

City Manager Performance Evaluation Committee
City Hall
Room 302A
10 N. Division Street
Battle Creek, MI 49014
Tuesday, December 17, 2019
5:30 p.m.

Committee Members Present: Vice Mayor Sherry Sofia, Commissioners Kaytee Faris and Chris Simmons, and Commissioner Susan Baldwin present via phone conference.

Committee Members Absent:

Staff Present: Rebecca Fleury, City Manager; Victoria Houser, City Clerk; Nancy Mullet, Labor Attorney, via phone conference

Call to Order: Comm. Baldwin called the meeting to order at 5:32 p.m.

Public Comment: None

Approval of Minutes:

A motion was made by Vice Mayor Sofia, supported by Comm. Faris, to approve the September 3, 2019 City Manager Performance Evaluation Committee minutes. All yes, none opposed. Motion approved.

Bi-Monthly Performance Review

A. City Manager Report of Performance highlights and concerns

Ms. Fleury reviewed the 2019-2020 Goals document, providing highlights on particular items. Ms. Fleury noted staff continues to refresh the City's website to improve navigation, also noting the Inspections website was being redesigned. As to "issues, barriers and feasible accomplishments for 2019," Ms. Fleury stated the Development Team continues to meet to improve services for developers and investors.

Comm. Simmons informed the committee that he heard several good comments from Mark Harmsen, from the Milton, stating the team smoothed the way for many things regarding the project.

Ms. Fleury noted the City was trying to go to electronic plan review, stating this would improve the process, while also eliminating the need for blue prints. Ms. Fleury stated the Planning Department continues to work on the new zoning ordinance and map amendment. Ms. Fleury noted the "What Every Property Should Ask" on the website is being updated. Ms. Fleury also noted staff continues to participate in the BC Vision Collaborative, noting Ms. VanderKolk attends meetings and works on marketing and branding for the city. As to the EDF strategic plan, Ms. Fleury noted staff has been using the 3D mapping tool as a supplement to the Master Plan. Ms. Fleury also noted staff continues to work on safety enhancements at Emmett and North Avenue, stating they are waiting for grant approval from MDOT. Ms. Fleury stated outreach involvement related to diversity continues. To address problems with commercial properties, Ms. Fleury stated an ordinance would be introduced early in 2020. Ms. Fleury noted departments would work together, including aerial inspections downtown using the BCPD drone, to be more proactive. As to Recreation and Culture, the river naturalization project continues to move forward. Ms. Fleury noted the awards and recognition page on the web site continues to grow. Ms. Fleury informed the committee that work continues on trail ways and the Non-Motorized plan. Ms. Fleury noted the downtown sculpture project was delayed due to construction, but staff projected implementation in 2020. Ms. Fleury discussed the purchase of new fire equipment, noting bond funds not used for the new police facility were eligible for the purchase. Ms. Fleury informed the committee that the Commission would need to approve a resolution to have the All American Cities award designation placed on signs at the city's gateways and entryways. As to Environmental Stewardship, Ms. Fleury stated staff is working with the Sustainable BC committee to assign items to departments, noting the biosolid project is going well. Ms. Fleury stated the Countywide Transportation Study is ongoing, stating there were some concerns with the consultant's recommendations. At the Airport, staff is excited with the recent rebranding, stating tenants and clients love the new name, also noting UAS discussions continue. Ms. Fleury also noted the airport continues to look at redevelopment sites, while DPW continues to complete the bridge design over the railroad. Ms. Fleury also noted the Transit Master Plan would be discussed by the Public Transportation Committee after the first of the year.

Ms. Fleury introduced a Mobile City Hall concept, similar to a book mobile, to offer services to the community. Ms. Fleury also discussed concerns with marihuana businesses, particularly the dangers of butane extraction. As to Vibrant and Healthy Neighborhoods, Ms. Fleury noted staff continues to educate the community on lead pipe replacement and water quality. Ms. Fleury stated there have been some complaints regarding the fees related to on-line payments, stating staff would reanalyze fees, noting phone payments have been a huge success. Ms. Fleury noted staff continues work on replacement of lead service lines, noting there are many rules and regulations to follow, stating staff has begun the physical verification of all lead pipes in the City, noting staff have verified 551 lead service lines and replaced 96 lines. As to repairs to City Hall, Ms. Fleury informed the committee that drawings and specs have been done, stating Risk funds, along with grant funds, have been identified, hoping the contractor can schedule the work in 2020.

On the Managerial Competencies report, Ms. Fleury stated that instead of the monthly staff meetings, she is changing to monthly employee anniversary gatherings. As to the compensation study, Ms. Fleury informed the committee they were in the final phase, stating there have been some morale issues surrounding the recommendations, job descriptions and classifications. Ms. Fleury also noted Senior Staff was open to feedback on what should have been done differently. Ms. Fleury stated staff would continue to broaden the use of social media, noting the need for a back-up staff member when Ms. VanderKolk is not available.

Ms. Fleury reminded the committee that a 360 evaluation for ICMA credentialing was needed as of April 1st of 2021, stating her preference that the same evaluator be used, stating she will see her at the ICMA Winter Conference and will discuss her availability. Committee members agreed it made sense to use the same evaluator.

As to the Legacy Cost Committee recommendations, Ms. Fleury noted the biggest concern was to have retirees seek other medical insurance options, stating the intent was to encourage retirees to seek other medical insurance options.

Comm. Baldwin noted that some retirees who did not pay into Social Security/Medicare, such as Police and Fire, were not eligible for Medicare.

Comm. Baldwin thanked Ms. Fleury, stating it was a great amount of information.

B. Commission highlights and concerns

Comm. Baldwin confirmed no comments or concerns were received from Commissioners.

Comm. Faris complimented Ms. Fleury on all of the work that is being done.

Comm. Simmons expressed appreciation to Ms. Fleury for presenting everything diplomatically and in a non-partisan manner.

Committee Discussion: There was none.

Next Meeting: To be determined.

Adjournment: Comm. Baldwin adjourned the meeting at 6:19 pm.