



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

## REVISED AGENDA

**COUNCIL MEETING**  
**Monday, January 6, 2020**  
**7:00 P.M.**

**David Atchison**  
Mayor

**Vicky Clark**  
Council Member  
1<sup>st</sup> Precinct

**Lenn Reid**  
Council Member  
2<sup>nd</sup> Precinct

**Al Smith**  
Council Member  
3<sup>rd</sup> Precinct

**Marcola Lawler**  
Council Member  
4<sup>th</sup> Precinct

**Jeanette Spicer**  
Council Member  
5<sup>th</sup> Precinct

**Shane Williamson**  
Mayor Pro Tempore  
Council Member  
6<sup>th</sup> Precinct

**Darwin McClary**  
City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

NOTICE FOR PERSONS WITH  
HEARING IMPAIRMENTS  
WHO REQUIRE THE USE OF A  
PORTABLE LISTENING DEVICE

Please contact the City  
Clerk's office at  
517.629.5535 and a listening  
device will be provided  
upon notification. If you  
require a signer, please  
notify City Hall at least five  
(5) days prior to the posted  
meeting time.

### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS-None
- VII. PUBLIC HEARING-None
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION –None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Study Session Minutes, December 16, 2019
  - B. Approval Regular Session Minutes, December 16, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval 2<sup>nd</sup> Reading and Adoption Ordinance # 2019-11, An Ordinance to Amend Chapter 2, Article IV, To Add Division 5, Sections 2-280 through 2-284, Recreation Advisory Committee
  - B. Discussion/Approval 1<sup>st</sup> Reading Ordinance # 2020-01, An Ordinance to Amend Chapter 2, Article IV, To Add Division 6, Sections 2-320 through 2-327, Arts Commission
  - C. Establish Work Group for Sidewalks



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

*Meetings: First and Third Mondays – 7:00 p.m.*

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

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- D. Request Approval to Apply for Grant with the State of Michigan for an AVCB Tabulator
- E. Request Approval Renewal of Medical Marijuana Licenses for Grower License for Michael Moore
- F. Request Approval Renewal of Medical Marijuana Processor License for Michael Moore
- G. Request Approval Renewal of Medical Marijuana Provisioning License for Pincanna
- H. Request Approval Renewal of Medical Marijuana Provisioning License for Greenhouse Farms
- I. Request Approval of Boards & Commissions Appointments:
  - LoriRene Koehn, Initial Appointment, Albion District Library, Term to Expire 12-31-2023
  - Robert Anderson, Initial Appointment, Downtown Development Authority (DDA), Term to Expire 12-31-2023
  - Kristy Jo Clement, DDA Citizens Advisory Board, Term to Expire 12-31-2020
  - Corinne Atchison, DDA Citizens Advisory Board, Term to Expire 12-31-2020
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN

City of Albion  
Study Session Minutes  
December 16, 2019

I. CALL TO ORDER

Mayor Atchison opened the study session at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Lenn Reid (2), Al Smith (3), Marcola Lawler (4), Jeanette Spicer (5), Shane Williamson (6) and Mayor Atchison.

ABSENT: Vicky Clark (1)

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director; Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer; Scott Kipp, Chief Public Safety; Kent Phillips, Interim Public Services Director and John Tracy, Director of Planning, Building & Code Enforcement.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Sidewalk Fund

Interim Director of Public Services Phillips gave a brief overview of the \$50.00 sidewalk assessment on all properties located in the City. The sidewalk program began in 2008 for a ten-year assessment. About a million and a half dollars was collected in the ten years. Many projects were completed using this fund the first seven years of the program. Currently, we have about \$450,000 remaining and would like Council direction as to how the remaining funds should be spent. They are still many sidewalks and crosswalks that need to be repaired in the City, the Department of Public Services has repaired some small sections that did not need to be contracted out.

There are three hundred and nineteen (319) non-ADA compliant crosswalks throughout the City. The cost for making them ADA compliant would be approximately \$1,000 per crosswalk. The City also has approximately \$94,000 in Act 51 funding that must be spent on non-motorized items, such as sidewalks and signs.

The total cost for the sidewalk around Holland Park is approximately \$164,000 with the breakdown as follows:

\$14,300 Design Engineering  
\$75,000 75 yards concrete  
\$75,000 Contractors labor & mark up

City Attorney Harkness stated he has provided Council two opinions, one in 2014 and the other in 2015 on the assessment. He stated the assessment was levied incorrectly, therefore, the funds remaining were left in the account awaiting further direction from the Council on how the funds should be disbursed. Properties that are assessed must derive a direct benefit from the assessment. Most municipalities set up a special assessment district.

Council Member Lawler stated she would like the funds split between each of the six (6) precincts.

City Manager McClary stated we must use a fair, uniform and consistent manner in which to expend the funds. He recommends fixing the crosswalks and using the remaining funds for sidewalks around public facilities that would benefit the general public.

The Council consensus is to create a work group with a member chosen by each Council Member from their precinct as members.

City Manager McClary stated at the 1<sup>st</sup> meeting in January, Council will create the committee, define the work product, duties and term of the committee. The committee will then make a recommendation to the Council of the projects to be completed, timeframe and cost. Future funding for sidewalks will be part of the Capital Improvement Plan that will be presented to Council in October, 2020.

Additional comments were received from Council Members Spicer, Williamson, Reid and Smith and Mayor Atchison.

- V. PUBLIC COMMENTS-(Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).

Comments were received from Lavada Weeks, 917 Luther Dr.

- VI. CITY MANAGER REPORT-None

- VII. MAYOR AND COUNCIL MEMBER COMMENTS

No Mayor and Council Member comments were received.

VIII. ADJOURNMENT

Spicer moved, Williamson supported, CARRIED, to adjourn the study session.  
(6-0, vv)

Mayor Atchison adjourned the Study Session at 6:55 p.m.

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Date

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Jill Domingo  
City Clerk

City of Albion  
Council Session Minutes  
December 16, 2019

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 7:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: Vicky Clark (1)

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City; Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer; Kent Phillips, Acting Interim Public Service Director; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director and Scott Kipp, Chief Public Safety.

V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)

Williamson moved, Reid supported, CARRIED, to Approve the Agenda as presented. (6-0, vv)

VI. PRESENTATIONS

A. Proclamation Welcoming Distinguished Sister City Visitor: Chef Frederick They

Mayor Atchison read aloud Proclamation Welcoming Distinguished Sister City Visitor: Chef Frederick They and presented to Chef Frederick They.

Comments were received from Chef They.

B. 2020 Census-Erin Geier

Erin Geier, Teacher at Harrington School stated the class sizes at Harrington School increase by one (1) class size per year. She would like to see the census as accurate as possible as schools depend on title funding that is dependent on information received from the census. Every person counts. She would like to know what the City's plan is to promote the census and what the school can do to help. She would also like to begin a community partnership with the City.

City Manager McClary stated they can contact the Chicago Office of the U.S. Census who can help to get local people involved and will also help to provide assistance.

VII. PUBLIC HEARINGS-None

VIII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Lavada Weeks, 917 Luther Dr, Pat Wilson, Census Bureau, Council Member Reid, Mayor Atchison and City Manager McClary.

IX. CLOSED SESSION- None

X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)

A. Approval Regular Session Minutes, December 2, 2019

Smith moved, Lawler supported, **CARRIED**, to approve the Consent Calendar as presented. (6-0, vv)

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Elect Mayor Pro Tempore

Council Member Reid nominated Council Member Smith as Mayor Pro Tempore

Comments were received from Council Members Reid, Williamson, Smith, Lawler and Spicer and City Attorney Harkness.

Reid moved, Atchison supported, **FAILED**, to Elect Council Member Smith as Mayor Pro Tempore. (3-3, rcv) (Lawler, Spicer & Williamson dissenting)

Council Member Lawler nominated Council Member Williamson as Mayor Pro Tempore.

Lawler moved, Spicer supported, **CARRIED**, To Elect Council Member Williamson as Mayor Pro Tempore. (5-1, rcv) (Reid dissenting)

B. Request Approval Resolution # 2019-39, Fiscal Year 2020 Budget Appropriation

Comments were received from Council Members Smith, Spicer and Williamson and City Manager McClary.

*Council Member Williamson asked to **AMEND** the motion to remove “Also Resolved: The attached fee schedule supporting revenue estimates within the budget is approved” from Resolution #2019-39, Fiscal Year 2020 Budget Appropriation.*

Williamson moved, Smith supported, **CARRIED**, to **AMEND** the motion to remove “Also Resolved: The attached fee schedule supporting revenue estimates within the budget is approved” from Resolution #2019-39, Fiscal Year 2020 Budget Appropriation. (6-0, rcv)

Williamson moved, Spicer supported, **CARRIED**, to Approve Resolution # 2019-39, Fiscal Year 2020 Budget Appropriation removing “Also Resolved: The attached fee schedule supporting revenue estimates within the budget is approved” from Resolution #2019-39, Fiscal Year 2020 Budget Appropriation. (6-0, rcv)

C. Request Approval 2020 Fee Schedule

Comments were received from Council Members Smith, Reid, Spicer and Williamson; Mayor Atchison; City Manager McClary and Finance Director Mead.

Williamson moved, Reid supported, **CARRIED**, to **TABLE** Approval of 2020 Fee Schedule as presented. (6-0, vv)

D. Request Approval Resolution # 2019-40, FY 2019 Budget Amendments

Comments were received from Finance Director Mead.

Williamson moved, Smith supported, **CARRIED**, to Approve Resolution # 2019-40, FY 2019 Budget Amendments as presented. (6-0, rcv)

E. Request Approval MITN Bid System Agreements

Comments were received from Council Members Smith and Spicer.

*Council Member Williamson asked to **AMEND** the motion to add contract will begin on January 1, 2020 through December 31, 2029 and will not exceed ten years. (6-0, vv)*

Williamson moved, Smith supported, CARRIED, to **AMEND** the motion to add contract will begin on January 1, 2020 through December 31, 2029 and will not exceed ten years. (6-0, vv)

Williamson moved, Spicer supported, CARRIED, to Approve MITN Bid System Agreements adding contract will begin on January 1, 2020 through December 31, 2029 and will not exceed ten years. (6-0, rcv)

F. Discussion/Approval 1<sup>st</sup> Reading Ordinance # 2019-11, An Ordinance to Amend Chapter 2, Article IV, To Add Division 5, Sections 2-280 through 2-284, Recreation Advisory Commission

Comments were received from Council Members Spicer, Lawler and City Attorney Harkness

*Council Member Lawler asked to AMEND the motion and add that the membership requirement for the commission should be appointed by each of the Council Members from their precinct to the committee and to also change Section 2-281: Members -from five (5) members to seven (7) members.*

Comments were received from Council Members Spicer, Williamson, Lawler and Reid and City Manager McClary.

City Attorney Harkness stated that changing the number of members Section 2-281: Members -from five (5) members to seven (7) members would change the terms to the following:

Two members shall be appointed for a one-year term

Two members shall be appointed for a two-year term

Three members shall be appointed for a three-year term

*\*Council Member Williamson Called the Question*

Williamson moved, Smith supported, CARRIED, to Call the Question on amending the motion to add that the membership requirement for the commission should be appointed by each of the Council Members from their precinct to the committee and to also change Section 2-281: Members -from five (5) members to seven (7) members. (6-0, vv)

Lawler moved, Spicer supported, **FAILED**, to AMEND the motion and add that the membership requirement for the commission should be appointed by each of the Council Members from their precinct to the committee and to also change Section 2-281: Members -from five (5) members to seven (7) members. (2-4, rcv) (Williamson, Reid, Smith & Mayor Atchison dissenting)

*Council Member Williamson asked to **AMEND** the motion adding changing the number of members Section 2-281: Members -from five (5) members to seven (7) members would change the terms to the following:*

*Two members shall be appointed for a one-year term*

*Two members shall be appointed for a two-year term*

*Three members shall be appointed for a three-year term*

Members shall be residents of the city and an effort shall be made for the membership to reflect all precincts of the city

Williamson moved, Spicer supported, CARRIED, to **AMEND** the motion adding changing the number of members Section 2-281: Members -from five (5) members to seven (7) members would change the terms to the following:

Two members shall be appointed for a one-year term

Two members shall be appointed for a two-year term

Three members shall be appointed for a three-year term

Members shall be residents of the city and an effort shall be made for the membership to reflect all precincts of the city. (6-0, rcv)

Smith moved, Williamson supported, CARRIED, to Approve 1<sup>st</sup> Reading Ordinance # 2019-11, An Ordinance to Amend Chapter 2, Article IV, To Add Division 5, Sections 2-280 through 2-284, Recreation Advisory Commission changing the number of members Section 2-281: Members -from five (5) members to seven (7) members would change the terms to the following:

Two members shall be appointed for a one-year term

Two members shall be appointed for a two-year term

Three members shall be appointed for a three-year term

Members shall be residents of the city and an effort shall be made for the membership to reflect all precincts of the city. (6-0, rcv)

#### G. Request Approval for Holland Park Sidewalk Improvement Project

Williamson moved, Lawler supported, CARRIED, to **TABLE** Holland Park Sidewalk Improvement Project until report is received from the committee. (6-0, vv)

#### H. Request Approval Boards & Commission Appointments:

- Johnathon Naracon, Initial Appointment, Albion Economic Development Corporation, Term to Expire 7-1-2024

Comments were received from Mayor Atchison

Williamson moved, Lawler supported, CARRIED, to Approve Johnathon Naracon, Initial Appointment, Albion Economic Development Corporation, Term to Expire 7-1-2024 as presented. (6-0, vv)

- I. Request Approval of Legislative Management Contract with iCompass for \$13,500.00

Comments were received from Council Members Smith and Williamson and City Manager McClary.

City Manager McClary recommended a three-year contract beginning January 1, 2020 through December 31, 2022.

Williamson moved, Spicer supported, CARRIED, To Approve Legislative Management Contract with iCompass for \$13,500.00 for a three-year contract beginning January 1, 2020 through December 31, 2022. (6-0, rcv)

- J. Request Approval for Acceptance of \$3500.00 Grant from Marshall Community Foundation for the Albion-Marshall Connector

Comments were received from Council Members Williamson, Lawler and Spicer; Mayor Atchison and City Manager McClary.

Smith moved, Williamson supported, CARRIED, To Approve Acceptance of \$3500.00 Grant from Marshall Community Foundation for the Albion-Marshall Connector as presented. (6-0, rcv)

## XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Council Member Williamson asked to establish work group for sidewalks
- City Attorney Harkness asked for Discussion/1<sup>st</sup> Reading Ordinance to Establish Arts Commission
- Council Member Smith asked for the 2020 fee schedule

## XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Sonya Brown, 713 Orchard Dr; David Gilbert, Calhoun County Prosecutor; Gary Tompkins, Calhoun County Commissioner and Council Member Lawler.

#### XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets detailing the following:

- Attendance at Meetings
- FY 2020 Budget Preparation
- Albion Community Gardens Property Assessment
- Irwin Avenue Reconstruction Project Update
- BidNet/MITN Purchasing Group Membership
- City Manager Goals & Priorities
- Sidewalk Program Fund
- Recycling Center Agreement with County
- Claim of Injury
- Upcoming Agenda Items

#### XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Smith, Lawler and Williamson; Mayor Atchison and City Manager McClary.

#### XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Williamson moved, Reid supported, CARRIED, To Excuse Council Member Clark (1). (6-0, vv)

#### XVII. ROLL CALL

PRESENT: Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: Vicky Clark (1)

#### XVIII. ADJOURNMENT

Williamson moved, Smith supported, CARRIED, to adjourn the regular session. (6-0, vv)

Mayor Atchison adjourned the Regular Session at 9:06 p.m.

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Date

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Jill Domingo  
City Clerk

**CITY OF ALBION  
ORDINANCE #2019-11**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV, TO ADD DIVISION 5,  
SECTIONS 2-280 THROUGH 2-284, RECREATION ADVISORY COMMISSION

**Purpose and Finding:**

As the City Council is aware, the Council has previously expressed an interest in the creation of a recreation advisory commission to further the development of the city's recreation services. The duties of the commission would include, but not be limited to, reviewing the annual budget(s) for the recreation department and providing recommendations thereon, reviewing and making recommendations regarding bond proposals and capital improvements, reviewing fees for the recreation department and making recommendations thereon. Approval is recommended

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 2, Article IV of the Codified Ordinances of the City of Albion, is hereby amended, by adding Sections 2-280 through 2-284 as follows:

**DIVISION 5: RECREATION ADVISORY COMMISSION**

**Section 2-280: Created**

- A. The Recreation Advisory Commission is hereby created.

**Section 2-281: Members**

- A. The recreation advisory commission shall consist of seven members, who shall be residents of the city and an effort shall be made for the membership to reflect all precincts of the city.. Each member of the commission shall serve for a term of three years except of the members first appointed, two shall be appointed for a term of one-year, two for a term of two years, and three for a term of three years.
- B. All members shall be appointed by the mayor subject to the approval of the council.
- C. Unless specifically provided otherwise in this article, any vacancy occurring in the membership of any board or commission may be filled by the appointing authority for the remainder of the unexpired term.
- D. Members of the commission shall serve at the will of the council. Nonattendance at three regularly scheduled consecutive commission meetings or failure to attend more than one-third of the regularly

scheduled meetings during any rolling 12-month period, is hereby determined to constitute neglect of duty, shall be deemed nonfeasance in office, and, unless a removal hearing is otherwise required by law, shall automatically create a vacancy without further action.

### **Section 2-282: Duties**

- A. The commission shall have the following duties:
1. To be an advisory commission to the City Manager and city council;
  2. To annually review the recreation budget as prepared by city staff and make recommendations to the City Manager and city council as part of the budget preparation and submittal process;
  3. To review and make recommendations to the City Council on potential capital improvements relating to recreation;
  4. To annually review the recreation fee schedule as prepared by city staff and make recommendations thereon to the Recreation Director, City Manager, and city council;
  5. To review recreation bond proposals and to make recommendations in writing to the city council prior to city council taking final action on the matter.
  6. To make recommendations to the Recreation Director, City Manager, and City Council regarding recreation programs for the City;

### **Section 2-283: Meetings**

- A. The commission shall meet a minimum of six (6) times annually at Albion City Hall, or such other designated place in the city.
- B. At the last regularly scheduled meeting of a calendar year, the commission shall adopt a schedule of meetings for the coming year, which shall be properly noticed as required by law. Special meetings of the commission may be called upon 24 hours notice by the chairperson or any two members of the commission.
- C. All commission meetings shall be open to the public, and all business shall be conducted in public session as required by the Michigan Open Meetings Act. At each regularly scheduled meeting, there shall be an opportunity for the public to speak. All meetings shall be held in a facility accessible to persons with disability.

- D. The commission may adopt bylaws and rules of procedure which pertain to the actual conduct of its business. Such rules shall not be effective without the approval of the city council and once approved, must be made available to each person conducting business before the commission. In the event the commission does not adopt its own rules, all commission meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Each member the commission present at a meeting shall vote on each motion made unless excused due to a bona fide conflict of interest by the unanimous consent of the other members present.
- E. A majority of the members of the commission appointed and serving shall constitute a quorum for the transaction of business.
- F. The commission shall, at the first meeting of the year, elect a chair, a vice-chair, and a secretary. In the event the commission shall, for any reason, fail to elect a chair, vice-chair, or a secretary as required by this section, the city council shall at the council's first meeting in February appoint a chair, a vice-chair, and a secretary from the members of the commission.
- i. The duties of the chair shall include: He or she shall be the presiding member of the commission. The chair shall open and close meetings of the commission, announce the proper sequence of business in accordance with the prescribed agenda, state and put to vote all questions that come before the commission by motion, to enforce rules of order and decorum, to respond to questions of parliamentary procedure, and to sign any documents reflecting official action(s) of the commission.
  - ii. The duties of the vice-chair shall include: Discharging the duties of the chair in the chair's absence, when the chair becomes disabled, when the chair is otherwise unable to fulfill his or her duties, or when the chair has a bona fide conflict of interest on any matter.
  - iii. The duties of the secretary shall include: Attending all meetings of the commission and keeping a journal of the commission's proceedings in the English language. He or she shall keep a record of all actions taken by the commission and shall create and

maintain meeting minutes as required by the Michigan Open Meetings Act, Act 267 of 1976, as amended. A copy of the commission's meeting minutes shall be forwarded to the City Clerk.

**Section 2-284: Compensation**

- A. Unless specifically provided for by law, no member of the commission shall be compensated for their service. Members of the commission shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties if an appropriation therefor is included in the annual budget and the expense is approved by the City Manager.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on February 6, 2020 after publication.

First Reading:

Second Reading & Adoption:

December 16, 2019

January 6, 2020

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo,  
Clerk

\_\_\_\_\_  
David Atchison,  
Mayor.

**CITY OF ALBION  
ORDINANCE #2020-01**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE IV, TO ADD DIVISION 6,  
SECTIONS 2-320 THROUGH 2-327, ARTS COMMISSION

**Purpose and Finding:**

As the City Council is aware, the Council has previously expressed an interest in the creation of an arts commission to further the development of the city's recreation services. The duties of the commission would include, but not be limited to, advising the city council on matters pertaining to arts programs in the city, promoting arts and culture in the city, implementing a public art program, reviewing artwork proposals, and fundraising. Approval is recommended

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 2, Article IV of the Codified Ordinances of the City of Albion, is hereby amended, by adding Division 6, Sections 2-320 through 2-327 as follows:

**DIVISION 6: ARTS COMMISSION**

**Section 2-320: Created**

- A. The Arts Commission is hereby created.

**Section 2-321: Members**

- A. The arts commission shall consist of five members, who shall be residents of the city. Each member of the commission shall serve for a term of three years except of the members first appointed, one shall be appointed for a term of one-year, two for a term of two years, and two for a term of three years.
- B. All members shall be appointed by the mayor subject to the approval of the council.
- C. Unless specifically provided otherwise in this article, any vacancy occurring in the membership of any board or commission may be filled by the appointing authority for the remainder of the unexpired term.
- D. Members of the commission shall serve at the will of the council. Nonattendance at three regularly scheduled consecutive commission meetings or failure to attend more than one-third of the regularly scheduled meetings during any rolling 12-month period, is hereby determined to constitute neglect of duty, shall be deemed nonfeasance

in office, and, unless a removal hearing is otherwise required by law, shall automatically create a vacancy without further action.

## **Section 2-322: Duties**

A. The commission shall have the following duties:

1. It shall be the duty of the arts commission to advise the City manager and the city council on matters pertaining to arts programs within the city. These duties shall also include the review of requests for support, monetary or otherwise, submitted to the city; advise on the priority of such requests; develop and/or sponsor activities in performing arts and crafts, and visual arts.
2. The arts commission shall also be responsible for promoting arts and culture in the community, to include, but not be limited to, dissemination of knowledge with regard to the arts, recognizing local artists and their work when appropriate, and cooperation with agencies also dealing in the arts.
3. The commission shall be responsible for implementing a public art program so as to provide for the acquisition, placement, and display of works of art within the city. The public art program shall be administered subject to the approval of the city council.
4. The commission shall also be responsible for fundraising and preparation of grant applications to support the arts and culture in the city.
5. The commission shall manage an annual budget, determined annually by the city council.
6. The commission shall be responsible for reviewing proposed public art for compliance with the requirements and review standards of the applicable City Ordinances and making a recommendation to the city council as to whether or not the proposed public art is in compliance. If the commission determines the proposed public art is not in compliance, it shall advise the developer and city council of the reason it is not in compliance and what steps may be taken to have the proposed public art comply with the applicable requirements and standards. This review shall be in addition to, and not in lieu of, any other review required by any other applicable governmental body or sub-body.
7. Prepare, adopt, and amend with the city council's approval a plan and guidelines to carry out the city's art program, which shall include, but not be limited to, a method or methods for the

selection of artists or works of art and for placement of works of art.

8. Recommend to the City Manager and the city council the purchase of works of art or commission the design, execution and/or placement of works of art and payment therefor from the public art fund.
9. Require that any proposed work of art requiring extraordinary operation or maintenance expenses shall receive prior approval of the City Manager.
10. Ensure that art works which are appropriate as art in public places and compatible in scale, material, form, and content with their surroundings shall be considered.
11. Assure, in the overall public art program, that reasonable diversity is attained in style, scale, media, and materials represented.
12. Providing an annual report to the city council on the commission's activities.

### **Section 2-323: Meetings**

- A. The commission shall meet a minimum of six (6) times annually at Albion City Hall, or such other designated place in the city.
- B. At the last regularly scheduled meeting of a calendar year, the commission shall adopt a schedule of meetings for the coming year, which shall be properly noticed as required by law. Special meetings of the commission may be called upon 24 hours notice by the chairperson or any two members of the commission.
- C. All commission meetings shall be open to the public, and all business shall be conducted in public session as required by the Michigan Open Meetings Act. At each regularly scheduled meeting, there shall be an opportunity for the public to speak. All meetings shall be held in a facility accessible to persons with disability.
- D. The commission may adopt bylaws and rules of procedure which pertain to the actual conduct of its business. Such rules shall not be effective without the approval of the city council and once approved, must be made available to each person conducting business before the commission. In the event the commission does not adopt its own rules, all commission meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Each member the commission present at a meeting shall

vote on each motion made unless excused due to a bona fide conflict of interest by the unanimous consent of the other members present.

- E. A majority of the members of the commission appointed and serving shall constitute a quorum for the transaction of business.
- F. The commission shall, at the first meeting of the year, elect a chair, a vice-chair, and a secretary. In the event the commission shall, for any reason, fail to elect a chair, vice-chair, or a secretary as required by this section, the city council shall at the council's first meeting in February appoint a chair, a vice-chair, and a secretary from the members of the commission.
  - 1. The duties of the chair shall include: He or she shall be the presiding member of the commission. The chair shall open and close meetings of the commission, announce the proper sequence of business in accordance with the prescribed agenda, state and put to vote all questions that come before the commission by motion, to enforce rules of order and decorum, to respond to questions of parliamentary procedure, and to sign any documents reflecting official action(s) of the commission.
  - 2. The duties of the vice-chair shall include: Discharging the duties of the chair in the chair's absence, when the chair becomes disabled, when the chair is otherwise unable to fulfill his or her duties, or when the chair has a bona fide conflict of interest on any matter.
  - 3. The duties of the secretary shall include: Attending all meetings of the commission and keeping a journal of the commission's proceedings in the English language. He or she shall keep a record of all actions taken by the commission and shall create and maintain meeting minutes as required by the Michigan Open Meetings Act, Act 267 of 1976, as amended. A copy of the commission's meeting minutes shall be forwarded to the City Clerk.

#### **Section 2-324: Compensation**

- A. Unless specifically provided for by law, no member of the commission shall be compensated for their service. Members of the commission shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties if an appropriation therefor is included in the annual budget and the expense is approved by the City

Manager.

**Section 2-325: Public Art Fund Established**

- A. There is further hereby established a "public art fund" to which an amount, to be determined by the city council each year, shall be appropriated from the general fund. All such funds as are appropriated to the public art fund may be accumulated and expended for such public art, from time to time, as hereinafter provided. No public art from public funding may be placed on private property.

**Section 2-326: Expenditures for Works of Art**

- A. The portion of the public art fund reserved for works of art may be expended for the following:
1. The cost of the work of art and its installation.
  2. Identification plaques and labels.
  3. Waterworks, electrical and mechanical devices and equipment which are an integral part of the work of art.
  4. Frames, mats, and simple pedestals necessary for the proper presentation of the works of art.
  5. Maintenance and repair of the public art works.
  6. Fees to artists for the execution of final proposals for the arts commission to select from.
  7. Exhibitions, marketing and educational programs.
  8. For the support of artistic festivals.

**Section 2-327: Definitions**

- A. The following words and phrases shall be used in the interpretation and administration of the public arts program:
- a. *Artist* means a practitioner in the visual arts, generally recognized by critics and his/her peers as professional, who produces work as described in the definition of "works of art" in this section.
  - b. *Arts commission* means the Albion Arts Commission.
  - c. *City* means the City of Albion.

- d. *Public art* means works of art purchased through the public art fund that are located in highly visible public areas.
- e. *Public art fund* means those monies appropriated by city council pursuant to this division, plus any other funds received by the city specifically designated to be used for the purchase of public art.
- f. *Works of art* means all forms of original creations of visual art, including, but not limited to:
  - i. Sculpture: In the round, bas relief, high relief, mobile, fountain, kinetic, electronic, etc., in any material or combination of materials.
  - ii. Painting: All media, including portable and permanently affixed works, such as murals and frescoes.
  - iii. Mosaics.
  - iv. Mixed media: Any combination of forms or media including collage.
  - v. Performing arts.
  - vi. Digital art.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on February 20, 2020 after publication.

First Reading:

Second Reading & Adoption:

January 6, 2020

January 20, 2020

Ayes \_\_\_\_\_  
 Nays \_\_\_\_\_  
 Absent \_\_\_\_\_

Ayes \_\_\_\_\_  
 Nays \_\_\_\_\_  
 Absent \_\_\_\_\_

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Jill Domingo,  
Clerk

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David Atchison,  
Mayor.



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b><i>ESTABLISHMENT OF SIDEWALK PROGRAM FUND REVIEW COMMITTEE</i></b>
<b>Meeting Date:</b>	January 6, 2020
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

## Background Brief:

At its December 16, 2019, regular meeting, the city council discussed the status of the city's Sidewalk Program Fund and the concerns expressed by City Attorney Harkness regarding the establishment of the sidewalk special assessment program and the use of the funds. Council expressed a desire to establish an ad hoc committee to complete a review of the Sidewalk Program Fund and to make recommendations on the use of the special assessment funds for future sidewalk improvements, with the committee to consist of the Public Services Director, City Manager, and a representative from each precinct selected by the council member from that precinct.

## Alternatives Analysis:

Do nothing. If the city council takes no action, legal concerns will linger regarding the use of the sidewalk special assessment funds for sidewalk improvements.

Authorize expenditure of funds in accordance with City Attorney and City Manager recommendation and determine resource allocation. If the city council authorizes expenditure of sidewalk funds in accordance with administration's recommendations and determine the methods to be used in prioritizing sidewalk improvement projects, allocation of funds, timing of projects, and construction of projects (in-house versus contracted work), the city can proceed with needed sidewalk improvements. However, this option ignores valuable input from the public.

Establish ad hoc committee to review Sidewalk Program Fund and make recommendations on the use of funds. If the city council establishes an ad hoc committee, the committee will review the Sidewalk Program Fund and prepare recommendations on the appropriate, legal, and equitable use of the sidewalk funds. Council will then be able to approve, modify, or reject the



recommendations, prioritize and establish timing of projects, and determine method of construction. The city will promote public engagement in the process and decisions.

**Summary of Previous Council Action:**

11/16/2019 – Council and administration discuss issues with the Sidewalk Program Fund during budget work session.

12/16/2019 – Council holds a study session to discuss issues with the Sidewalk Program Fund; during regular meeting, council postpones action on the Holland Park sidewalk improvement project until a committee is established and recommendations made on the use of sidewalk special assessment funds.

**Financial Impact:**

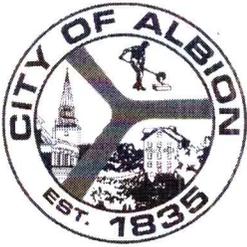
None

**Recommended Motion(s):**

#1 - To establish an ad hoc Sidewalk Program Fund Review Committee comprising the City Manager, Director of Public Services, and one citizen representative from each of the six precincts of the city selected by the council member from that precinct for the purposes of (1) reviewing the legal concerns regarding the establishment and collection of the previous sidewalk special assessments and Sidewalk Program Fund; and (2) identifying and recommending to city council appropriate, legal, and equitable uses of the special assessment proceeds collected and remaining in the Sidewalk Program Fund; with the term of the committee to expire on October 31, 2020. Council members shall select and submit the names of their respective precinct representatives for the committee to the City Manager not later than \_\_\_\_\_, 2020.

**Attachments:**

None



## Council Action Summary Sheet

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<b>Agenda Item #:</b>	XI (J)
<b>Agenda Item Title:</b>	<i>Approval of Grant Application for AVCB Tabulator</i>
<b>Meeting Date:</b>	January 6, 2020
<b>Submitted by:</b>	Jill Domingo
<b>Contact Information:</b>	jadomingo@cityofalbionmi.gov
<b>Agenda Item Approvals:</b>	<input checked="" type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager

### Background Brief:

An AVCB is a “precinct” formed for the purpose of processing and tabulating absent voter ballots on election day. An AVCB uses its own poll book, ballot container, and tabulator and follows the same procedures and rules for opening and closing precincts but allows continuous processing of absentee ballots throughout the day instead of as the precinct tabulator is available. It also allows for the duplication of ballots prior to 8 p.m. AVCBs require their own location, separate from the polling location. The passage of Proposal 18-3 will encourage more voters to vote absentee. Based on certification data, a Dominion precinct tabulator can process 200-240 ballots/hour.

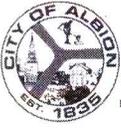
Processing absent voter ballots in the precinct can be a challenge, especially during a high turnout election. Closing procedures may be delayed and results will not be available until all ballots are run through the precinct tabulator creating a longer night for election inspectors.

Due to limited funding, money will be awarded on a first come first serve basis, I emailed the Council for pre-approval on Tuesday, December 17<sup>th</sup>.

### Alternatives Analysis:

- a. Approve the grant application for the additional tabulator as included in the 2020 budget
- b. Continue to process absentee ballots at the polling locations

**Summary of Previous Council Action:** No previous Council action has been taken



**Financial Impact:** \$5500.00 was budgeted and approved for the purchase of the tabulator to create an Absentee Counting Board. The grant will pay 50% of tabulator cost.

**Recommended Motion(s):**

Request Approval Grant Application for AVCB Tabulator

**Attachments:**

Email from Michigan Bureau of Elections

**From:** Michigan Bureau of Elections <MISOS@public.govdelivery.com>  
**Sent:** Monday, December 16, 2019 1:02 PM  
**To:** Jill Domingo  
**Subject:** News Update - AVCB Tabulator Funding, Line Study Report, and More

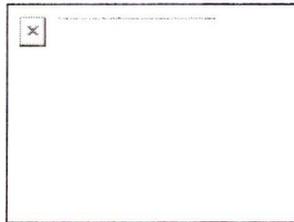
Having trouble viewing this email? [View it as a Web page.](#)



December 16, 2019

## AVCB Tabulator Funding

The application for funding for absent voter counting board tabulators is now available.



The Legislature appropriated \$1 million for the purchase of tabulators in an effort to encourage the use of absent voter counting boards (AVCB). In order to support as many jurisdictions as possible, the Bureau of Elections will cover 50 percent of the cost of purchasing a tabulator. Any additional costs such as software, modems, and other components will not be covered. Jurisdictions that have already purchased a tabulator in 2019 for the purpose of an AVCB may also submit an application to be considered for reimbursement. Jurisdictions that wish to purchase an additional tabulator for an existing AVCB may also apply, but will not be given highest priority. As there is limited funding, high-speed tabulators will not be eligible for cost share or reimbursement.

The money will be spent on a first come, first serve basis. In order to receive funding, jurisdictions must agree to use of a permanent absent voter application list (if not using one already), commit to using an AVCB for all even-year primary and general elections, and commit to pay 50 percent of the cost of the tabulator and the full cost of all additional components (including maintenance after the first five years).

Review the [AVCB Information Sheet](#) for answers to basic questions regarding using an AVCB and what is required.

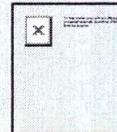
To apply, complete the [AVCB Tabulator Funding Application](#). All applications must be submitted by January

## IN THIS ISSUE

- AVCB Tabulator Funding
- Line Study Report
- Happy Holidays
- QVF Refresh Update
- County Clerks - Ballot Administration Due
- New Accreditation Classes Scheduled
- BOE Question of the Week



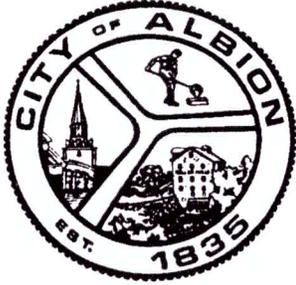
### QVF Refresh Update



**QVF Release for December 13, 2019, is as follows:**

### Presidential Primary Software changes

- **EPB Download.** Added EPB Export Ballot Types to the Ballot Setup screen
- **AV Details.** Added date ranges for alternate and mailing addresses for voter application(s) and ballot(s) to be



# City of Albion

William L. Rieger Municipal Building  
112 West Cass Street • Albion, Michigan  
49224  
(517) 629-5535 • Fax (517) 629-4168

## APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk  
City of Albion  
112 W. Cass Street  
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: LoriRene McClain Koehn  
(First) (Middle) (Last)

Home Address: 712 Orchard Dr. Telephone #: 517-629-5040

Place of Employment: retired

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: lorirene.koehn@gmail.com Fax: \_\_\_\_\_

Title/Type of Work: \_\_\_\_\_

Length of Residence in City: 6 moes. Own/Rent: parsonage US Citizen: Y  N

Educational Background: B.A. in Piano Pedagogy

Taught piano for 35 years, taught elementary + high school music + P.E., choreographed + directed elementary + middle school musicals.

Community Activities: I have enjoyed the city's music festivals and celebrations and have helped by joining what St Paul Lutheran Church has done in the community. I look forward to learning about more.

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1) Library Board                      2) \_\_\_\_\_
- 3) \_\_\_\_\_                                      4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

I have been a library card holder for years.  
Since my daughter became a librarian (in NY and now CA),  
I have heard about ~~in~~ the in's + out's of libraries and what solutions  
to various problems have been.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

I would like to be a part of the service that a library  
does in our community and bring a new and fresh  
set of eyes to see things from other points of view.

**Relationship to City Officials/Department Heads:** Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: NO

**Business relationship:** Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: NO

**Convictions:** Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

**REFERENCES:**

Name: Dawn Martin Relationship: friend

Telephone #: 517-629-9207 home, work 629-8379

Name: Lori Duff Relationship: friend

Telephone #: work 629-0222 cell 517-857-2361

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

I, Lori Rene<sup>d</sup> M. Koehn, certify that the information provided  
(Please Print)

*in this application is, to the best of my knowledge, true and accurate.*

Date of Birth: 9/3/1959

Signature: Lori Rene<sup>d</sup> M Koehn Date: 12-11-19



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49224  
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Name: ROBERT A ANDERSON  
(First) (Middle) (Last)

Home Address: 905 HAVEN ROAD Telephone #: 248.909.5877

Place of Employment: ALBION COLLEGE

Business Address: 611 E. PORTER ST. Telephone #: \_\_\_\_\_  
ALBION MI

E-Mail: 231 HSC @ GMAIL.COM Fax: N/A

Title/Type of Work: VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT / ADMINISTRATION

Length of Residence in City: 2.5 years Own/Rent: OWN US Citizen: Y  N

Educational Background: UNDERGRADUATE DEGREE:

OAKLAND UNIVERSITY

Community Activities: COMMUNITY LIASON WORK REPRESENTING ALBION COLLEGE

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1) DDA 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

EXPERIENCE IN WRITING GRANTS, PAST  
EXPERIENCE IN PROPERTY MARKET/DEVELOPMENT

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

1. CONTINUE THE GROWTH/VIBRANCY/INVESTMENT  
IN ALBION, ESPECIALLY IN THE DOWNTOWN  
FOR ALL ALBION RESIDENTS. HELP ATTRACT  
GOVT. & GRANT SUPPORT TO THESE EFFORTS.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: NONE.

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: NO

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NONE

REFERENCES:

Name: DR. ANDREW RAONCH Relationship: FORMER CO-MUNICIPAL/CITY COUNCIL PERSON

Telephone #: 517.414.1138

Name: MAE ORA JUNKLIN Relationship: FRIEND

Telephone #: \_\_\_\_\_

Application for Membership

Page 3 of 3

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

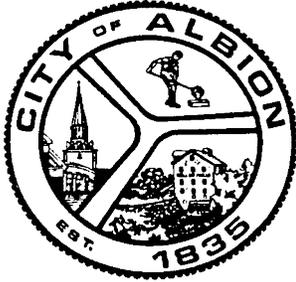
I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, ROBERT A. ANDERSON, certify that the information provided  
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 12.24.1957

Signature:  Date: 12.2.2019



# City of Albion

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- For most Boards & Commissions, appointee should be a resident of the City.

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Title/Type of Work: \_\_\_\_\_

Length of Residence in City: \_\_\_\_\_ Own/Rent: \_\_\_\_\_ US Citizen: Y \_\_\_ x \_\_\_ N \_\_\_\_\_

Educational Background: \_\_\_\_\_

Beginning classes for an Associate's in Accounting in Spring 2020 \_\_\_\_\_

Community Activities: \_\_\_\_\_ Most of my community involvement since I moved into town has been related to my background and education in dance. I have taught dance classes, produced, choreographed and performed in the community, utilizing space in the Marshall Opportunity School, the Ludington Center, and Stirling Books Studio, as well as a performance in the store. I have worked with other artists from the college and community and worked on several shows with the Albion College Theatre.

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

1) \_\_\_\_\_ DDA Citizens Council \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

In both dance and other fields that I been employed in, I have developed skills for project management and have often been in a position to improve upon existing processes, using both creative and analytical skills.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

Besides being a college student from 2004-2007, my first experience of Albion as a community was working for the newspaper and going business to business, selling advertising. I was able to get to know the business owners, especially downtown. I moved to an apartment downtown three years ago and Albion has become home. I would love to be an open mind to listen and a creative mind to help bring ideas ,solutions, and different views to the table, assisting the efforts to improve and develop downtown.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: \_\_\_\_\_ No \_\_\_\_\_

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: \_\_\_\_\_ No \_\_\_\_\_

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: No

**REFERENCES:**

Name: Linda Lanoue Relationship: friend, neighbor

Telephone #: 517-315-5382

Name: Zach Fischer Relationship: Professor Fishcer often hires me as choreographer for Albion College Theatre plays

Telephone #: 646-267-8353

**The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.**

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

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*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

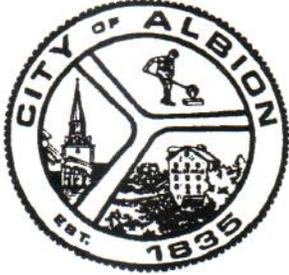
I, \_\_\_\_\_Kristy Clement \_\_\_\_\_, certify that the information provided  
(Please Print)

*in this application is, to the best of my knowledge, true and accurate.*

Date of Birth: \_\_\_\_\_10/24/1985\_\_\_\_\_

Signature: \_\_\_\_\_Kristy Clement\_\_\_\_\_ Date: \_\_\_\_\_1/1/2020\_\_\_\_\_

Downtown Resident



# City of Albion

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The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Corinne Marie Atchison  
(First) (Middle) (Last)

Home Address: 108 W. Erie St. Telephone #: 301-653-6625

Place of Employment: Palmer House Inn B+B

Business Address: 108 W. Erie St Telephone #: 517-629-0001

E-Mail: palmerhouseinnbnb@gmail.com Fax: \_\_\_\_\_

Title/Type of Work: Owner/Operator

Length of Residence in City: 18 months Own/Rent: Own US Citizen: Y  N

Educational Background: Muskegon High School Graduate

Paralegal Certification - Chapman University

Medical Certifications - Pacific Coast College / Ferris

Community Activities: Board member - Albion Health Visitors

ELT Club, Lions Club, Albion Philanthropic Women

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1) Downtown Development Board 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

I have a vested interest in the downtown development of Albion, not only as a business owner but also as a resident.

As our downtown properties are bought + sold and with new businesses moving in we need to have a balanced vision of incorporating a new Albion

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: NO

while preserving its true identity.

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: NO

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

REFERENCES:

Name: Nidia Wolf Relationship: Acquaintance / Rotary

Telephone #: 517-491-4041

Name: Mary Slater Relationship: Friend

Telephone #: 313-727-7543  
Application for Membership

**The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.**

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**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

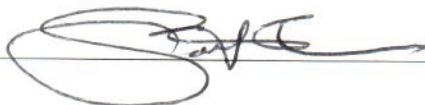
*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

I, Corinne Atchison, certify that the information provided  
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 03 March 59

Signature:  Date: 16 JAN 07