

**CITY OF WILLIAMSTON
CITY COUNCIL WORKSHOP
JANUARY 7, 2006
MINUTES**

Mayor Zichi called the meeting to order at 9:00 a.m. in the Council Chambers at 161 E. Grand River Ave., Williamston, Michigan.

2. Roll Call

Present: Mayor Zichi, Mayor Pro-Tem Hanna, Council Members Davis, Monroe, VanAllsburg
Absent: Council Members Hyne, O'Connell
Others: City Manager Hitchcock, Police Chief Hetfield, Executive Secretary Garnham (9:30 a.m.)
Visitors: Esther Hyne, Jerry Vander Roest

3. Approval of Agenda

The Council decided to start with discussion item b since Secretary Garnham, who had been working on the Community Center issues, had not arrived. There were no other changes to the agenda.

4. Discussion Items

b. Police Car Purchase

Chief Hetfield stated that purchase of a new police car had been budgeted for the current fiscal year. Hetfield stated that the processor units of the new in-car computer systems provided through the Homeland Security Grant would be mounted in the trunk of a standard police car. Hetfield stated that the processors need to be air conditioned, and if a standard car is used it would require the installation of auxiliary air conditioning in the trunk. Hetfield also stated that locating the processor in the trunk would potentially expose it to more dirt and debris. Hetfield stated that an SUV type vehicle would already have an air conditioned cargo area, which would be easier to keep clean than a car trunk, and would also give officers quicker access to equipment currently stored in the police car trunks. Hetfield presented quotes for purchase of a standard police car, as well as for two types of police SUVs.

Hetfield stated that there is a need to purchase brackets for the computers for each vehicle. Hetfield also stated that it would be beneficial to replace the old-style light bars with LED lights that use less amperage and are less expensive to maintain. This would cost several hundred dollars per car, but would provide a long-term cost savings on parts and maintenance.

c. Police Computers

Chief Hetfield stated that the computer network system currently used at the police department was not functioning efficiently, and that the current server was not rated for business use. Hetfield also stated that there was no standard anti-virus or anti-spyware software installed, making the system vulnerable to disruption. Hetfield reviewed a proposal by Gracon, Inc. for

upgrading the system with a rebuilt server and updated software. The proposal was for approximately \$5,500.

Hetfield also stated that he had been involved with the Ingham County Sheriff's Department in reviewing police records management software. Hetfield stated that by purchasing the software in conjunction with the County, the City could save close to 66%. Hetfield stated that the current police network would not be capable of running any new records management software, which was another reason to upgrade the server system.

Hanna summarized the proposed police department expenditures for an SUV type vehicle, the necessary brackets for mounting the computers, the replacement of the old light bars, new police records management software and the computer network upgrade at approximately \$50,000 total. Manager Hitchcock clarified that the money was currently available in the Police Department budget, but would require the adjustment of a few line items within the department budget and minimal budget amendments.

d. Police Sergeant's Position

Chief Hetfield stated that he would like to create a Sergeant's position for the police department, and that a job description had already been developed for the position. Hetfield stated that this would give more supervisory coverage to the department, that the Sergeant would automatically be in responsible charge when the Chief is absent, and the position would be non-union. Hetfield stated that the Sergeant would still function as a working patrolman.

Hetfield stated that the additional compensation for this position could be a lump-sum or a percent over the regular patrolman salary. Hetfield stated that he intends to fill this position by promoting a current staff member. There was general concurrence from the Council members that internal promotion for this position was preferable.

a. Community Center

Manager Hitchcock stated that a draft of the lease agreement for the Community Center was in the council packet. Hitchcock stated that the agreement was under review by the City Attorney.

Secretary Garnham stated that one issue of concern at the Community Center was the current use of the gymnasium by for-profit entities, including an individual giving jazzercise classes, the Red Cedar Recreation Association and Williamston Schools enrichment programs. Garnham stated that there are several Cub Scout and Brownie troops using the center on a routine basis to hold meetings, and that there were not enough tables and chairs at the center to accommodate them. Garnham also stated that quotes for replacement of the locks and keys for the center had been requested from three area locksmiths.

Hitchcock stated that she had met with a representative of Lighthouse Church to discuss possible use of the gymnasium by their organization. The church representative had stated that in addition to having full control over the use of the gymnasium, they would like access to office space, classroom space and an area for a nursery. Hitchcock stated that they had discussed possible use of the old locker rooms adjacent to the gymnasium, as well as a room or two in the basement. The church representative had stated that they would need an upstairs room near the gymnasium for a nursery. Hitchcock stated that the church was interested in installing sound equipment in the gymnasium, including the necessary acoustical insulation, and that they were interested in having their costs for that be considered as part of payment for a lease agreement. Hitchcock also stated that when she had brought up use of the gymnasium for elections two to four times each year, which would entail secure isolation of the voting equipment for several days before each election, the church representative had expressed concern. Mayor Zichi stated that he had requested a written proposal from the church, and that Council should wait until they have the proposal before making a decision. **Councilmember Davis commented that the City should look into selling the lockers for fundraising.**

Hanna asked what the status of the land swap portion of the purchase agreement was. Mayor Zichi stated that there were several issues to be addressed before that could go forward, including clearing the title to the Community Center property and performing a land split.

e. FY 2006-2007 Budget

Hitchcock stated that the budgeting process for fiscal year 2007 was starting, and that she had requested budget information from each of the department heads by February 1st. Hitchcock stated that a draft budget would be ready for Council by April.

Chief Hetfield stated that at the last staff meeting, the department heads had discussed updating the fee schedules as part of the budget process. Council concurred that it was a good idea to review fees at this time.

Monroe asked if sidewalk improvements were included in the budget, and Hitchcock stated that they were included in the five-year Capital Improvement Plan which would be updated as part of the budget process. Monroe asked about possible improvements to the water system due to water quality issues on High Street and in the trailer park. Hitchcock stated that the water system within the trailer park was private although it was fed by the City's water system, and that there had been no complaints from adjacent property owners. Hanna asked about the automatic flushing hydrant for High Street, and Hitchcock stated that the one that was tested had not worked. Hanna asked about looping the main, and Garnham stated it would entail going between existing houses that were located in the township to reach Grand River.

Mayor Zichi stated that budget workshops would be scheduled in the near future at a regular Council meeting.

f. Michigan Municipal League (MML) Training

Mayor Zichi stated that he had attended several MML workshops in the past, and that they were very informative. Zichi stated that the City would pay for Council Members to attend training sessions, and encouraged the Council Members to participate.

g. Cemetery Contribution

Hanna stated that the Cemetery Board was requesting an increase from \$12,000 to \$13,000 for the City's annual contribution to the Cemetery Fund. Hanna stated that the Fund had over \$100,000 in the bank, and that there was more than sufficient money for the equipment purchases needed. Hanna stated that the residents of the City received a 50% discount (\$300 instead of \$600) on cemetery plots because of the City's contribution to the Cemetery Fund. Hanna said that in addition to the contributions, the Fund also received income from fees for opening and closing grave sites.

Mayor Zichi stated that the City had requested a written agreement for the Cemetery Board from the Township two years ago, but had not received one. It was agreed the Manager should contact the Township for further discussion.

h. City Manager's Evaluation

Hitchcock stated that she would provide blank evaluation forms to the Council, as well as a list of the goals that were identified during her last evaluation. Mayor Zichi stated that individual evaluations were to be submitted to one Council Member who would compile them into one evaluation. Zichi stated that the formal evaluation would take place at a closed session of Council, and Hitchcock clarified that it would be necessary for her to request the closed session per the Open Meetings Act.

i. Council Orientation

Hitchcock stated that the Council orientation would be held on January 16th (Martin Luther King Jr. Day) when the State offices would be closed but the City offices would be open.

Mayor Zichi asked what time the orientation should start, and the consensus was 8:30 a.m. Hitchcock stated that the orientation should end at about noon.

5. Council Comments

There were no Council Member comments. Mayor Zichi asked for audience participation.

Audience Participation

Jerry Vander Roest stated that he was at the meeting on behalf of Council Member Hyne. Vander Roest stated that Hyne had not known about the workshop, and that her Council packet had not been discovered until someone

came to the front door of her residence that morning. Vander Roest stated that Hyne had already left her home before the packet was found, and was unable to return because I-96 was closed due to ice. Vander Roest stated that Hyne requested that future packets be placed in the side door adjacent to her driveway.

Mayor Zichi stated that the workshop had been scheduled at the November 28, 2005 Council meeting, at which Hyne had been present.

6. Adjourn to the Call of the Chair

Mayor Zichi called for opposition to adjournment. Hearing none, Mayor Zichi called for adjournment.

Meeting adjourned at 11:08 a.m.

Respectfully submitted by:

Catherine Garnham, Executive Secretary

Kenneth V. Zichi, Mayor

Date approved: _____