to come up with job descriptions for both positions. Councilman Greenhoe stated that until Council knew how they wanted it restructured, they could not move forward. Councilman Letarte stated that if 60% to 70% of the City Manager's time was being spent on electrical, then maybe a part-time City Manager position needed to be considered, and they could hire someone who was retired, who did not need benefits, who just wanted to do something part-time. Councilman Harri asked Council if they had given thought to someone with a strong electrical background being able to be a good Manager. City Superintendent Poyer stated that it was his opinion that the current Manager had not spent enough time managing the City because he was too involved with the electrical, and Council needed to look at a Manager who would spend more time managing and not much time doing electrical.

Councilman Greenhoe stated that many City's our size have Electrical Boards that handle the electrical. Superintendent Poyer stated that the electrical aspect could be handled if he had an Assistant or even a consultant could do the electrical portion. Mayor Platte stated that he was sure that there were pros and cons to having an Electrical Board, and some of the City's that currently had Electrical Boards were doing away with them.

Councilman Harri stated that Council needed to figure out what type of structure they wanted first and the costs associated with it. Mayor Platte stated that Council needed to investigate the different structures and come back at the next worksession with their thoughts and ideas and come up with a game plan.

Mayor Platte and Council thanked Mr. Hamilton for the presentation and stated that they

would be in contact with him in the future. Mr. Hamilton thanked Council for the opportunity.

Superintendent Poyer reviewed with Council the two quotes that he had received on getting a new phone system. Superintendent Poyer stated that one was from Cisco at a cost of over \$40,000.00, and that the other was from Rainsberger for a cost of \$28,000.00. Worksession Minutes -5- March 1, 2010

Councilman Harri asked if a quote had been obtained from a company that he had done business with. Superintendent Poyer stated that he would look into getting a quote from the company mentioned by Councilman Harri. This item will appear on the Agenda for Council approval pending that a quote is obtained from the third company.

Superintendent Poyer reviewed with Council the Public Safety Building sprinkler system issue. Superintendent Poyer stated that one of the relief valves had a problem, and that it would cost \$1,740.00 plus labor to fix the problem. Superintendent Poyer stated that since the renovations had been done to City Hall, that the sprinkler system at this facility had not been checked, and that he would be asking for money to be put in the budget to have this done before this type of a problem happened at City Hall. Superintendent Poyer stated that he will get quotes on this project. Council thanked Superintendent Poyer for the information.

Superintendent Poyer reviewed with Council the customer choice gas contract. Superintendent Poyer stated that he and the City Manager had met with the Volunteer Energy Company and over the past 12 months if they had used their service it would have been a savings to the City of approximately 15%. Superintendent Poyer stated that he had a spread sheet that had been done and would be sending this to Council tomorrow. Council asked to have updates in the future on what the actual savings came out to be.

**Other Business:**

None.

**Public Comments:**

None.

Councilman Greenhoe asked Fire Chief McNutt to give Council an overview of how the Mutual Aid Agreement worked. Chief McNutt stated that if a call was put into 911, then all three departments were toned out at the same time. Chief McNutt stated that depending on circumstances, i.e., if firefighters were close by, already in the building, etc., then whoever responded first was in charge until the department that had jurisdiction actually made it to the site. Chief McNutt stated that there were no costs associated for this, and this is why the Agreement was written, that they all do this for

each other. Chief McNutt stated that when the jurisdictional Department made it to the scene, then it was up to their judgement on to either let the other Department's respond or to call them off. Council thanked Chief McNutt for the information.

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City Assessor Baker reminded Council that Board of Review will be meeting on Monday and Tuesday.

The meeting was adjourned at 6:40 p.m.

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Steven G. Platte, Mayor

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Kristy Reinecke, Clerk