

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

April 18, 2019

Conference Room #119

5:50 P.M.

Present: Commissioners: Chairperson Michael W. Brown, Betsy Artz, Emily Bridson, Robert Coughlin, Maurice Groce, Tom McKelvey 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 Mark Rambo.

**REVIEW OF THE 2019-2020 PROPOSED GENERAL FUND BUDGET.**

Mayor Kepley made a brief opening remark regarding the addition of employees both full-time and part-time. He spoke of allocations for a grant writer, Recreation Advisory Commission resources and the long-term Parks Plan.

Finance Director Chase provided an overview, noting the different sections of the budget binder, the budget summary and of the headlee calculation.

The Committee reviewed the following departmental budgets with their representatives.

Library-Cheryl Cammenga.

- Budget reflects non-personnel cost.
- After nine years the chairs are in need of re-upholstery and also replacement of blinds in the community room.
- there is a place holder for repairs to the stage in the community room.

Planning-Community Development Director Terry Schweitzer.

- No change to the four person department.
- Working on the four-corners Transportation Plan.
- Upcoming Study of the Division Ave. Corridor with other communities.
- Additional training for the Planning Commission and ZBA.

City Assessor-Andy Johnson.

- No longer sharing an employee with Treasurer's Office.
- Reviewed sales of homes and the increase in the roll.

Police Department-Police Chief Tom Hillen and Deputy Police Chief Richard Roberts.

- Addition of one officer for Kelloggsville Middle School with the school paying 60%.
- Expanding their effects on DDACTs Program, Traffic Complaints, and developing leaders.
- Working toward State Accreditation.
- Increase in phone billing due to Fleet Management software tracking of vehicles.
- Currently there are five openings for Police Officers.

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

- Business Plan completed and using as a guide.
- On-line registration is up 68%.
- Rental increases in fields and facilities.
- Change in salary of Directors without ARCH Program funding 20%.
- Arch Program ends June 29<sup>th</sup> for the City to administer. (school to take over)

Treasurer-Laurie Sheldon

- Not sharing an FTE with the Assessing Department. Staffing the same.
- Updating Cash-handling policy.
- Will be installing a drop-safe for off-site events.
- Kent County Animal Shelter software upgrade.

Information Technology-Matt Anderson.

- Issue with Malware, and improvements made including disaster recovery strategy.
- Having Anti-Virus that is behavior based.
- Continued staff training on infected emails.

Human Resources-Director Gail Dewey.

- Change in FTE to PTE, because of the change in ARCH Program.
- Continue working on health care costs.
- Second year of being self-insured.
- New Michigan Paid Medical Leave Act has been implemented.

Court-Judge William Kelly and Court Administrator Michele White.

- Change of two staff who are bi-lingual.
- Changes in the Michigan Indigent Defense Commission and how it effects the court.
- E-filing, using the State's cloud based-software to be paper-less with a soft start Oct. 1<sup>st</sup>.
- Sobriety Court will be adding drug addiction cases.
- Adding e-mails and text messages reminder system.
- Adding a part-time clerk.

Fire-Chief Brent Looman.

- Concern with having P-O-C Fire Fighters.
- Current vacancies for Deputy Fire Chief and Fire Marshall.
- Two vacancies for fire fighters.
- Change with the county providing filling oxygen tanks.
- Station located on Eastern Avenue has ground water contamination.

Protracted discussion regarding the proposed addition of three fire fighters for Station #1. The Committee agreed to wait until after Fire Fighters negotiations to recommend to the City Commission to add three fighters depending on the Mayor recommendation. Finance Director Chase will add to the Fire budget prior to the Public Hearing on May 13<sup>th</sup>.

Engineering & Inspections-Tim Bradshaw

- On-line Permitting has increased.

- Deduction of Rental Inspections non-compliant properties.
- Change of Inspections/Engineering Clerk from 80/20 to a 50/50 split of her wages.
- ROW with broadband being installed in every major street.
- Dan VanderHeide promoted to City Engineer.

DPW-John Gorney.

- Outgrown the current facility with equipment and staff and is currently working on options.
- Required to double the amount of sampling for lead-cooper in homes.
- Lost water had a 9% decline, based on installation of new water meters.
- Contract a consultant to find underground leaks to reduce lost water.
- Tree planting plan for installation of 200 trees, including in the cemetery.
- Retaining an Arborist for guidance.
- Continue to have a brush site open for residents.

City General –Tom Chase

- Account 801 (Contractual Services) an Increase of \$104,000.
- Account 874 Pension Plan Consultant

City Clerk Office/Elections- City Clerk Dan Kasunic.

- Maintaining staff of Deputy and two part-time clerks.
- Cost dependent on type of election.

Executive- Mayor Kepley and Deputy Administrator Mark Rambo.

- Establish a youth/adult academy to encourage engagement in local governance.
- Tree City Standard, establish a committee for tree program.

Finance -Finance Director Tom Chase.

- Budgeted for an FTE; however will begin with a Part-time Employee to aid in purchasing.

Special Revenue Funds -Finance Director Tom Chase.

- Reviewed the funds.

Motion by Kepley, seconded by McKelvey, to recommend approval by the City Commission of the FY 2019-20 General Fund and Special Revenue Funds Budgets and to make appropriations therefore, and City Operating Millages

Motion Carried.

The meeting was adjourned at 9:48 P.M.

Dan Kasunic  
City Clerk

Michael Brown  
Mayor Pro-Tem