

COUNCIL MINUTES 03-22-18

- I. Called to Order
 - a. 6:02pm
- II. Roll Call
 - a. All present
- III. Public Comment
 - a. No public comment on agenda
- IV. Manager Interviews
 - a. Candidates were separated for interviewing.
 - b. Approximate 15 min time for interviews.
 - c. Scott Kipp
 - i. French inquired about Kipp's qualifications.
 - ii. Kipp responded with an overview of his work history and employment qualifications.
 - iii. Barnes asked about his relationship with other employees
 1. Kipp responded that he had a good working relationship with all departments.
 - iv. Mayor Brown inquired about how he will share information and keep the city apprised of issues
 1. Kipp responded that he is interim and just to keep the ship in the direction until a new manager is selected.
 - v. Spicer inquired about finance experience preparation.
 1. Kipp responded that he does the public safety budget which is over half of the general fund.
 2. Also worked on the overall budget as interim.
 3. Has a good working relationship with city staff.
 - vi. French asked what is Kipp's philosophy in dealing with media.
 1. Tries to keep the media and public of what is going on. He developed the Facebook page. Developed nixle program.
 - vii. Mayor Brown inquired what strategy Kipp will use to ensure council does not have to make expedited decisions.
 1. Wants to make sure the city has as much notice as possible.
 2. Believes that if we are looking for what we want, we will have sufficient time to not be rushed.
 - viii. Brown inquired what the most pressing project for the city right now.
 1. Believes that the governor's program is the most important.
 2. Followed by the water tower project.
 - ix. Spicer asked Kipp to describe a major accomplishment in his positing and its impact.
 1. The firetruck grant.
 - x. Mayor Brown asked Kipp to discuss how he will stay on top of projects.
 1. Few major projects in public safety.

2. Confident that the day to day operations of the public safety is self-sustaining.
3. Likes to be involved in the day to day operations and other department projects.
- xi. Brown asked if there is anything he wants council to know that has not been asked.
 1. Believes his qualifications speak for themselves.
 2. Intends to give it his full effort.
- xii. Mayor Brown asked what he intends to do as it relates to DDA.
 1. He will assist the DDA to the extent necessary.
- d. Amy Robertson
 - i. French asked employment history and qualifications.
 1. Currently employed by the charitable union as fundraiser.
 2. Adjunct at KCC.
 3. Bachelor's from MSU, Masters in Public Admin from WMU
 - ii. Spicer asked specifics as to experience in finance, budget preparation, and working with municipal staff.
 1. Experience in government accounting. Familiar in auditing of budget preparation.
 2. A lot of experience working with municipal staff.
 - iii. Barnes asked what her plan of action is to get caught up.
 1. Totally familiar with the street project.
 2. Hard worker and will bone up on whatever is needed.
 3. Understands that the role of the interim is to just carry the ball forward. Transitions is smooth and facilitate partnerships.
 4. Understands the hierarchy.
 - iv. Brown asked how long she was with St. Joe County
 1. 3.5 years.
 - v. Mayor Brown asked her to discuss how she sees working with council and how information is shared freely.
 1. Has previously sat on board and has a familiarity with how boards operate.
 2. Interpreting information and disseminating is essential to the job.
 - vi. French asked about her philosophy in dealing with the media and residents.
 1. Would speak on behalf of council to the media. Council would have to be ok with releases.
 2. With residents she will deal with them factually or if necessary she will come back to council so they can work together.
 - vii. Brown asked what the most pressing project is.
 1. Finding the permanent city manager.
 - viii. Mayor Brown asked about how she will notify council regarding availability of grant funds so the council is not rushed.

1. Good project management indicates that projects shouldn't happen at the 11th hour.
 2. Sometime adjustments occur. Prides herself on project management and there won't be 11th hour decisions.
- ix. Spicer asked her to describe a major accomplishment she was directly involved in.
1. Held the 50th anniversary festival of the forks in 2016.
 2. Had over 8,000 at the event, raised all the funds, executed all the contracts, with a staff of 1 or 2.
- x. Brown asked is there anything she wants to say that has not been asked.
1. Wanted to clear up she did not want to leave and would be incredibly happy to come back.
- xi. Mayor Brown asked how she will work with DDA.
1. Believes it is the same work. She is just carrying the ball forward.
- V. Appointment of Interim Manager
- a. French moved to appoint Scott Kipp Seconded by Barnes.
 - b. Mayor commented that he thanked council for their participation in the interview process. Wants there to be clear communication in the future and full disclosure. Wants to make sure the momentum is not lost.
 - c. Yeas:7
 - d. Nays:0
- VI. Transition Process
- a. Mayor Brown asked for the manager to prepare a memo regarding all outstanding projects. Wants city property to be accounted for.
 - b. Brown asked if they were meeting prior to next regular meeting.
 - c. French stated that it could wait until next regular meeting.
 - d. Reid inquired as to why they couldn't make the mml decision tonight.
 - e. Attorney indicated there needs to be a start date and compensation set.
 - f. Special council meeting set for 3-26-18 at 7:00.
- VII. Motion to Excuse
- a. Not applicable.
- VIII. Public Comments
- a. Tom Hunsdorfer, 803 S. Superior St., Albion. Commended on work tonight. Pleased with selection of Chief Kipp.
- IX. Adjourn
- a. Brown moved.
 - b. French Seconded.
 - c. All in favor.
 - d. Adjourned at 6:49pm.

Minutes take by City Attorney Harkness