

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE**

April 13, 2023

Conference Room #119

5:48 P.M.

Present: Commissioners: Chairperson Robert Coughlin, Betsy Artz, Ron Draayer, Maurice Groce, Clarkston Morgan, Jessica Ann Tyson and Mayor Stephen C.N. Kepley. Also present: Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, City Clerk Dan Kasunic, and City Deputy Administrator Shay Gallagher.

COMMENTS OF THE MAYOR REGARDING THE PROPOSED GENERAL FUND BUDGET.

Mayor Kepley stated he is presenting a balanced budget noting there was no Headlee rollback and property taxes had risen but stayed within 5% as required by law. He provided information pertaining to the Police and Fire Millage Fund and the Property and Building Fund balances. He informed the committee, new accounts (funds) have been created because of the Parks & Recreation Millage passage and that he will be requesting an increase of eight FTEs mostly related to Parks & Reaction improvement and maintenance plans.

Finance Director Chase provided an overview and noted there will be a recommended adoption to the City Commission of the proposed FY 2023-2024 budget with the final approval on May 16th. He stated budgeting is for full staff for a full year.

The Committee reviewed the following departmental budgets with their representatives.

Library-Kiosha Jeltema.

- Budget reflects custodial cost increase.
- noting an increase of visitors to the library versus last year of 50%
- requesting an additional DPW maintenance person for repairs and maintenance of the aging building because it now requires a higher level of effort.
- there was a short discussion regarding improvements in the business room.

Planning-Community Development Director Terry Schweitzer and Lisa Golder.

- Spoke of the Joint City-Planning meetings with anticipated meeting into 2023-24.
- spoke of the pedestrian crossing study and its implications.
- spoke on the Division Ave. corridor and in working with other entities.
- requested a student intern, the same as last year.
- explained Lisa Golder going through leadership training to take over the directorship when the current director Terry Schweitzer retires.
- there was a brief discussion regarding a sculpture that has been in storage and what the plan is for it.

City Assessor-Andy Johnson.

- reviewed the current values and spoke of market data.
- will be digitizing all of the property cards resulting in freeing up floor space.

Human Resources Director- Gail Dewey.

- Requesting an intern for data entry.
- contractual services account increase for vendors to do reference checks and background check services.
- doubling the education & training account if and when the new HR Director is hired who may need certifications.
- spoke of recruitment because of the turn over the city has currently been experiencing.
- informed the committee of the IDEA items that have been implemented and the plan to continue implementing once the new HR Director is on board.

Engineering & Inspections-Jim Kirkwood and City Engineer Brad Boomstra

- With the addition of a Rental Inspector, she has been working on non-compliant properties and has reduced the number by half.
- no staffing changes requested with the exception of having a Project Manager for all of the Parks & Reaction proposed projects.
- working with Asset Management Program to improve the level of timely improvement to the city's roads.
- requesting two interns to complete the needed MS-4 sampling of stormwater outflow samples to comply with the sates MS-4 permitting.

Parks & Recreation Department-Director Val Romeo and Deputy Director Lorraine Beloncis

- Requesting an additional FTE in preparation of the Deputy Director's retirement.
- the department runs 400 programs and 50 special events each year.
- adding a Fat Tire Event this year.
- requesting one FTE office coordinator to help reduce the workload.
- budget reflects custodial cost increase.
- requests to replace aging equipment.
- discussion on seating and shade for when there are concert events behind city hall.

Treasurer-Laurie Sheldon

- Requesting an additional half FTE to bring the part-time position to full-time.
- transactions the department does have increased by 45%.

Information Technology-Matt Anderson.

- No staffing change.
- continued staff training on infected emails using Crowd strike software.
- a brief discussion on personnel working from home.

Court-Judge Amanda Sterkenburg and Court Administrator Michele White.

- Decrease in revenue because of state law changes affecting collections.
- no change is staffing; however, the workload has changed because of legislation.
- working on becoming paperless.
- Sobriety Court is grant funded and continues to have increased need.

Fire-Chief Brent Looman and Deputy Fire Chief Mike Hipp.

- No staff change.
- increase of overtime because of two Fire Fighters on work comp and the need for training.
- Increase in uniform budget because of new Fire Fighters that were added within the last fiscal year.
- continued monitoring of ground water discharge at station #3
- a brief discussion on maintenance of the current tornado warning system and what direction should the city go if the county changes how they maintain the system.

Police Department-Police Chief Litwin.

- Continue to fill vacancies, noting a delay in promotions because of shortage in staffing.
- spoke of state funding for tuition and wages.
- requested to hire a retired officer as a Background Investigator.
- increase cost for gasoline.
- noting the justice center is twenty-one years old and is need of replacements of equipment.

DPW-Chad Griffin.

- DPW has hired eleven new staff and has increased the training budget for needed certification.
- requested two FTE for grounds because of the increased need for Parks and Recreation.
- as mentioned early hiring a Library Technician for maintenance of the Library.
- implementing an interactive map for the Adopt-a-street program.
- higher cost across the board from gasoline to materials needed for repairs.
- A brief discussion pertaining to Christmas decorations.

City General –Tom Chase

- This account is similar to last year except for the increase for elected officials because of the LOCC recommendations.
- transfer of funds to the Property & Building Fund.
- the 2003 bond for the improvements to City Hall, DPW Facility and part of Fire Station #1 will have the last payment on October 2023.

City Clerk Office/Elections- City Clerk Dan Kasunic.

- Increase in Passport applications with a discussion on the pricing of photos with a later decision using the fee study when completed.
- the changes to elections because of Prop #2 of 2022 and how that affects staffing and cost to the city.

Executive- Mayor Kepley and Deputy Administrator Shay Gallagher.

- Have added an Executive Assistant.
- spoke of adding a Project Manager for all of the Parks & Reaction projects.
- spoke on housing issues, transportation and juvenile crime.
- noting environmental issues such as spongy moths, deer and MS-4 issues.
- a discussion on when to give a State of the City speech by the Mayor.

Finance -Finance Director Tom Chase.

- Requesting half FTE (part-time) purchasing assistant because of Parks & Recreation projects.
- will need to reconfigure workspace areas.
- he stated he will stay on as the Pension Administrator and have a three-week overlap with the yet to be appointed, new Finance Director.
- request for the purchase of a new shredder and check printer.

Special Revenue Funds -Finance Director Tom Chase.

- Newly created funds for the Opioid settlement (payment over a 18–20-year time frame) and Parks & Reaction Millage to demonstrate clearly how the funds are being used.

Requested action tonight with a public hearing as the next step and the final approval at the May 16th City Commission meeting.

Motion by Tyson, seconded by Artz, to recommend approval by the City Commission of the FY 2023-24 General Fund and Special Revenue Funds Budgets and to make appropriations therefore, and City Operating Millages

Motion Carried.

The meeting was adjourned at 9:55 P.M.

Dan Kasunic
City Clerk

Robert Coughlin
Mayor Pro-Tem