City of Albion

Special Council Session

March 16, 2017

I. CALL TO ORDER

Mayor Pro Tem Brown opened the special council session at 7:00 p.m.

II. ROLL CALL

PRESENT: Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4) Jeanette Spicer (5), Andrew French (6). Mayor Brown arrived at 7:05 p.m.

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Stacey Levin, Assistant City Manager and Scott Kipp, Chief Public Safety.

III. PUBLIC COMMENTS (Persons addressing the City Council shall limit their

comments to no more than three (3) minutes. Proper decorum is required).

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/Approval Meetings of the Council-Agenda Protocol (Charter Section 5.6 (m) (RCV)

City Manager Mitchell stated the special meeting was called by two Council Members pertaining to agenda protocol which is related to the Council Rules and Procedures.

Questions/Comments from the Council were as follows:

* Would like the Council to implement a procedure on the who, what, when and how and a timeline of completion for Council agenda items
* Council may add agenda items at a regular meeting via future agenda items
* A proposed April 8th, 2017 date is set for a professional facilitator from the MML to facilitate a meeting with the Council on updating Council Rules and Procedures
* Information on agenda items sent in advance to Council so they may read and research
* Can a temporary resolution be put in place on agenda protocol until the meeting with the MML facilitator
* Past practice has been request from two Council Members may add items to the agenda. The Mayor may also add agenda items.
* Historically the “future agenda items” was added as a suggestion from Council Member Reid. Future agenda items was not meant to limit Council to adding items to the agenda.
* Council Member Barnes asked for a point of order-discussion of future meeting is not an agenda item for this meeting
* Consensus of Mayor and Council Members is to add an agenda protocol procedure. Some members feel a professional facilitator would be better suited to help with the agenda protocol procedure. It would also be better to address all Council Rules and Procedure at one time rather than piece meal specific items
* Some members were unaware of the Governance and Protocol Policy that was passed in July, 2015
* Council violation of charter by instructing City employees to add something to agenda
* Council Rules and Procedures should be amended to add agenda protocol policy

Comments were received from Council Members Barnes, Reid, Brown, Lawler, Reid, Spicer and French; Mayor Brown; City Manager Mitchell and City Attorney Harkness.

Brown moved, Lawler supported, CARRIED, to Call the Question. (5-2, rcv) (Barnes and French dissenting).

Brown moved, Reid supported, to **TABLE** Agenda Protocol Policy until after the Council has had the opportunity to meet with Professional Facilitator from the MML (6-1, rcv) (Barnes dissenting).

B. Discussion Restrictions on Powers of the Council (Charter Section 5.8)

Brown moved, Lawler supported, To **TABLE** until after the Council has had the opportunity to meet with Professional Facilitator from the MML.

Council Member Brown rescinded her motion as the Restrictions on Powers of the Council is a discussion item only.

The Mayor and Council discussed the restrictions on powers of the Council with the following questions/comments:

* The charter is very specific as to the restrictions on powers of the Council-stating the Council members shall not individually direct the appointment of any administrative officer or employee of the city and shall deal with the administrative service of the city only through the city manager, as to officers and employees made responsible to him.
* Members feel City Manager is capable and does not need to be micromanaged.
* The Governance and Protocol policy was passed in 2015
* Requests for items to be placed on the agenda should be sent to the City Manager with a copy to the Clerk.
* Individual Council Members are not to direct staff
* Need to have a policy in place that administration implements
* Only the City Manager and City Attorney report to Council-all other employees of the City report to the City Manager
* The meeting was called due to a Council Member reaching out to City Attorney in drafting resolutions and then emailing the Clerk to place those two resolutions on the agenda
* Council can set policy on how they would like things done
* Past practice has been to send items to City Manager, Mayor and copy the Clerk and City Attorney for placing items on the agenda
* If unsure of the proper protocol, best practice is to work through the City Manager
* Legal issues may be directed to the City Attorney
* Would like to have a professional facilitator that will help the Council come together, learn to trust and do what’s best for the City of Albion
* There is a failure to communicate issue
* Clarification for the MML Facilitator-along with the Council Rules & Procedures, the Council would also like to formulate a policy for agenda protocol that will entail how the agenda is formulated and how items may be added to the agenda.

Comments were received from Council Members Barnes, Lawler, French, Brown, Spicer and Reid, City Manager Mitchell and City Attorney Harkness.

V. PUBLIC COMMENTS (Persons addressing the City Council shall limit their

comments to no more than three (3) minutes. Proper decorum is required).

No comments were received.

VI. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to ADJOURN Special Council Session. (7-0, vv).

Mayor Brown adjourned the Special Council Session at 7:43 p.m.

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Date Jill Domingo City Clerk