



# 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.

## AGENDA

**COUNCIL MEETING**  
**Monday, October 21, 2019**  
**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

**Sonya Brown**  
Mayor Pro-Tem  
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**  
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 –The City Attorney requests a Closed Session under the Open Meetings act (Section 15.268 (h), P.A. 267 of 1976, as amended) to consider material exempt from discussion or disclosure by state or federal statute.
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, October 7, 2019
  - B. Approval Special Session Minutes, October 8, 2019
  - C. Approval Study Session Minutes, October 14, 2019
  - D. Receive and File Planning, Building & Code Enforcement Report
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval Mechanical Amusement Device for Cascarelli's
  - B. Request Approval Grower Renewal License for Greenhouse Farms, LLC



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

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- C. Request Approval Processor Renewal License for Greenhouse Farms, LLC
- D. Request Approval to Assess the Condition and Operability of Water Fountains in all City Parks and Incorporate Appropriate Maintenance Planning into the 2020 Budget
- E. Request Approval to Install Irrigation System in Holland Park to Sustain Landscaping and Incorporate Installation into the 2020 City Budget
- F. Request Approval for Installation of Pavilion in Holland Park
- G. Request Approval for Addendum to City Manager Contract for PTO Time
- H. Request Approval 1<sup>st</sup> Reading Ordinance # 2019-08, An Ordinance to Create Chapter 100, Article 1, Sections 1.1-1.3, Article 2, Sections 2.1-2.2, Article 3, Sections 3.1-3.19, Article 4, Sections 4.1-4.13, Article 5, Sections 5.1-5.11, Article 6, Sections 6.1-6.6, Article 7, 7.1-7.26, Article 8, Sections 8.1-8.5, Article 9, Sections 9.1-9.15, and Article 10, Sections 10-10.8, Zoning
- I. Request Approval Resolution # 2019-33, A Resolution to Abandon the Right of Way Adjacent to the Intersection of S. Ann St and W. Ash St.
- J. Request Approval of \$10,000 Deductible to Michigan Municipal League Liability and Property Pool
- K. Discussion Results of Grocery Store Desert Committee Survey
- L. Discussion Donation Boxes
- M. Request Approval for Boards & Commissions Appointment
  - Nidia Wolf, Partial DDA Term, Term to Expire 12-31-2020
- N. Request Approval Resolution # 2019-34, A Resolution to Designate October 31 as the Annual Trick or Treat Date in Albion
- O. Discussion Amend Ordinance # 2018-08, Code of Ethics, Amend Section 1-28 N ii to Read “Said Public Hearing Shall Occur Within 30 Days of the Date the Three Council Members Notify the Mayor, Mayor Pro Tempe, City Attorney and City Manager in Writing, of Their Call for a Public Hearing”.
- P. Request Approval of Resolution # 2019-35, Designation of October 28<sup>th</sup>-November 1<sup>st</sup>, 2019 as Red Ribbon Week
- Q. Request Approval Resolution # 2019-36, Resolution of Recognition and Appreciation for Chief Scott Kipp



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

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- 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  
Council Session Minutes  
October 7, 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: Vicky Clark (1); Lenn Reid (2); Sonya Brown (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Kent Phillips, Acting Interim Public Service Director; Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer; 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)

Mayor Atchison asked to remove Item A-Community Policing Update from Presentations.

Clark moved, Reid supported, CARRIED, to Approve the Agenda with the above removal of Community Policing Update from Presentations. (7-0, vv)

VI. PRESENTATIONS

A. Community Policing Update

This item was removed from the agenda

B. Battle Creek Habitat for Humanity-Robert Phillips

Robert Phillips, Battle Creek Habitat for Humanity Executive Director provided Council with the following update:

- Habitat for Humanity is celebrating their 30<sup>th</sup> birthday
- The Battle Creek Habitat for Humanity serves all of Calhoun County
- They have a home build scheduled to begin in 2020 at 1112 Terpenning St.
- This home will be rehabbed through the Veteran Homeownership Program and they are seeking a veteran to partner with.
- 17% of the veterans living in Albion are in the poverty level
- Executive Director Phillips is also seeking advice on what Albion's needs are
- Most property that is rehabbed comes from the Calhoun County Land Bank
- The rehabs run from April through October

Comments were received from Council Members Spicer, Lawler and Brown and Mayor Atchison.

#### C. Kids 'N' Stuff Museum

Mayor Atchison announced the Charity Auction for the Kids 'N' Stuff Museum will be held on October 12, 2019

#### D. Proclamation Recognizing October as Breast Cancer Awareness Month

Mayor Atchison read aloud the Proclamation Recognizing October as Breast Cancer Awareness Month

#### E. Proclamation Recognizing Mental Illness Awareness Week

Mayor Atchison read aloud the Proclamation Recognizing Mental Illness Awareness Week

#### F. Proclamation Recognizing National Fire Prevention Week

Mayor Atchison read aloud the Proclamation Recognizing National Fire Prevention Week

### VII. PUBLIC HEARINGS-Proposed Zoning Ordinance Update

Mayor Atchison opened the public hearing at 7:17 p.m.

John Tracy, Director Planning, Building & Code Enforcement gave a brief overview of the changes to the Proposed Zoning Ordinance Update.

No public comments were received.

Mayor Atchison closed the public hearing at 7:25 p.m.

A. Request Approval Proposed Zoning Ordinance Update

Comments were received from Council Member Brown, City Manager McClary and Director of Planning, Building & Code Enforcement Tracy.

Reid moved, Spicer supported, CARRIED to Approve Proposed Zoning Ordinance Update. (7-0, rcv)

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 Staci Stuart, 205 W. Oak St.

IX. CLOSED SESSION-None

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

A. Approval Regular Session Minutes, September 16, 2019

Williamson moved, Brown supported, CARRIED, to Approve the Consent Calendar as presented. (7-0, vv)

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval Resolution # 2019-31, A Resolution to Approve Authorized Signatures for the MERS Contracts and Service Credit Purchase Approvals

Comments were received from Council Member Brown and City Attorney Harkness.

Brown moved, Clark supported, CARRIED to Approve Resolution # 2019-31, A Resolution to Approve Authorized Signatures for the MERS Contracts and Service Credit Purchase Approvals as presented. (7-0, rcv)

B. Request Approval Resolution # 2019-32, A Resolution to Approve Amendment to MERS Defined Contribution Plan Adoption Agreement

Comments were received from City Attorney Harkness

Brown moved, Williamson supported, CARRIED, To Approve Resolution # 2019-32, A Resolution to Approve Amendment to MERS Defined Contribution Plan Adoption Agreement as presented. (7-0, rcv)

C. Discussion Repair/Replace Drinking Fountain at Holland Park

Council Member Reid stated she would like the drinking fountain at Holland Park replaced as the water flow is inadequate and replacing the valve would not solve the issue.

Council questions/comments were as follows:

- Have all drinking fountains in the parks been assessed for replacement?
- When would the replacement take place? If replaced, it would be done in the Spring of 2020
- How will the cost of maintenance be handled?
- Has a maintenance fund been established through the Albion Community Foundation?
- Would support replacement of Holland Park drinking fountain if all park drinking fountains are assessed

Comments were received from Council Members Brown and Lawler and City Manager McClary.

D. Discussion Installation of Holland Park Landscaping Irrigation-Via City Funding

Council Member Reid stated she is requesting the Council to approve the installation of a landscaping irrigation system at Holland Park utilizing city funding. She would also like sidewalk to be placed around the park so residents can use as a safe place to exercise.

Council questions/comments were as follows:

- Does the City have the manpower to maintain the irrigation system?
- Is there something in the current Parks & Recreation Master Plan?

City Manager McClary stated if the irrigation system were done, the maintenance of the system would be a part of the City's parks maintenance plan. The Holland Park Improvement Plan has \$4,469 in unrestricted funds that can be used for Holland Park improvements. He also stated the City currently has a five-year (2015-2020) Parks & Recreation Master Plan that does not specifically address this improvement.

Comments were received from Council Members Lawler and Brown and Mayor Atchison.

#### E. Discussion Addition of Holland Park Pavilion-Via Grant Funding Received

Council Member Reid has requested the approval of construction of a pavilion at Holland Park utilizing grant funding and donations under the care and custody of the City. The project involves the installation of a 4" or 6" concrete floor/base and the construction of a 60' x 40' Coverworx brand gable shelter. The concrete floor would be installed by Shafer Redi-Mix Inc. and the shelter materials would be provided by MidStates Recreation. Construction would be completed by volunteers.

Council questions/comments were as follows:

- There is sufficient funding for the project
- Would the structure be purchased now and stored until spring?
- Is there a higher liability to the City if volunteers do the construction of the pavilion?
- What would be the additional cost of having a contractor construct the pavilion and where would that funding come from?

City Attorney Harkness stated there would be a higher liability cost to the City if volunteers constructed the pavilion. Contractors would provide their own insurance.

Comments were received from Council Members Clark, Brown, Spicer and Williamson; Acting Interim Director Public Services Phillips.

#### F. Discussion City Ordinance (s) Concerning Litter on City Streets and Parks

Mayor Atchison stated he would like to see the ordinance clarified and would like input from Council on what else can be done to help with litter in the City.

Council Member Brown stated the ordinance needed to be enforced.

Council Member Reid asked for additional trash receptacles be added between the sidewalk and the street.

City Manager McClary stated the City needs to make it convenient for people to get rid of trash. If it is convenient and readily accessible, people will tend to use them. The first step is to assess the areas of need in the community.

Council Member Lawler asked to also have a discussion pertaining to the donation containers throughout the City.

G. Discussion City Ordinance (s) and Complaints Associated with Dogs/Feral Cats

Mayor Atchison stated he has been receiving more complaints about barking dogs, dogs running loose and feeding of feral cats.

Council Member Brown asked what the process was for Council when these types of complaints are received.

City Attorney Harkness stated the City does not have an animal control officer so most of the complaints are handled by the County.

Council Member Spicer stated it is often difficult catch these types of incidents in the act.

H. Request Approval to Set Study Session Date for City Manager Goals & Priorities

Comments were received from Council Members Brown and Williamson

Brown moved, Williamson supported, CARRIED, To Approve a Study Session on Monday, October 14, 2019 at 6:00 p.m. for City Manager Goals & Priorities as presented. (7-0, vv)

I. Request Approval of \$10,152.19 to Monarch Welding & Engineering for Sludge Heating Boiler Repair at the Wastewater Treatment Plant

Comments were received from Interim Acting Director of Public Services Phillips and Finance Director Mead.

Williamson moved, Lawler supported, CARRIED, To Approve \$10,152.19 to Monarch Welding & Engineering for Sludge Heating Boiler Repair at the Wastewater Treatment Plant as presented. (7-0, rcv)

J. Request Approval to Waive Attorney-Client Privilege and Release to the Public the Full Investigation Report of the November 2018 Incident

Comments were received from Council Members Brown, Williamson and Spicer; City Attorney Harkness and Mayor Atchison.

*Council Member Brown asked to Amend the Motion to Include Waiving Attorney-Client Privilege to Include a Supplemental Email.*

*Brown moved, Clark supported, CARRIED, to Amend the Motion to Include Waiving Attorney-Client Privilege to Include a Supplemental Email. (7-0, rcv)*

Spicer moved, Reid supported, CARRIED, To Approve Waiving Attorney-Client Privilege and Release to the Public the Full Investigation Report of the November 2018 Incident and to Include a Supplemental Email. (7-0, rcv)

## XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Council Member Clark would like the Discussion on Results of Grocery Store Desert Survey
- City Attorney Harkness would like an Addendum to the City Manager's Contract for PTO Time
- Council Member Lawler would like a discussion for donation boxes
- Council Member Reid would like the following items added to the next agenda:
  - Approval for Repair/Replace Drinking Fountain at Holland Park
  - Approval of Installation of Holland Park Landscaping Irrigation-Via City Funding
  - Approval of Addition of Holland Park Pavilion-Via Grant Funding Received

## 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 Jay Loomis, 408 W. Ash St.; Lavada Weeks, 917 Luther Dr and Calhoun County Commissioner Gary Tompkins.

## XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets that discussed the following items:

- Meeting with Mayor to discuss the following items:
  - Work Routine
  - Lines of Communication
  - Process for Setting City Council Agenda
  - Priority Based Budgeting
  - Election Integrity
- Regular Meetings with Council Members
- Management Team Meetings
- Building Authority Meeting
- Purchasing & Bidding Procedures
- Due to the ICMA Conference, he will not be attending the next regular scheduled Council meeting

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Mayor Atchison

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

No action was necessary as all members were present.

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Sonya Brown (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

XVIII. ADJOURNMENT

Brown moved, Williamson supported, CARRIED, to adjourn the regular session. (7-0, vv)

Mayor Atchison adjourned the Regular Session at 9:10 p.m.

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Date

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Jill Domingo  
City Clerk

City of Albion  
Council Special Session Minutes  
October 8, 2019

I. CALL TO ORDER

Mayor Atchison called the special meeting to order at 6:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Sonya Brown (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Darwin McClary, City Manager, Scott Kipp, Chief Public Safety; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer.

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

Spicer moved, Reid supported, CARRIED, to Approve the Agenda as presented. (7-0, vv)

VI. PRESENTATIONS-None

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 Brenda Davis, 1229 Highland Avenue; Wayne Arnold, 906 Hall St and Yvonne Brown, 209 W. Mulberry St.

IX. CLOSED SESSION-None

X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit) - None

## XI. ITEMS FOR INDIVIDUAL DISCUSSION

### A. Request Approval to Assign a Third Party to Verify Whether Alleged Conduct by Council Member Brown Occurred

Comments were received from Councils Brown and Williamson and City Attorney Harkness.

*Council Member Brown made a motion to add An Investigation into who leaked the complaint submitted to the Mayor to individuals linked to City Watch News without a FOIA request, by a suitable 3<sup>rd</sup> party law firm/investigator made at the recommendation of City Manager McClary.*

*Mayor Atchison asked for Point of Order and asked City Attorney Harkness if the motion made by Council Member Brown should have been added as a separate agenda item.*

*City Attorney Harkness stated that although he could see both sides, that the motion made by Council Member Brown could be added to the motion on the table.*

*Brown moved, Lawler supported, CARRIED, to Add an Investigation into who leaked the complaint submitted to the Mayor to individuals linked to City Watch News without a FOIA request, by a suitable 3<sup>rd</sup> party law firm/investigator made at the recommendation of City Manager McClary. (5-2, rcv) (Williamson and Mayor Atchison dissenting)*

*Williamson moved, Reid supported, CARRIED, to Approve a Third Party Law Firm Selected by the City Manager and City Attorney Not to Exceed \$10,000.00 Unless Approved by Council to Verify Whether Alleged Conduct by Council Member Brown Occurred and An Investigation into Who Leaked the Complaint Submitted to the Mayor to Individuals Linked to City Watch News Without a FOIA Request, By a Suitable 3<sup>rd</sup> Party Law Firm/Investigator Made at the Recommendation of City Manager McClary. (7-0, rcv)*

## XII. FUTURE AGENDA ITEMS-None

## 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 Wayne Arnold, 906 Hall St.

## XIV. CITY MANAGER REPORT

City Manager McClary stated he emailed the Council the map of the Opportunity Zone and also the Parks & Recreation Master Plan.

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Brown, City Attorney Harkness and Mayor Atchison.

*Mayor Atchison asked for Point of Order for Council Member Brown making disparaging remarks about the Mayor.*

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

No action was necessary as all members were present.

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Sonya Brown (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present.

XVIII. ADJOURNMENT

Clark moved, Reid supported, CARRIED, to adjourn the special session. (7-0, vv)

Mayor Atchison adjourned the Regular Session at 6:24 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Domingo  
City Clerk

City of Albion  
Study Session Minutes  
October 14, 2019

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5), Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and John Tracy, Director of Planning, Building & Code Enforcement.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion City Manager Goals & Priorities

City Manager McClary provided the following overview and potential goals for the City Manager for the next twelve (12) months:

- The mission of the office of the City Manager is to ensure efficient, cost effective high quality core municipal services for the residents and businesses of the City of Albion through the application of sound and innovative municipal management principles in cooperation and collaboration with the City Council, staff, community and other governmental units, and civic, charitable and non-profit organizations.
- The vision of the Office of the City Manager will be a leading edge trend-setting, best practice department that will help to guide the Albion community to a long-term financial, economic, historical and cultural sustainability and serve as a management model for other comparable communities to emulate.
  - The values of the Office of the City Manager seeks to foster collaborative leadership and management by embracing the following concepts: Trust; Quality; Innovation; Individualism; Teamwork; Efficient & Effective Service and Future Orientation.
- **Goals & Objectives**

- **Goal #1-Promote sound and prudent financial management**
  - Strategy #1-Budget as a planning tool. Prepare a new budget format that supports long-term financial planning for the City, including a comprehensive capital plan **(12-month goal)**
  - Strategy #2-Improve purchasing processes. Formulate an administrative process to comply with the City's purchasing code; utilize the MITN bid system **(3-month goal)**
  - Strategy #3-Institute a purchase order system to better administer the annual budget; utilize BS&A's purchase order software **(3-month goal)**
- **Goal #2-Promote efficient and effective municipal operations**
  - Strategy #1-Utilize Trello web project management system for collaborative staff projects **(3-month goal)**
  - Strategy #2-Formulate and implement a comprehensive rental inspection and certification program **(6 -12-month goal)**
  - Strategy #3-Improve and expand the City's recreational programming **(12-month goal)**
  - Strategy #4-Improve and expand code enforcement efforts and community improvement **(12-month goal)**
- **Goal #3-Promote proper management of capital assets and infrastructure**
  - Strategy #1-Complete asset management plans for water system, sewer system, streets, buildings & grounds and other assets; utilize data to prepare comprehensive capital improvement plan **(12-month goal)**
  - Strategy #2-Complete design, bidding and construction of 2020 capital projects **(12-month goal)**
- **Goal #4-Promote beneficial and effective Board, Commission and staff relations and professional development**
  - Strategy #1-Complete classification and compensation study for all city positions and recommend new classification and compensation plan to City Council **(12-month goal)**
  - Strategy #2-Establish and implement comprehensive annual professional development and training schedule for all employees **(6-month goal)**
  - Strategy #3-Establish and implement comprehensive annual training program for boards and commissions **(12-month goal)**
- **Goal # 5-Promote open, transparent, inclusive and collaborative governance**
  - Strategy #1-Fully utilize the City's web site, social media and traditional media to communicate with the public on important issues affecting the community **(12-month goal)**
  - Strategy #2-Utilize the City's web site to increase public accessibility to City documents **(12-month goal)**

- Strategy #3-Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts **(12-month goal)**
- Strategy #4-Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations and other governmental units, to provide quality core municipal services and to achieve common goals **(12-month goal)**

Questions/Comments from Council were as follows:

- Would like rental certification as a 3-6-month goal as the Rental Certification Committee and city staff have already completed much of the work for this goal
- Can priorities be added as unseen priorities arise?
- Timeframe & clear & concise priorities & goals for City Manager evaluation
- City Manager contract states he will be evaluated annually before his anniversary date
- Would like to see a monthly matrix/tracking system of City Manager's progress on meeting the goals & priorities set forth by Council
- Would like to see more short-term goals added that are visual to the community i.e. street signs, sidewalks
- Would like the City Manager to add milestones to the current list of goals & strategies

The Council requests the City Manager add milestones to the goals & priorities presented to Council. The Council will provide feedback to the City Manager by Thursday, October 24<sup>th</sup>, 2019 on the goals & strategies presented.

Council Member Reid also announced there will be a Meet & Greet for City Manager McClary on Tuesday, October 15<sup>th</sup>, 2019 at 5:00 p.m. at the Ismon House.

Comments were received from Council Members Clark, Reid, Brown, Lawler, Spicer and Williamson; Mayor Atchison; City Attorney Harkness and City Manager McClary.

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

No public comments were received.

## VI. CITY MANAGER REPORT

City Manager McClary stated he will be out of office for an ICMA conference beginning Friday, October 18<sup>th</sup>, 2019 and returning on Thursday, October 24<sup>th</sup>, 2019 for the ICMA conference. He met with the City Engineer and there will be access to Precinct 3 (St. Johns School) for the November Recall Election. On Monday, November 4<sup>th</sup>, the sand and gravel will be down and they will be pouring the concrete for curb and gutter. The Department of Public Services and Public Safety will provide assistance with directing traffic on Election Day Information & a map to access the polling location will be posted on the City's website & social media page, information will be mailed and doorhangers will be placed for all Precinct 3 residents.

He also stating he will be closing on his home here in the City on October 25<sup>th</sup>, 2019 and he is looking forward to being a part of the Albion community.

## VII. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Council Members Reid, Brown, Lawler, Spicer and Williamson.

## VIII. ADJOURNMENT

Brown moved, Williamson supported, CARRIED, to adjourn the study session. (7-0, vv)

Mayor Atchison adjourned the Study Session at 6:51 p.m.

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Date

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Jill Domingo  
City Clerk

## Planning, Building & Code Enforcement Update

January 1 through September 27, 2019

- Zoning permits issued 69
  
- Residential building permits 106
- Residential electrical permits 53
- Residential mechanical permits 59
- Residential plumbing permits 31
- Commercial building permits 31
- Commercial electrical permits 15
- Commercial mechanical permits 16
- Commercial plumbing permits 10
  
- Property Maintenance postings for structural hazard - health, safety and / or unfit to occupy 43
  
- Code Enforcement Notices issued for noxious vegetation and / or solid waste violations 508
  - Work orders issued for non-compliance /abatement of noxious vegetation and / or solid waste 132
  
- One & two family residential refuse letters/notices issued for non-compliance requiring refuse pick-up by city contracted refuse hauler on weekly basis 392
  - Brought into compliance after receiving letter/notice 347
  - Citation needing to be issued for Non-compliance /court 47

CITY OF ALBION  
Business Location Application  
Application for Mechanical Amusement Devices

CITY OF ALBION  
Date 10/07/2019 1:50:47 PM  
Ref MECHANICAL AMUSEMENT DEVICE  
Receipt 40133224  
Amount \$175.00

Business Name:	CASCARELLIS TAVERN INC
Business Address:	116 S Superior St
Telephone:	517-629 3675
Owner Name or Company Representative:	Jim Cascarell
Name of Your Mechanical Amusement Device Supplier:	PIONEER Vending
Address:	
Telephone:	

<u>MECHANICAL AMUSEMENT DEVICES</u>	<u>NUMBER OF DEVICES</u>
Video Game:	1
Pool Table:	_____
Pinball:	_____
Mechanical Crane:	1
Other (Explain):	_____
_____	_____

**TOTAL # OF DEVICES:**

<b>MECHANICAL AMUSEMENT DEVICES:</b>	1st Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

<u>MUSICAL DEVICE</u>	<u># MUSICAL DEVICES</u>	<u>ANNUAL FEE</u>
Juke Box	_____	\$75/Device/Year

<b>APPLICATION FEE:</b>	Mechanical Amusement Device(s)	\$ 100.00
	Juke Box(s)	75.00
	<b>TOTAL DUE:</b>	<b>\$ 175.00</b>

AFTER ALL REQUIREMENTS OF THE CITY ARE MET, I REQUEST THE APPLICATION BE SUBMITTED TO THE ALBION CITY COUNCIL FOR THEIR CONSIDERATION.

Applicant's Signature: James M Cascarell Date: \_\_\_\_\_

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only

DATE PAID: 10-7-19 CLERK'S SIGNATURE: \_\_\_\_\_  
 DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_  
 LICENSE YEAR: April 1, \_\_\_\_\_ to March 31, \_\_\_\_\_



# Council Action Summary Sheet

<b>Agenda Item #:</b>	XI. D.
<b>Agenda Item Title:</b>	<b><i>Approval to Assess Condition and Operability of Water Fountains in all City Parks and Incorporate Appropriate Maintenance Planning into 2020 Budget</i></b>
<b>Meeting Date:</b>	October 21, 2019
<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:

City council received a request from Councilor Reid to approve the installation of a new water fountain at Holland Park utilizing city funding. The existing fountain exhibits pressure, flow, and other problems, and Councilor Reid feels that the existing fountain is unsanitary since people, especially children, must place their mouths close to the fountain nozzle to be able to drink.

City Council recently discussed this request, and the consensus of the council seemed to be that an assessment of the condition of all park water fountains should be completed prior to acting on this request.

For discussion purposes, the following considerations should be given to this project:

- Purchasing Procedure – The proposed purchase would be subject to the city’s purchasing procedures if approved by council.
- Funding source – No funds are currently budgeted for this project, and a supplemental appropriation would be necessary if the project is approved. Unrestricted funds are available in the Holland Park Transformation Project Fund to cover this project, but the city council is also considering these funds for landscaping irrigation improvements to the park.
- Applicability to 2016-2020 Parks and Recreation Master Plan – The Parks and Recreation Master Plan does not specifically address this improvement.
- Need – Council should discuss and determine whether this project is a priority project that should be funded and completed.
- Perpetual Maintenance Costs – Council should consider ongoing costs of maintaining the equipment and ensure that adequate budgetary appropriations are made for maintenance each year.



### Alternatives Analysis:

1. **Approve the project.** If completed, this project will provide a safe, sanitary, and fully functional drinking water source for park patrons. The city could incur the cost of replacing the fountain, but the costs of annual maintenance should decrease as a result of the new equipment.
2. **Refrain from undertaking the project.** If the project is not undertaken, access to safe and sanitary drinking water for park patrons would continue to be a concern. The city could expect higher maintenance costs with the old equipment or, alternatively, a non-functional water fountain. Costs of replacing the water fountain would not be incurred.

### Summary of Previous Council Action:

10/07/2019 – City council discussed the request for installation of a new water fountain at Holland Park. Consensus of the council was to complete an assessment of the condition of the water fountains in all city parks prior to acting on this request.

### Financial Impact:

The cost of the replacement of the fountain is not known at this time. A total of \$4,469 is available in the General Fund reserves for this project if approved by the city council. However, these funds are also being considered for the installation of a landscape irrigation system for the park.

### Recommended Motion(s):

To request that administration complete an assessment of the condition of the water fountains in all city parks, prepare recommendations for repairs or replacement of the fountains, prepare costs estimates for repair or replacement, identify potential sources of funding for the improvements, formulate a reasonable schedule for completion of the improvements, and report to the city council on its recommendations as soon as is practicable.



# Council Action Summary Sheet

<b>Agenda Item #:</b>	XI. E.
<b>Agenda Item Title:</b>	<b><i>Approval to Install Irrigation System in Holland Park to Sustain Landscaping and Incorporate Installation into the 2020 Budget</i></b>
<b>Meeting Date:</b>	October 21, 2019
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmclary@cityofalbionmi.gov">dmclary@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:

City council has received a request from Councilor Reid to approve the installation of a landscaping irrigation system at Holland Park utilizing city funding. The project would be constructed by Brothers Outdoor World, LLC, of Jackson, Michigan, in the amount of \$3,700, and would involve the extension of approximately 300' of 1-1/4" poly pipe and 300' of 1" poly pipe from the park bathrooms to the landscape area at the center of the park, together with irrigation system appurtenances as outlined in the company's proposal dated September 23, 2019.

For discussion purposes, the following considerations should be given to this project:

- Project Schematic – No project schematic was submitted to show the location, size, or scope of the improvement.
- Purchasing Procedure – It is not clear if the city's purchasing procedures were followed in soliciting price quotes for this project. Council may wish to waive purchasing requirements in this instance. The City Manager recommends that the city's purchasing process be utilized for all future purchases involving funds under the care and control of the city.
- Funding source – Finance Director Mead indicates that \$4,469 in unrestricted fund reserves are available in the General Fund for Holland Park improvements.
- Applicability to Comprehensive Plan – Comprehensive Plan does not specifically address this improvement.
- Applicability to Planning Commission Review – Review is not required, as this project is not a capital project as defined by the city's capital improvement program.
- Need – Council should discuss and determine whether this project is a priority project that should be funded and completed.



- Perpetual Maintenance Costs – Council should discuss and determine whether the project justifies the ongoing maintenance costs for the long term.

**Alternatives Analysis:**

1. **Approve the project.** If completed, this project will provide necessary irrigation to the perennial plantings at the center of Holland Park and will reduce the necessary to manually irrigate the plantings. The project assumes that plantings will always be located in the proposed irrigation area. The project also assumes that the land upon which the irrigation system is constructed will not be needed for other purposes during the useful life of the irrigation system. The project also assumes that adequate perpetual care and maintenance of the plantings will be carried out.
2. **Refrain from undertaking the project.** If the project is not undertaken, irrigation of the planting beds will continue to be less efficient and more labor intensive. Land will not be dedicated to the placement and operation of the irrigation system. The city will not incur the cost of installing the system.

**Summary of Previous Council Action:**

09/23/2019 – City council removed from the meeting agenda the discussion/approval of installation of pipe and connections in the amount of \$950.00 to maintain landscaping at Holland Park.

10/07/2019 – City council discussed the request for installation of a landscape irrigation system at Holland Park. Council requested copies of the 2015-2020 Parks and Recreation Master Plan. No action was taken on this matter.

**Financial Impact:**

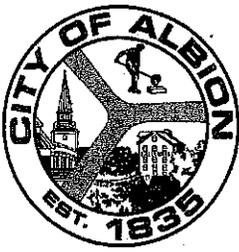
The proposed cost of the project is \$3,700. Funds are available in the General Fund reserves for this project if approved by the city council.

**Recommended Motion(s):**

(If city council wishes to approve)

(1) To approve a supplemental appropriation from General Fund reserves in the amount of \$3,700.00 to the appropriate revenue and expenditure accounts of the General Fund for the purpose of completing landscape irrigation improvements at Holland Park; and

(2) To waive the City of Albion purchasing requirements due to a finding of no advantage to the city and authorize the City Manager, as purchasing agent, to accept the proposal from Brothers Outdoor World LLC of Jackson, Michigan, in the amount of \$3,700.00 to complete the landscape irrigation improvements at Holland Park as outlined in the company's proposal dated September 23, 2019.



## Council Action Summary Sheet

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<b>Agenda Item #:</b>	XI. F.
<b>Agenda Item Title:</b>	<i>Approval of Addition of Holland Park Pavilion – Via Grant Funding Received</i>
<b>Meeting Date:</b>	October 21, 2019
<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:

City council has received a request from Councilor Reid to approve the construction of a pavilion at Holland Park utilizing grant funding and donations under the care and custody of the city. The project involves the installation of a 4" or 6" concrete floor/base and the construction of a 60' x 40' Coverworx brand gable shelter. The concrete floor would be installed by Shafer Redi-Mix Inc. of Albion, Michigan, and the shelter materials would be provided by MidStates Recreation of New Albany, Ohio. Construction would be completed by volunteers.

For discussion purposes, the following considerations should be given to this project:

- Project Schematic – Shelter building schematics have been submitted. Schematics for the concrete work and a site plan for the park showing the nature, extent, and location of the improvements have not been submitted.
- Purchasing Procedure – It is not clear if the city's purchasing procedures were followed in soliciting price for this project. Council may wish to waive purchasing requirements in this instance. The City Manager recommends that the city's purchasing process be utilized for all future purchases involving funds under the care and control of the city.
- Funding source – Finance Director Mead indicates that \$60,000 in restricted funds are available in the General Fund for the Holland Park pavilion project.
- Applicability to Comprehensive Plan – Comprehensive Plan does not specifically address this improvement.
- Applicability to Planning Commission Review – Review is required by state law, as this project is a capital project as defined by the city's capital improvement program and is a public improvement within an area covered by a community master plan.
- Applicability to Engineering Review – The city should have its engineer review the plans and specifications for the structure and foundation to insure public safety.



- Need – Council should discuss and confirm that this project is a priority project that should be funded and completed.
- Volunteer Work Liability – The city should confirm as part of its review process that the city's insurance policy cover the city for liability resulting from volunteer work.
- Perpetual Maintenance Costs – Council should discuss and determine whether the project justifies the ongoing maintenance costs for the long term.

**Alternatives Analysis:**

1. **Approve the project.** If completed, this project will provide additional recreational and shelter opportunities in Holland Park. The project assumes that the prefabricated materials are commercial grade and meet any Michigan building code requirements. The project assumes that the concrete foundation/base is adequate to safely support the structure. The project also assumes that adequate volunteer assistance is available to complete the work and that the volunteers possess the skills necessary to safely and responsibly complete the work. The land used for this project will be permanently dedicated and cannot be easily used for another purpose. Necessary review and approval by the Planning Commission will take time, and the review process will need to be considered in the project
2. **Refrain from undertaking the project.** If the project is not undertaken, these additional recreational and shelter opportunities will not be realized. The land will be available for other recreational opportunities.

**Summary of Previous Council Action:**

10/07/2019 – Council discussed Councilor Reid's request for approval for the park pavilion.

**Financial Impact:**

The proposed cost of the project is \$61,718.15 with a 6" concrete foundation or \$59,168.15 with a 4" concrete foundation. Restricted funds in the amount of \$60,000.00 are available in the General Fund specifically for this project if approved by the city council.

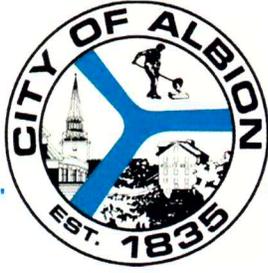
**Recommended Motion(s):**

(If city council supports the project)

To refer the Holland Park pavilion project to the Planning Commission for its review and approval. If approved by the Planning Commission, the project and costs shall be submitted to the City Council for final approval.

**Attachments:**

Holland Park Transformation Project Financial Report dated 10/07/2019



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** October 16, 2019  
**RE:** **HOLLAND PARK PAVILION FUNDING – REVISED FINANCIAL REPORT**

After further consultation with the Firekeepers Casino regarding its funding for the Holland Park Pavilion Project, the Finance Department has determined that the current dedicated and available funding available for the pavilion is as follows:

Calhoun County Senior Services	\$ 5,000
Oakland Medical	\$ 5,000
Firekeepers Casino Local Revenue Sharing Grant	<u>\$ 25,000</u>

**Total: \$ 35,000**

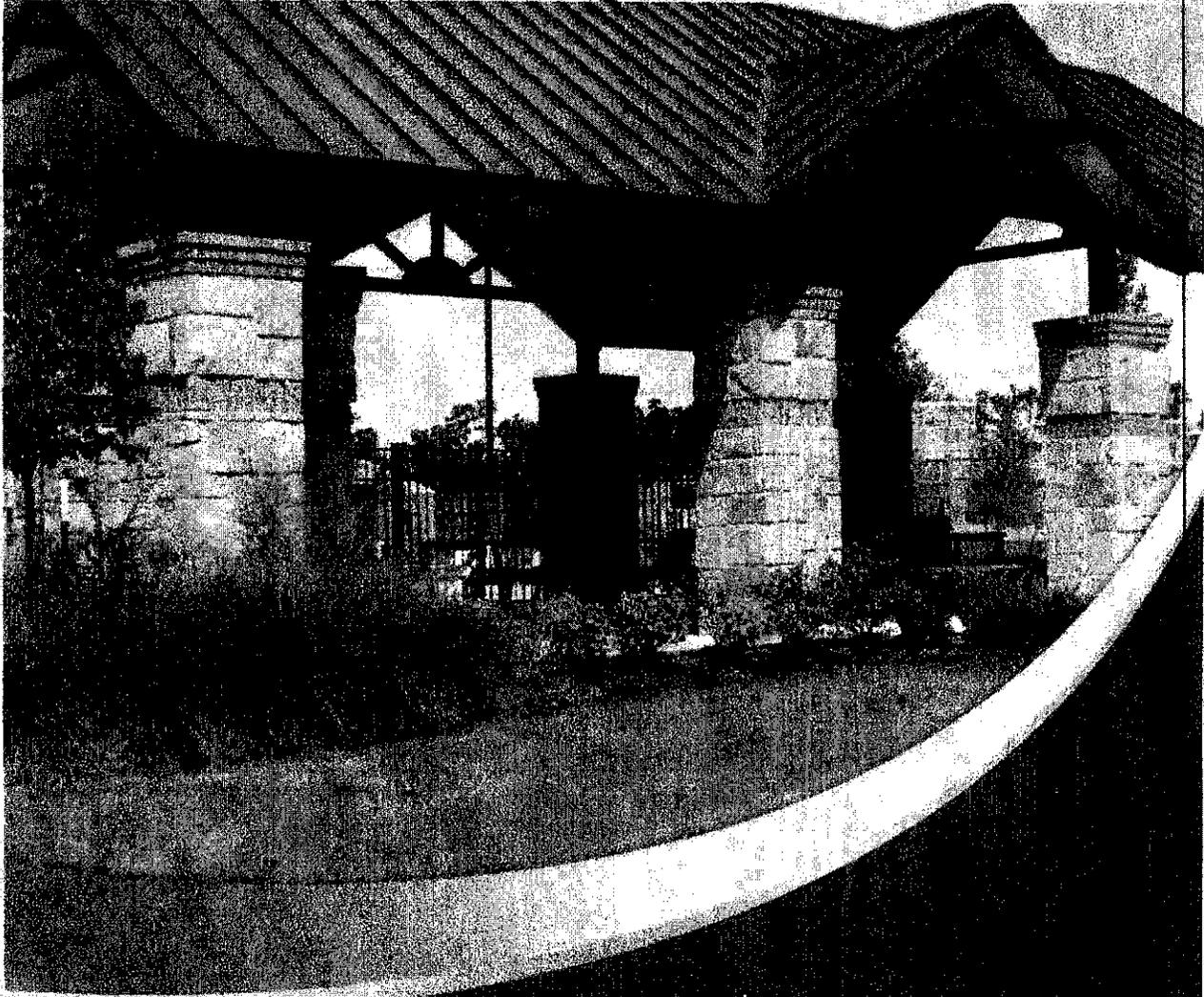
If the total of all local funds reaches \$50,000, then Firekeepers Casino would provide an additional \$25,000 in grant funding, bringing the total funding for the project to \$75,000. Currently, the project is \$15,000 short of the local funding goal and \$27,000 short of the total project funding requirement.

City Council has three options to consider: (1) authorize a supplemental appropriation of \$15,000 in city funds as leverage for the remaining \$25,000 Firekeepers Grant and submit the project to the Planning Commission for review and approval, with final project approval to be considered by City Council after Planning Commission approval; (2) submit the project to the Planning Commission for review and approval but require that the remaining \$15,000 in local funding be met prior to final approval by the City Council; or (3) take no action until full funding of the project has been met.

**City of Albion**  
**Holland Park Transformation Project (Department 101-778)**  
**As of 10-07-2-19**

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	<u>Amount</u>	<u>Comments/Notes</u>
Revenue Left Over From 2018 (Unspent Receipts)	4,656	- Undesignated
Misc. Expenses Incurred Year-to-Date - 2019	<u>187</u>	- Paid with undesignated revenues
<b>Balance of Undesignated Revenues</b>	<b>4,469</b>	<b>- Does not include for any outstanding invoices</b>
<b><u>Grant and/or Donations Received in 2019:</u></b>		
o Calhoun County Senior Services	5,000	- Designated for the new pavilion
o Oaklawn Medical	5,000	- Designated for the new pavilion
o Firekeepers Local Revenue Sharing Grant	<u>25,000</u>	- Designated for the new pavilion
<b>Total Grants/Donations Received Year-To-Date in 2019</b>	<b>35,000</b>	<b>- Designated for the new pavilion</b>
Pavilion Grant Revenue Awarded But Not Yet Received	<u>25,000</u>	- Designated for the new pavilion
<b>Total Anticipated Revenues Designated For New Pavilion</b>	<b>60,000</b>	<b>- Designated for the new pavilion</b>
<b>Year-To-Date Anticipated Designated and Undesignated Revenues</b>	<b>64,469</b>	



**COVERWORX**  
*Recreational Architecture*

A Division of Ross & Barr, Inc.

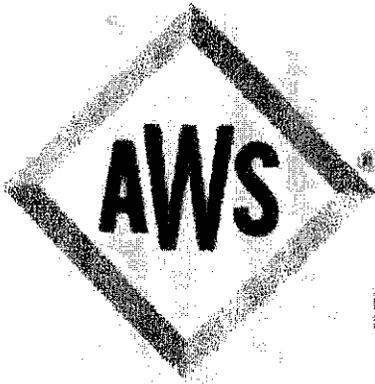
**QUALITY,  
VERSATILITY  
AND VALUE**

4TH EDITION CATALOG



Contract  
Holder

GS-03F-0143X



CERTIFIED WELDING FABRICATOR



5828 Zarley Street, suite B  
 New Albany, OH 43054  
 614-855-3790  
 midstatesrecreation.com

**QUOTATION**

**Sold To** City of Albion  
 112 West Cass St  
 Albion, MI, 49224  
 United States

**Ship To**

<b>Date</b>	<b>Quote #</b>	<b>Terms</b>	<b>Rep</b>	<b>Project</b>	<b>Ship Contact</b>
2019-09-19	QTN-03375			2019 09 Holland Pakr - Mi Albion City Of Albion	

<b>Item Code</b>	<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
Shelter	Coverworx Shelter GA 4060 SW	1.0 Unit	\$ 57,033.33	\$ 57,033.33
Customer Discount	Customer Discounts	1.0 Unit	\$ -3,565.18	\$ -3,565.18
Notes	Shelter only, no installation	1.0 Unit	\$ 0.00	\$ 0.00
<b>Subtotal</b>				\$ 53,468.15
<b>Michigan Sales Tax</b>				\$ 0.00
<b>Total</b>				\$ 53,468.15



## **10 Year Limited Warranty**

Coverworx-Recreational Architecture, a division of Ross and Barr, Inc. (hereinafter "Coverworx") warrants that the structure or product purchased will be free from defects in materials and workmanship under normal use for period of ten (10) years from the delivery date. The entire liability of Coverworx and its suppliers, and the exclusive remedy shall be for Coverworx to repair and replace materials found to be defective. The repair or replacement of materials shall be at the expense of Coverworx. This limited warranty applies to all product(s) under normal use and is void if any damage has resulted from abnormal use, abuse, accident, vandalism, poor or careless installation, lack of maintenance, misapplication, service or modifications by someone other than Coverworx or its suppliers. This warranty excludes color fading within ten (ten) nautical miles of any area retaining salt water or brackish water. Any replacement part under warranty is warranted for the remaining original warranty period or 1 year, whichever is longer.

Steel roof finish shall be warranted for 20 years under a separate roof manufacturer's warranty. Powder coat paint shall be warranted for 10 years after acceptance from owner against peeling, flaking, and rusting under normal use and conditions as described above.

In the event of a defect claim, Coverworx shall be notified in writing within (thirty) 30 days from discovery, no later than thirty (30) days from the receipt of the notice. Coverworx management will determine whether to repair or replace defective materials and respond in writing to advise how Coverworx will proceed on the warranty claim. Coverworx disclaims all other warranties, express or implied, including but not limited to, implied warranties of merchantability and fitness for a particular purpose for the product and any accompanying materials required for installation. Coverworx will not be liable for any damages arising out of the use or inability to use the product, regardless of whether notification of such damages has been given.

11800 East 9 Mile Road, Warren, MI 48089  
(586) 759-5490 Office (586) 754-9130 Fax (800) 657-6118 Toll Free  
[www.Coverworx.net](http://www.Coverworx.net) [info@coverworx.net](mailto:info@coverworx.net)

**Model: Steelworx Gable Shelter, 40' x 60'**  
**Model # GA-4060-SW**

**Manufacturing Mission:** To provide all prefabricated components and installation instructions for a 40' wide (measured from eave to eave) by 60' long free standing bolt together, tubular steel constructed shelter kit.

**Design Criteria:** Structure is typically designed for a 25 lb live load and a 90 mph wind load capacity, but can be designed based on specific site requirements upon request. All structural members are ASTM A-500 U.S. grade B steel. Welded connection plates shall be ASTM A-36 hot rolled steel. All fabrication performed to latest AISC standards by AWS Certified welders. All framing connections are done using A325 grade bolts within concealed access openings from above and will later be concealed by the roofing. All roof framing shall be flush against the roof decking to eliminate the possibility of bird nesting.

**Tubular Steel Columns and Beams:** Standard column dimension shall be 8" x 6" x 3/16" tubular steel welded to 5/8" base plates for surface mounting. Main support beams are 8" x 6" x 3/16" and purlins are 6" x 4" x 1/8". Steel sizes are preliminary and may change due to ongoing review and final engineering.

**Roofing:** 24 Ga. pre-cut steel Multi-Rib panels with Kynar 500 finish in a variety of colors with white underside. Standard roof slope is a 4/12 pitch with a eave height of 8'-0". Attached to structural framing with exposed self tapping screws painted to match roof color. Matching 24 Ga. trim included.

**Frame Finish:** All steel framework will receive a corrosion protective TGIC Polyester powder coat, electro-statically applied and cured at 400°F. A large selection of standard colors are available.

**Foundation:** All columns need to be anchored to concrete footings (footing design provided separately). Columns can be surface mounted to footings with anchor bolts at or below finish slab elevation or they can be embedded directly into the footing without base plates upon request. Anchor bolts and bracing templates are included. Optional base plate covers are available at an additional cost.

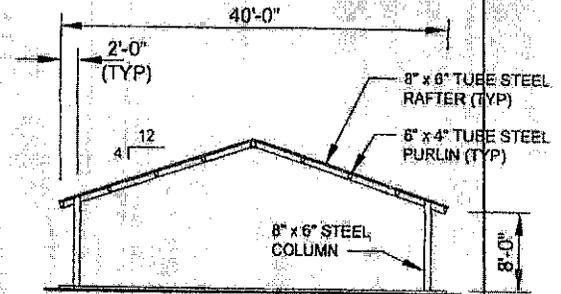
**Hardware:** All structural hardware and roofing fasteners shall be provided.

**Warranty:** 10 years against manufacturer defects.

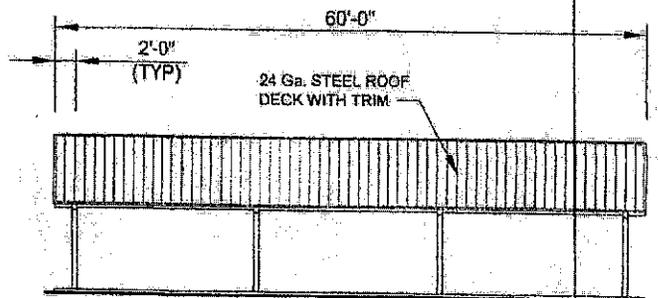
**Not Included:** Concrete work of any kind, unloading of product and installation.

**Additional Options:**

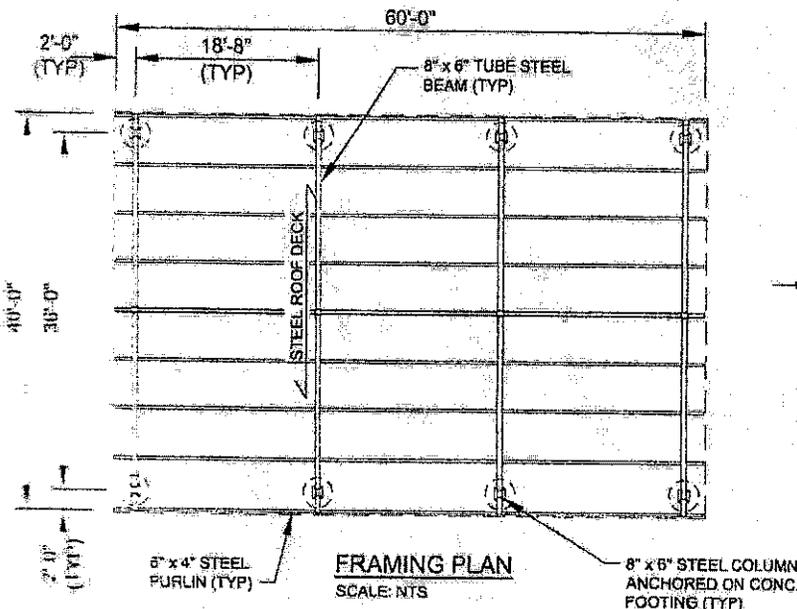
- Flexibility of Design  
Such as: Height and Pitch
- Additional Engineering
- Variety of Colors
- Decorative Railings, Lattice, Braces, Trim, etc.
- Cupolas and Rooftop Accs.
- Column Style Variations
- Provisions for Electrical
- Lexan Wind Screens
- Tongue & Groove Roof Decking
- Asphalt Shingles, Standing Seam, Cedar Shake, or Clay Tile Roofing
- Composite Finished Ceiling
- Solar Panels & Solar Lighting
- Site Furnishings and Accs.



**FRONT ELEVATION**  
SCALE: NTS



**SIDE ELEVATION**  
SCALE: NTS



**FRAMING PLAN**  
SCALE: NTS

8" x 6" STEEL COLUMN ANCHORED ON CONC. FOOTING (TYP)



11800 East 9 Mile Road  
 Warren, MI 48099  
 Office: (586) 466-1088  
 Fax: (586) 754-9130  
 Toll Free: (800) 657-8118  
 Email: info@coverworx.net  
 www.CoverWorx.net

**Steelworx Gable Shelter - 40' x 60'**

**Model: GA-4060-SW**

**DESIGN SPECIFICATIONS**



[Click to view more photos & specs](#)

<p><b>Customer Service</b></p> <p><a href="#">Contact Info</a>  <a href="#">Help</a>  <a href="#">Payment Options</a></p>	<p><b>Shopping Help</b></p> <p><a href="#">Gift Certificates</a>  <a href="#">Video Center</a>  <a href="#">Personal Gallery</a></p>	<p><b>Company Info</b></p> <p><a href="#">About Us</a>  <a href="#">Privacy Policy</a></p>	<p><b>Tools &amp; Resources</b></p> <p><a href="#">Affiliates</a>  <a href="#">Site Map</a>  <a href="#">Commercial Customers</a>  <a href="#">Partner Program</a></p>	<p><b>Fifthroom Living</b></p> <p>Design. Inspire. Transform.</p> <p>© 2019 Fifthroom Living, Inc.</p>
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Quote #:	3004742 - G
Date:	9/20/2019
Good Until:	10/20/2019

5410 Route 8 Gibsonia, PA 15044  
1-888-293-2339/FX; 1-724-444-5301

## QUOTE

**Quote:**

Company Name	Albion Parks		
Name	Lenn Reid		
Address	308 West Chestnut Street		
City	Albion	State: MI	Zip: 49224
Phone	517-960-5517	Fax:	
Email	lenn2646@sbcglobal.net		

**Mike Donaldson**  
Mike@Fifthroom.com  
1-888-293-2339 x229  
Fax: 1-724-444-5301

Qty	Description	Unit Price	TOTAL
1	LWG4060-03 - 40' x 60' Wood Gable Rectangular Savannah Pavilion	\$53,899.00	\$ 53,899.00
1	Tube Steel Columns - Powder Coated - Color TBD	\$3,499.00	\$ 3,499.00
	Unstained		\$ -
1	Metal 26 Gauge Roofing - Color TBD	\$13,799.00	\$ 13,799.00
	No Cupola		\$ -
	Engineered to Local Code, Included Drawings with MI stamp		\$ -
	Not Included - Unloading, Install, Concrete or Concrete embedment (Anchor Bolts, rebar, etc.)		\$ -
			\$ -
	<i>Actual design of structure and member size, material and hardware are subject to engineering. We reserve the right to update pricing accordingly, based on engineering.</i>		\$ -
			\$ -

Subtotal	\$ 71,197.00
Shipping	\$ 1,100.00
Discount	\$ (7,120.00)
<b>TOTAL</b>	<b>\$ 65,177.00</b>

**Notes:**

Ships As Kit via Motor Freight  
Estimated 10-12 Weeks Delivery  
After Drawing confirmation / approval

**Ship To:**

Company Name	Albion Parks		
Name	Lenn Reid		
Address	308 West Chestnut Street		
City	Albion	State: MI	Zip: 49224
Phone	517-960-5517	Email: lenn2646@sbcglobal.net	



— Checks Accepted by Mail —

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5410 Route 8 Gibsonia, PA 15044

1-888-293-2339/FX: 1-724-444-5301

Quote #:	3004742- D
Date:	9/20/2019
Good Until:	10/20/2019

## QUOTE

**Quote:**

Company Name	Albion Parks Lenn Reid		
Address	306 West Chestnut Street		
City	Albion	State: MI	Zip: 49224
Phone	517-960-5517	Fax:	
Email	lenn2646@sbcglobal.net		

Mike Donaldson  
Mike@Fifthroom.com  
1-888-293-2339 x229  
Fax: 1-724-444-5301

Qty	Description	Unit Price	TOTAL
1	CUST-RCP - 40' x 60' All Steel Rectangular Savannah Pavilion	\$89,790.00	\$ 89,790.00
1	Tube Steel Columns - Color TBD		\$ -
	Unstained		\$ -
1	Metal 24 Gauge Roofing - Color TBD		\$ -
	No Cupola		\$ -
	Includes all fasteners except concrete embedded anchors		\$ -
	Engineered to Local Code, Included Drawings with MI stamp		\$ -
	Not Included - Unloading, Install, Concrete or Concrete embedment (Anchor Bolts, rebar, etc.)		\$ -
			\$ -
	<i>Actual design of structure and member size, material and hardware are subject to engineering. We reserve the right to update pricing accordingly, based on engineering.</i>		\$ -

Subtotal	\$ 89,790.00
Shipping	\$ 1,100.00
Discount	\$ (8,979.00)
<b>TOTAL</b>	<b>\$ 81,911.00</b>

**Notes:**

Ships As Kit via Motor Freight  
Estimated 7-9 Weeks Delivery  
After Order Confirmation

**Ship To:**

Company	Albion Parks		
Name	Lenn Reid		
Address			
City	Albion	State: MI	Zip: 49224
Phone	517-960-5517	Email:	lenn2646@sbcglobal.net



Authorize.Net



— Checks Accepted by Mail —



# Shafer Redi-Mix Inc.

Albion, Jackson, Mason & Battle Creek MI

Phone 517-629-4800

Fax 517-629-3493

Cell 517-202-1178

Customer / Project: Lenn Reed / Albion Pavilion

Location: Albion, Mi.

Quantity	Material Description	Price	UOM
	4000 PSI Limestone MRWR	\$ 150.00	cu yd
	4" thick = 38 yards		
	6" thick = 55 yards		

Requested	Constituent Description	Price	UOM
	Mid-Range Water Reducer	\$ 4.00	cu yd
	High Range Water Reducer	\$ 5.50	cu yd
	Retarder	\$ 4.00	cu yd
	Non-Chloride Accelerator 1%	\$ 5.00	cu yd
	Non-Chloride Accelerator 2%	\$ 10.00	cu yd
	Fiber Reinforcement 1 #	\$ 5.50	cu yd
	Fiber Reinforcement 1.5 #	\$ 8.00	cu yd

Additional Charges	Price	UOM
Saturday Deliveries	\$ 50.00	Per Load
Sunday Deliveries	\$ 150.00	Per Load
Saturday Plant Opening Charge	\$ 300.00	Per Open
Sunday Plant Opening Charge	\$ 750.00	Per Open
Late Deliveries (After 4:00 p.m.)	\$ 50.00	Per Load
Split Load Charge	\$ 35.00	Per Drop
12-31-2019 price escalator	\$ 10.00	Cu yd
fuel surcharge		NA
Small Load Charge (2-4.75 Yds)	\$ 80.00	Per Load
Frost Law Charges	\$ 50.00	Per Load
Demurrage (:45 Min per 10 Yds) Overage	\$ 120.00	Per Hour
Winter Heat Hot Water (November and April) As needed depending on conditions & specifications***	\$ 5.00	cu yd
Winter Heat Hot Water & Heated Aggregates (December through March) As needed depending on conditions & specifications***	\$ 10.00	cu yd
Cleaning charge for color	\$ 75.00	Per Load

**Sales Tax Not Included**

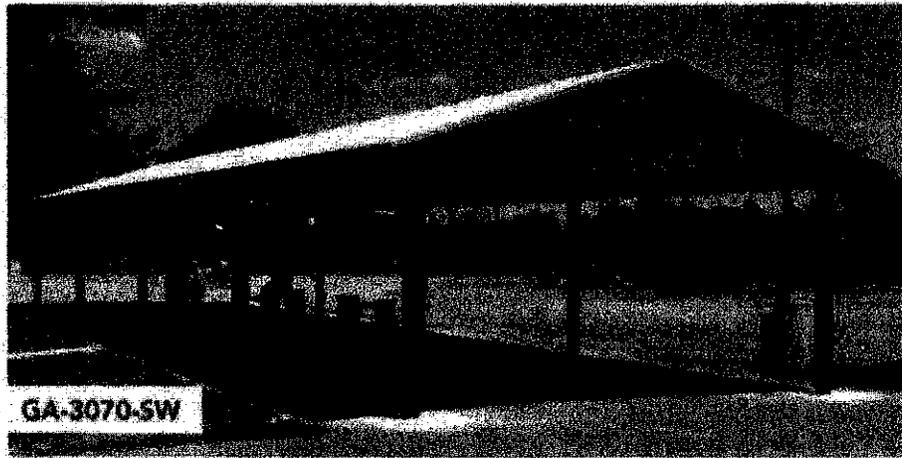
- \*\* All Small load charges apply during winter weight restrictions (Michigan Only).*
- \*\* Wrecker Service incurred on job site will be at customer's expense. Fuel charges may be accessed.*
- \*\*All prices are F.O.B. Job Site and Good for 30 Days.*
- \*\*Prices are subject to change without notice.*
- \*\* Weekend Plant Opening Charges Can Be Added From November 1 – April 1.*
- \*\*\*Heat charges will be added early and later if Ambient & Concrete temperatures require.*
- \*\*Performance mix price is based on availability of flyash. If not available pricing will be based on straight sack mixes.*
- \*\* Any additional insurance requirements will be at the customer's expense.*
- \*\* Wash-Out area on the job site is required. Any additional conditions on Wash-Out is the financial responsibility of the contractor.*
- \*\* All leftover concrete spoils and the removal of are the responsibility of the Contractor.*
- \*\* Any damage caused beyond the curb is the responsibility of the contractor.*
- \*\*Shafer Redi-Mix (SRM) guarantees plastic concrete conformance to the project specifications by direct placement from the truck chute. If the concrete is tested in accordance with ASTM standards and found to be out of project specification the concrete must be brought into compliance with the spec or rejected SRM QC must be contacted either way. SRM will not be responsible for plastic concrete conformance to the project specifications on concrete placed by pump, curb machine or paving machine etc. As a result of SRM will not be responsible for negative pay adjustments on PWL or Non-PWL projects for concrete that is placed by any method other than direct truck chute dump.*

**THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR PROJECT!**

**Prepared By: Doug Shafer**

**Date: September 24, 2019**

**Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_**



GA-3070-SW



## ADDENDUM TO ALBION CITY MANAGER EMPLOYMENT AGREEMENT

This agreement, made and entered into this 21st day of October, 2019, by and between the City of Albion, State of Michigan, a Municipal Corporation, hereinafter referred to as "City," and Darwin McClary, hereinafter referred to as "City Manager," herein agree as follows:

Whereas, the City Council and Mayor have been empowered to appoint and remove the City Manager, as provided by the Albion City Charter; and

Whereas, the City desires to continue to employ the services of Darwin McClary as City Manager for the City of Albion; and

Whereas, the City entered into a written contract with Darwin McClary for the position of City Manager; and

Whereas, the City and the City Manager wish to further clarify the terms and conditions of the agreement dated September 17, 2019 to avoid ambiguity in the agreement; and

Whereas, it is in the interests of both parties that the City Manager's employment agreement be modified;

Therefore, in consideration of the mutual agreements contained herein as well as within the employment agreement dated September 17, 2019, the parties agree that the agreement dated September 17, 2019 shall be modified as follows:

1. Section 8(b) shall be amended to read: Paid Time Off – Paid Time Off shall be the only leave time paid directly by the City to which the City Manager shall be entitled. The City manager shall receive two hundred eighty (280) hours of Paid Time Off upon commencement of his employment, prorated to January 1, 2020. The City Manager shall receive two hundred eighty (280) of Paid Time Off annually each January 1 thereafter. The City Manager may use Paid Time Off only in accordance with City Policy, should such a policy exist or be later adopted, and must accurately account for such usage. The City Manager shall be able to carry over up to eighty (80) of unused Paid Time Off from one year to the next. The City Manager will be paid for any unused Paid Time Off, less two weeks (eighty (80) hours) in the pay period that includes December 31 of each year. Up to five (5) consecutive work days may be used without Mayoral approval. In the event that the City Manager requests to use more than five (5) consecutive work days and said request is denied by the Mayor, the denial may be appealed to the entire City Council.

2. Section 10(b) shall be amended to read: In the event that the City manager elects to opt out of the City's health insurance, the City manager shall be entitled to fifty (50%) percent of the value of his health insurance premium costs paid by the city. Payment for this opt out shall be paid at the same time and intervals as other city employees who opt out. The City Manager's opt out shall be calculated based upon the family rate premium.
3. Section 12(a) shall be amended to read as follows: The City Manager shall be able to participate in the City's Retirement Health Savings Plan. The City Manager's participation in the plan shall be subject to the provisions of that plan which may be amended by the City from time to time. The City also reserves the right to terminate that plan at any time. However, and subject to the City's rights, the City Manager shall be required to contribute two (2%) percent of her salary to her retiree health care plan. The City shall also contribute a matching two (2%) percent to the City Manager's retiree health care plan. The total collective annual contributions by the City for the City Manager shall not exceed one thousand (\$1,000.00) dollars per Internal Revenue Service Guidelines. There is no limitation on contributions by the City Manager to the plan. The City Manager shall have no entitlement to retiree health care from the City, other than participation in the City's Retirement Health Savings Plan.
4. Section 13(b) shall be amended to read as follows: Should the City Manager establish residency within the City, the City will reimburse the City Manager up to eight thousand five hundred (\$8,500.00) dollars for moving expenses. This amount is intended to be a net reimbursement as moving expenses are taxable pursuant to IRS Publication 15b of 2019. Payment of moving expenses under this sub-section is contingent on the City Manager providing receipts to verify his moving expenditures. Moving expenses qualifying for reimbursement shall be those listed as qualifying expenses by the Internal Revenue Service and shall also include any closing costs relating to the sale of the City Manager's current residence or the purchase of a new residence within the City.

All other terms of the City Manager's employment agreement dated September 17, 2019, including, but not limited to, benefits and compensation, shall remain unchanged by this addendum;

This addendum shall be interpreted under the laws of the State of Michigan;

This addendum may not be modified except in writing, signed by both parties;

This addendum is effective upon signature of both parties;

\_\_\_\_\_  
THE CITY OF ALBION  
David Atchison, Mayor

Dated: \_\_\_\_\_

ATTEST:

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

\_\_\_\_\_  
Darwin McClary  
City Manager

Dated: \_\_\_\_\_

Approved as to Form Only:

\_\_\_\_\_  
Cullen C. Harkness, City Attorney

**CITY OF ALBION  
ORDINANCE #2019-08**

AN ORDINANCE TO CREATE CHAPTER 100, ARTICLE 1, SECTIONS 1.1-1.3, ARTICLE 2, SECTIONS 2.1-2.2, ARTICLE 3, SECTIONS 3.1-3.19, ARTICLE 4, SECTIONS 4.1-4.13, ARTICLE 5, SECTIONS 5.1-5.11, ARTICLE 6, SECTIONS 6.1-6.6, ARTICLE 7, 7.1-7.26, ARTICLE 8, SECTIONS 8.1-8.5, ARTICLE 9, SECTIONS 9.1-9.15, AND ARTICLE 10, SECTIONS 10-10.8, ZONING

**Purpose and Finding:**

As the City Council is aware, the Planning Commission and Planning Department have been endeavoring to update the City’s Zoning Ordinance. An updated version has been approved by the Planning Commission. The updated version reflects changes in the law, streamlines the number of zoning classifications, and incorporates changes made by councils over the years. A public hearing was held on October 7, 2019 to approve the adoption of the changes proposed by the Council. Given that this is a modification to an ordinance, a first and second reading is required. Approval is recommended.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 100, Article 1, Sections 1.1-1.3, Article 2, Sections 2.1-2.2, Article 3, Sections 3.1-3.19, Article 4, Sections 4.1-4.13, Article 5, Sections 5.1-5.11, Article 6, Sections 6.1-6.6, Article 7, Sections 7.1-7.26, Article 8, Sections 8.1-8.5, Article 9, Sections 9.1-9.15, and Article 10, Sections 10.1-10.8, of the Codified Ordinances of the City of Albion, is hereby created as follows:

**CHAPTER 100: ZONING**

Please refer to the attached Exhibit A entitled “Zoning Ordinance” which is hereby incorporated by reference as though fully set forth herein. The Articles and Sections contained in the attached exhibit shall correspond to the Articles and Sections referenced in Section 1 of this Ordinance.

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 November 19, 2019 after publication.

First Reading:

Second Reading & Adoption:

October 21, 2019

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

---

Jill Domingo,  
Clerk

November 4, 2019

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

---

David Atchison,  
Mayor.

**Resolution #2019-33**

A RESOLUTION TO ABANDON THE RIGHT OF WAY ADJACENT TO THE INTERSECTION OF S. ANN ST. AND W. ASH ST

**Purpose and Finding:** As the council is already aware, the City previously authorized the abandonment of the right of way that presently is adjacent to S. Ann St. and West Ash St. to the adjacent property owner, Eric Tobin. A public hearing was held on October 15, 2018. Mr. Tobin has obtained the required survey of the property and provided a legal description. This resolution is necessary only for recordation purposes. Please note that the resolution is formatted with a larger margin at the top for purposes of recordation. Approval is recommended.

Council Member \_\_\_\_\_ moved, supported by Council Member \_\_\_\_\_, to approve the following resolution.

**WHEREAS**, the City has received a request to abandon the right of way described herein; and

**WHEREAS**, the request has been reviewed by the City and its administrative departments; and

**WHEREAS**, the City finds it is consistent with maintaining the health, safety, comfort, and welfare of the City to discontinue the use of the right of way; and

**WHEREAS**, the City previously approved the abandoning of the right of way at a council meeting on September 4, 2018; and

**WHEREAS**, a public hearing was held on October 15, 2018 regarding the abandoning of the right of way;

**WHEREAS**, the City deems it advisable to vacate, discontinue, and abolish the right of way described herein;

**NOW THEREFORE BE IT RESOLVED**, that the right of way described as:

BEGINNING AT THE NORTHWEST CORNER OF LOT 3, BLOCK 21, "WARNER AND CHURCH'S ADDITION TO THE VILLAGE OF ALBION", ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 2 OF PLATS, ON PAGE 41, IN THE OFFICE OF THE REGISTER OF DEEDS FOR CALHOUN COUNTY, MICHIGAN; THENCE NORTH 89°35'19" WEST, 64.25 FEET ALONG THE WESTERLY EXTENSION OF THE SOUTH LINE OF WEST ASH STREET TO THE EAST LINE OF DALRYMPLE SCHOOL LANDS, AS RECORDED IN LIBER 4274 OF DEEDS, ON PAGE 324; THENCE SOUTH 02°27'04" EAST, 107.19 FEET ALONG SAID EAST LINE OF DALRYMPLE SCHOOL LANDS; THENCE SOUTH 89°35'19" EAST, 59.07 FEET; THENCE NORTH 00°19'10" ESAT, 107.06 FEET ALONG THE WEST LINE OF SAID BLOCK 91 TO THE PLACE OF BEGINNING. CONTAINING 0.15 ACRES OF LAND. MORE OR LESS.

is hereby abandoned, discontinued, and vacated by the City of Albion.

**BE IT FURTHER RESOLVED**, that the abandonment of the right of way shall be effective upon the recording of this resolution with the Calhoun County Register of Deeds.

Date: October 21, 2019

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent:\_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on October 21, 2019.

\_\_\_\_\_  
Jill Domingo  
City Clerk

Drafted by and when recorded return to:

Cullen C. Harkness  
Albion City Attorney  
4121 Okemos Rd., Suite 17  
Okemos, MI 48864



michigan municipal league

**MICHIGAN MUNICIPAL LEAGUE  
LIABILITY AND PROPERTY POOL**  
P.O. Box 972067, Ypsilanti, Michigan 48197-0835  
(248) 358-1100, (800) 482-2726  
Fax (248) 358-0534

**INVOICE**

City of Albion  
112 West Cass St.  
  
Albion, MI 49224-1731

**Customer #:** 5000070  
**Policy Term:** 07/01/2018 - 07/01/2019  
**Invoice Date:** 10/14/2019  
**Invoice #:** 100GL1900917

**Payment Enclosed: \$** \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

FOR PROPER CREDIT PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT FOR THE TOTAL AMOUNT DUE

**MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL**  
P.O. Box 972067, Ypsilanti, Michigan 48197-0835  
(248) 358-1100, (800) 482-2726, Fax (248) 358-0534

TRANSACTION EFFECTIVE DATE	POLICY NUMBER	DESCRIPTION	AMOUNT
10/14/2019	MML001325325	MML Pool Claim Deductible for Claim # 100GL1900917 Principal Claimant: Daveon Michael Lee Cieslak Claim Loss Date: 11/24/2018	\$10,000.00
<b>Total Amount Due</b>			<b>\$10,000.00</b>

PREMIUM DUE ON EFFECTIVE DATE SHOWN ABOVE.  
NO RECEIPT WILL BE SENT UNLESS REQUESTED.  
There will be a 3% late charge on any invoices 30 days past due.

## CHAPTER 1302. - COLLECTION BINS

### 1302.01. - Purpose.

The purpose of this section is to regulate collection bins in the City of Lansing so that they remain clean, safe and do not create hazards to pedestrians or to vehicular traffic.

(Ord. No. 1198, § 1, 10-26-15)

### 1302.02. - Definitions.

As used in Sections 1302.01 to 1302.11 unless otherwise provided:

*Collection bin* means any container, receptacle, or similar device that is located on any parcel or lot of record within the City and that is used for soliciting and collecting the receipt of clothing, household items, or other salvageable personal property. This term does not include recycle bins for the collection of recyclable material, any rubbish or garbage receptacle.

*Code Compliance Office* means the Code Compliance Supervisor or his or her authorized representative.

*Collection bin operator* means a person who owns, operates, supervises or otherwise is in control of collection bins to solicit collections of salvageable personal property.

*Property owner* means any person, agent, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the State, county or municipality as holding title to the property.

*Public Service Department* means the Director of Public Service or his or her authorized representative.

*Real property* means a lot, plot or parcel of land recorded and located in the City of Lansing.

(Ord. No. 1198, § 1, 10-26-15)

### 1302.03. - Permit required.

No person or entity shall cause or permit the installation or placement of a collection bin upon any real property located within the City of Lansing, whether public or private, without first obtaining an annual permit from the City Clerk.

(Ord. No. 1198, § 1, 10-26-15)

### 1302.04. - Permit application.

- (a) An application for a collection bin permit, as required by Section 1302.03, shall be made to the City Clerk upon forms provided by the City. Such application shall be filed with the City Clerk not less than 30 days prior to date that the collection bin is placed on real property. One annual permit is required for each collection bin. The application shall contain the following information:
  - (1) An affidavit and acknowledgment from the property owner, giving written permission to place a collection bin on the property owner's real property, as well as an acknowledgment of receipt of a copy of this chapter, and a signed statement agreeing to obey all of its requirements.
  - (2) A site plan indicating the placement of the collection bin, in compliance with the requirements of Section 1302.07.

- (3) The name, address, telephone number and e-mail address of the applicant, property owner and collection bin operator.
  - (4) The name, address, telephone number and e-mail address of the agent or person who will be available during regular business hours and will be responsible for compliance.
  - (5) A photograph of the collection bin to be installed.
  - (6) The number to a 24-hour hotline for overflow events.
  - (7) A nonrefundable fee determined by resolution as set by City Council.
  - (8) A copy of the license and registration from the State of Michigan under the Michigan Consumer Protection Act and the Charitable Organizations Solicitations Act if statutorily required.
- (b) In order to bring existing collection bins into compliance with this section, collection bin operators, of existing collection bins, shall have 30 days from the adoption of this chapter to submit a permit application to the City Clerk.

(Ord. No. 1198, § 1, 10-26-15)

1302.05. - Permit form, effective periods and renewal.

The City Clerk shall issue a permit for compliant collection bins that conform to the following:

- (1) A collection bin permit is valid for a one-year period. The renewal application must be filed not later than 30 days before the current permit expires.
- (2) If the permit expires and the permit is not renewed, the collection bin must be removed from the real property within a maximum of ten days after expiration of the permit.

(Ord. No. 1198, § 1, 10-26-15)

1302.06. - Permitted locations.

- (1) Collection bins are allowed in the "E-2" Local Shopping District, "F" and "F-1" Commercial District, "G-2" Wholesale District, "H" Light Industrial District and "I" Heavy Industrial District.
- (2) Collection bins shall not be located within 1,000 feet from another collection bin as measured along a straight line from one box to the other.

(Ord. No. 1198, § 1, 10-26-15)

1302.07. - Standards for bin and surrounding area.

Collection bins shall conform to the following standards:

- (1) Collection bins shall be maintained in good condition and appearance with no structural damage, holes or visible rust and shall be free of graffiti.
- (2) Collection bins are required to be placed on a paved or concrete surface. Collection bins must be level and stable.
- (3) Collection bins shall be locked and be equipped with a secure safety chute so contents cannot be accessed by anyone other than those responsible for the retrieval of the contents.
- (4) The collection bins shall be emptied with such frequency and regularity as to ensure that it does not overflow and materials do not accumulate outside the collection bin.

- (5) The collection bin operator and property owner shall maintain, or cause to be maintained, the area surrounding the bins free from any overflow collection items, furniture, rubbish, debris, hazardous materials, and noxious odors. To extent provided by law, the collection bin operator and/or property owner shall be jointly and severally responsible for the City's cost to abate any nuisance.
- (6) Collection bins shall be located on a parcel where there is a functioning and permitted use. Collection bins shall not be permitted:
  - (a) On any land used or zoned residential;
  - (b) On any unimproved parcel;
  - (c) Where the principal use of the land has been closed or unoccupied for more than 30 days.
- (7) One collection bin on a single lot of record is allowed.
- (8) The total size of a collection bin is limited to a maximum dimension of 5 × 5 × 7.
- (9) Collection bins shall not cause a visual obstruction, as determined by the Transportation Engineer, City Engineer or Director of Public Service Department, to vehicular or pedestrian traffic.
- (10) No collection bin shall be placed closer than ten feet from:
  - (a) A public or private sidewalk except that this provision does not apply to a private sidewalk as long as the private sidewalk maintains a five-foot clearance;
  - (b) A public right-of-way;
  - (c) A driveway; or
  - (d) A side or rear property line of adjacent property used for residential purposes.
- (11) Collection bins shall not be placed in a designated fire lane, in or adjacent to a handicap parking space, or block a building entrance or exit.
- (12) Collection bins shall be made of durable metal or UV resistant molded hard plastic or fiberglass material that is fire resistant or fire proof.

(Ord. No. 1198, § 1, 10-26-15)

1302.08. - Identification of collection bins.

- (a) Collection bins shall have signage on each bin that identifies the name, mailing address, email address, website and phone number of the collection bin operator. The collection bin signage may include a company logo. Total sign area on the collection bin signage may not exceed six square feet per side. The font size used on the sign shall not be less than one inch in height.
- (b) The collection bin must prominently display at all times a readable permit identification sticker provided by the City.

(Ord. No. 1198, § 1, 10-26-15)

1302.09. - Permit revocation, removal of collection bins and liability.

- (a) If the Public Service Department and/or Code Compliance Office determines that a collection bin has been placed or is being maintained in violation of this chapter, a correction notice shall be sent by regular United States Mail to the collection bin operator and property owner of the real property on which the collection bin has been placed, as shown on the most recent permit application. In the event there is not on file a permit application made for the collection bin within 24 months

immediately preceding the date of violation, the correction notice shall be sent to the real property tax payer of record in the Assessor's Office. The correction notice shall describe the offending condition and the actions necessary to correct the condition. The correction notice shall provide that the offending condition be corrected or abated within seven calendar days after mailing.

- (b) If the offending condition is not corrected or abated within this seven calendar days after mailing, the City or the City's contractor shall clean-up the collection bin area.
- (c) All costs incurred by the City or the City's contractor associated with the correction or abatement of a collection bin shall be the responsibility of the property owner and collection bin owner. If such obligation is not paid within 30 days after mailing of a billing of costs to the property owner, the City may place a lien upon such real property enforceable as a tax lien in the manner prescribed by the general laws of this State against the property and collected as in the case of general property tax. If the same is not paid prior to the preparation of the next assessment roll of the City, the amount shall be assessed as a special tax against such premises on the next assessment roll and collected thereunder.
- (d) The City Clerk shall have the right to revoke any permit issued hereunder if:
  - (1) Offending conditions cited in a correction notice are not corrected or abated within seven days after mailing;
  - (2) Placement or conditions of the bin or surrounding area violate any applicable State or Federal law;
  - (3) Any governmental authority or agency determines that the collection bin has violated the Michigan Consumer Protection Act and/or the Charitable Organizations and Solicitations Act or other statute enacted to regulate or govern collection bins.
- (e) Upon revocation of permit issued pursuant to this chapter, the collection bin shall be removed from the real property within ten calendar days and, if not so removed within the time period, the City or the City's contractor may remove, store or dispose of the collection bin.
- (f) All costs incurred by the City or the City's contractor associated with removal, storage or disposal of a collection bin shall be the responsibility of the property owner and collection bin owner. If such obligation is not paid within 30 days after mailing of a billing of costs to the property owner, the City may place a lien upon such real property enforceable as a tax lien in the manner prescribed by the general laws of this State against the property and collected as in the case of general property tax. If the same is not paid prior to the preparation of the next assessment roll of the City, the amount shall be assessed as a special tax against such premises on the next assessment roll and collected thereunder.
- (g) If a collection bin permit is revoked, the collection bin operator shall not be eligible for a new permit for one year from the date of revocation.

(Ord. No. 1198, § 1, 10-26-15)

#### 1302.10. - Appeal to City Council.

Any person aggrieved by the decision rendered by the City Clerk in granting or denying an application for a permit under this article or in revoking a permit issued under this article may appeal that decision to the City Council. The Public Service Department shall make written findings of fact in support of any license revocation. The appeal shall be made by filing a written request with the City Clerk setting forth the grounds for the appeal not later than ten days after receiving notice of the revocation by the City Clerk. In the event that the written request is filed with the City Clerk, Council shall hold a public hearing on the revocation, and shall have the power to reverse, affirm or modify the decision of the City Clerk. Council shall, in its determination, make written findings of fact supporting its decision. The determination by Council shall be final, subject to appeal to a court of competent jurisdiction.

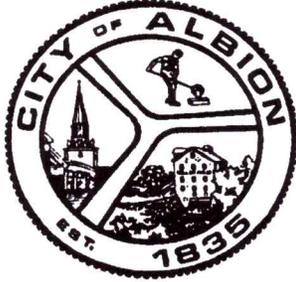
(Ord. No. 1198, § 1, 10-26-15)

1302.11. - Penalty and remedies.

- (a) In addition to revocation of permit pursuant to Section 1302.09, any person violating the provisions of this article is guilty of a municipal civil infraction.
- (b) In addition to the penalty provided in subsection (a) of this section, any condition caused or permitted to exist in violation of the provisions of this chapter, or any ordinance, shall be deemed a new and separate offense for each day that such condition continues to exist.
- (c) In addition to the penalty provided in subsection (a) of this section, any condition caused or permitted to exist in violation of the provisions of this chapter, or any ordinance, shall be deemed a new and separate offense for each day that such condition continues to exist.
- (d) Nothing in this chapter shall prevent the City from pursuing any other remedy provided by law in conjunction with or in lieu of prosecuting persons under this section for violation of this chapter.
- (e) The collection bin operator and real property owner shall be jointly and severally liable for each violation and for payment of any fines and costs.

(Ord. No. 1198, § 1, 10-26-15)

SAMPLE



# 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: Nidia G Wolf  
(First) (Middle) (Last)

Home Address: 409 Irwin Ave. Telephone #: 517-581-4041

Place of Employment: Retired

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

E-Mail: boss lady47@hotmail.com Fax: \_\_\_\_\_

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

Length of Residence in City: 66 years Own/Rent: own US Citizen: Y X N \_\_\_\_\_

Educational Background: KCC Associated Degree in General Studies; attended Spring Arbor College

Community Activities: Albion-Homer Substance Abuse and Prevention Coalition-Chair; Albion High School Alumni Association member, past President; Albion DDA member; Prayer Leader for First United Methodist Church. I continue to work with individuals in the community who need to navigate through city, county, State and Federal, or health forms. Many do not have computer knowledge.

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

1) Albion Downtown Development Authority 2) \_\_\_\_\_

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

Additional information on experience, qualifications, etc.:

Previous experience as Executive Director of the DDA 2002-2012; previous business owner of the Albion Shell from 1990-2000; current co-owner with my husband of downtown property at 116 E. Erie St. (formerly Wolf's Auto Service) for 24 years, this business had been in the d.t. for over 35 years. I have a working knowledge of the city budget process, city processes and policies. I was on the DDA board for 7 years prior to being named Ex. Dir. I sat on the board when the DDA did a great deal of work with the d.t. Streetscape, the building of the Cass St. bridge, I worked on the grants for the Albion River Trail, the Anderson Marketing Study, the upper level apartments, knowledge of OPRA, MSHDA, MEDC and many of the other State programs and organizations.

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: Though the DDA does not have the funds to allow it to do much work at this time, there is still a host of things that need to be done as a requirement by the State. Currently, I am working on a revision of the 2000 DDA Plan. While there are many plans for the Downtown, we are required by the State to have our own plan, which we would need if we applied for grants, etc. When city workers removed our files from the old EDC/DDA building, everything was put in a truck and hauled to the city garage and elsewhere. I believe I can go through those files and eliminate what is NOT needed, but we MUST retain historical files and find a secure place to store them. Many include plans for Stoffer Plaza and that area, along with many other downtown plans. My passion has always been for the improvement of the downtown and thus I am willing to do this as a volunteer just because it is necessary to have done. There are many administrative things that I did as the executive director which unless I bring them up, people are unaware that they should be done on an annual basis. E.g. the DDA plan should be done regularly around 5-7 years, keeping track of the files, the annual fiscal report that needs to be filed with the State, etc. Knowledge of the DDA bylaws.

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: Elaine Rice and I continue to work to secure funds for downtown Christmas lights to complete the renewal of aging lights on display.

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: Michael Tymkew Relationship: DDA Chair when I was Executive Director Telephone #: 629-3936

Name: Joyce Spicer Relationship: friend/former co-worker. I replaced Joyce in her position for the AHCA when she retired in 2012. Telephone #: 629-8413

**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, Nidia G. Wolf, certify that the information provided  
(Please Print)

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

Date of Birth: 5/31/47

Signature: Nidia G Wolf Date: 12/26/2018

**Resolution #2019-34**

**A RESOLUTION TO DESIGNATE OCTOBER 31 AS THE ANNUAL TRICK OR TREAT DATE IN ALBION**

**Purpose and Finding:** As the council is aware, each year the City of Albion designates a day in late October as the approved day for trick or treat in Albion. For purposes of consistency and to avoid the necessity of approving the date annually, it has been proposed to designate October 31 of each year as the official date for trick or treat. The time for trick or treat will also be set at 6:00pm to 8:00pm each year. Approval is recommended.

Council Member \_\_\_\_\_ moved, supported by Council Member \_\_\_\_\_, to approve the following resolution.

**BE IT RESOLVED**, that the annual date for trick or treat in Albion shall be October 31 of each year, commencing 2019;

**BE IT FURTHER RESOLVED**, that time for trick or treat in Albion each year shall be from 6:00pm to 8:00pm;

Date: October 21, 2019

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on October 21, 2019.

\_\_\_\_\_  
Jill Domingo  
City Clerk

**CITY OF ALBION ORDINANCE 2018-08**

**AN ORDINANCE TO PROVIDE A CODE OF ETHICS FOR THE CITY COUNCIL AND TO CREATE SECTION 1-28 OF THE ALBION CODE OF ORDINANCES**

FINDINGS AND PURPOSE: The Albion City Council recognizes that the citizens of Albion are entitled to have fair, ethical, and accountable local government that has earned the public's full confidence for integrity. The Albion City Council further recognizes that the effective functioning of democratic government requires that public officials comply with all aspects of the law affecting the operations of government, be impartial and fair in their judgment and actions, use the public office for public good, and conduct process openly in an atmosphere of respect and civility. To that end, it is recommended that the City of Albion adopted the following ethics ordinance.

THAT THE CODE OF ORDINANCES, CITY OF ALBION, MICHIGAN, IS HEREBY AMENDED BY ADDING SECTION 1-28, WHICH READS AS FOLLOWS:

Section 1:

CHAPTER 1, SECTION 1-28: ETHICS

1-28:

- A. **Acting in the Public Interest**: Members of the City Council will work for the common good of the people of Albion and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Albion City Council.
- B. **Compliance with the Law**: Members of the City Council shall comply with the laws of the United States, the State of Michigan, and the City of Albion in the performance of their public duties.
- C. **Respect for Process**: The City Council shall perform their duties in accordance with the processes and rules of order established by the City Council which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by the City Staff.
- D. **Preparation for Public Meetings**: Members of the City Council shall prepare themselves for council meetings and public issues.
- E. **Full Disclosure**: A City Council member, in the performance of their public duties, shall not act upon any matter in which they have a direct or indirect financial interest, or where they have a legal or fiduciary duty to another

organization or entity or personal relationship that may give the appearance of a conflict of interest, without disclosing the full nature and extent of the interest to the other members of the City Council at a public meeting. Such disclosure shall be made before the time to perform their duty.

- F. **Confidential Information**: City Council members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither divulge to an unauthorized person confidential information acquired in the course of their duties in advance of the time prescribed for its authorized release to the public without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
  
- G. **Public Resources**: Public resources, including city staff time, equipment, supplies, and facilities, not available to the public in general shall not be used for the benefit of the public and not for a council member's personal or private use.
  
- H. **Representation of Private Interests**: A City Council member shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, City Council members shall neither state nor imply that they represent the opinions or positions of the City Council of the City of Albion.
  
- I. **Policy Role of Council**: Members of the City Council shall respect and adhere to the Council-manager City of Albion form of government as provided in the City of Albion Charter. Members of the City Council shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement City Council policy decisions.
  
- J. **Independence of Boards and Commissions**: Members of the City council shall, except when the council member is a member of the subordinate public body, limit their participation in the proceedings of subordinate boards, committees, and commissions to the communication of requested information and providing factual information relevant to the discussion at hand and shall not otherwise attempt to unduly influence the deliberations or outcomes of the proceedings.
  
- K. **Positive Workplace**: Under no circumstances shall a member of the City Council, either in public or private, intimidate, humiliate, or otherwise abuse a City employee.
  
- L. **Continuing Training**: A biennial workshop shall be held after the general election in every odd numbered year not later than 60 days after the general election for training to be provided by the city attorney, the Michigan Municipal

League or similar entity, or any other entity or group retained by the city regarding the role and duties of the council members and the requirements of this ordinance. Unless excused by a majority vote of the remaining council member, all council members shall attend this workshop, or a make-up session as soon as may be practicably scheduled.

- M. **Affirmation**: At the first meeting immediately following a general election, newly elected council members and the mayor shall sign an affirmation shall sign a statement affirming that they have read and understood this ordinance. In the event of the appointment of councilperson or mayor to a partial term, said affirmation shall be signed at the next regularly scheduled meeting of the council.
- N. **Enforcement and Penalties**: All City Councilmembers and the Mayor shall have the primary responsibility to assure that they understand and meet the standards set forth in this ordinance and that the public can continue to have full confidence in the integrity of government. The disciplinary procedure shall be as follows:
- i. A councilmember shall intervene when the council member learns of actions of another council member that appear in violation of this ordinance. Upon acquiring reasonable suspicion of a violation of this ordinance, a council member may request that the mayor meet personally with the council member to notify them of the suspected misconduct and attempt to resolve the issue. In the event the Mayor is suspected of violating this ordinance, said meeting may be held with any two members of council.
  - ii. In the event the meeting as described in subsection (N)(i) does not satisfactorily resolve the issue, or in the event the suspected council member has repeatedly violated this ordinance, or if the violation is viewed to be especially serious, any three council members may call for a public hearing before council to determine whether the alleged violation has occurred, and if so, what sanctions, if any should be imposed. Said public hearing shall occur within 30 days of the date of the alleged violation.
  - iii. If it has been determined to hold a public hearing as provided in subsection (N)(ii), all council members shall be provided with a written summary of the facts giving rise to the alleged violation at least 10 days prior to the public hearing.
  - iv. City staff required to participate in the public hearing, including but not limited to the city attorney and city clerk, shall not be subject to any discipline, sanction, or any other adverse action

whatsoever as a result of the performance of their duties as required by this ordinance.

- v. The mayor, or if the mayor is the subject of the alleged violation, the mayor pro tem, shall preside over the public hearing.
- vi. The presiding council member may determine whether the evidence presented against the council member, or in defense of the council member, is relevant to the allegation(s) against the council member and may preclude its consideration. The presiding council member shall seek guidance from the city attorney regarding hearing procedural and evidentiary issues.
- vii. Witnesses shall be sworn by the city clerk or the clerk's designee is the designee is legally authorized to administer oaths.
- viii. The council as a body, and the accused council member, may each be entitled to have an attorney present at the hearing for consultation. However, there shall be no right for attorneys to make opening or closing statements, question witnesses, present evidence, or offer arguments.
- ix. The rules of evidence and civil procedure shall not apply to public hearings held under this ordinance.
- x. Any member of council may ask questions of witnesses.
- xi. The accused council member may present witnesses in their defense after the presiding council member has presented all evidence supporting a violation. The accused council member shall be provided 10 minutes to provide closing comments at the conclusion of evidence.
- xii. At the conclusion of the presentation of evidence or the closing comments of the accused council member, whichever is later, council members, excluding the accused council member, shall vote to determine whether or not there is a violation by a super majority vote.
- xiii. The council may impose sanctions on a council member who violates this article. After a majority vote finding a violation of this article, a second majority vote shall determine what sanctions, if any, shall be imposed.
- xiv. Sanctions may include reprimand, formal censure, a civil fine, loss of committee assignment, restrictions on budget or travel,

and a request to the governor for removal from office in the manner and for the causes provided by law.

xv. Sanctions shall be imposed based upon the perceived severity level of the violation, with the following guidance:

1. For a level 1 violation, penalty options include a verbal reprimand, a civil fine not to exceed \$100.00, or an additional and/or greater sanction as may be determined by a majority vote of council. A violation of the following subsections of section 1-28 shall minimally result in a level 1 violation: A, C, D, E, K, or L;
2. For a Level 2 violation, penalty options shall include censure, which shall be defined as a formal council resolution for specified conduct, a civil fine not to exceed \$300.00 and/or a greater sanction as may be determined appropriate by the majority of council. A violation of the following subsections of section 1-28 shall minimally result in a level 2 violation: B, F, G, H, I, J;
3. For a level 3 violation, the penalty options shall include censure, a civil fine not to exceed \$500.00, and/or a request to the governor for removal. A third level 1 violation, or a second level 2 violation within 6 months of a prior violation found by the council.

O. **Appellate Review**. If ordered to pay a civil penalty, an appeal may be taken in the form of a trial de novo in the 10<sup>th</sup> District Court for the County of Calhoun, which shall hear the case in accordance with the Michigan Court Rules. This appeal must be taken within 21 days of the decision by the City Council. If a council member is disciplined or removed from office that council member may seek any other available remedies which exists at law or in equity.

Section 2: Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

This Ordinance shall take effect December 14, 2018 after publication.

First Reading:  
October 15, 2018

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

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Jill Domingo,  
City Clerk

Second Reading & Adoption:  
November 19, 2018

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

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Garrett Brown,  
Mayor

**Resolution #2019-35**  
**Designation of October 28<sup>th</sup> – November 1st, 2019**  
**as Red Ribbon Week**

**WHEREAS**, alcohol and drug abuse in this Nation have reached epidemic stages; and

**WHEREAS**, the Albion City Council values the health and safety of all our citizens; and

**WHEREAS**, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides; and

**WHEREAS**, it is the goal of Red Ribbon Week and the City Council to involve families, schools, local businesses and churches, service organizations and local city government in all aspects of this campaign and establish an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug use; and

**WHEREAS**, this years' National Red Ribbon Campaign theme: ***SEND A MESSAGE – STAY DRUG FREE***, promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs or the illegal use of legal drugs; and

**WHEREAS**, the National Red Ribbon Campaign will be celebrated in every community in America during Red Ribbon Week, October 28-November 1; and

**WHEREAS**, the National Red Ribbon Campaign offers citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs) by wearing and displaying red ribbons during this week-long campaign.

**NOW, THEREFORE, BE IT RESOLVED**, we, the Albion City Council, do hereby proclaim October 28-November 1, as RED RIBBON WEEK, and encourages everyone to participate in drug prevention education activities, not only during Red Ribbon Week, but all year long, making a visible statement that we are

strongly committed to a drug-free community. Dated this 21<sup>st</sup> day of October, 2019.

Date: October 21, 2019

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on October 21, 2019.

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Jill Domingo

City Clerk

## **Resolution #2019-36**

### **Resolution of Recognition and Appreciation for:**

#### **Chief Scott Kipp**

**WHEREAS**, Scott Kipp has faithfully served our community as a member of the Albion Department of Public Safety for more than nineteen years; and

**WHEREAS**, Scott Kipp has professionally led ADPS in the dual role of Chief of Police and Fire Chief since the 23<sup>rd</sup> of September 2011, overseeing a Department of nineteen Officers and one Clerk; and

**WHEREAS**, Chief Kipp has professionally trained, developed and mentored fourteen “rookie” Officers during his tenure as Director of Public Safety; and

**WHEREAS**, Chief Kipp has served with distinction in the position of Director of Public Safety under five different city managers and three different mayors; and

**WHEREAS**, Scott Kipp has volunteered numerous hours, incurred personal sacrifice and exhibited outstanding community spirit, acting as an agent of change, while maintaining a demeanor that makes working with him a pleasure; and

**WHEREAS**, Chief Scott Kipp has brought respect, honor, and integrity to the City of Albion and the Department of Public Safety by leading through example, exhibiting the highest level of ethics and maintaining a superior moral character; and

**WHEREAS**, Scott Kipp has demonstrated exceptional professionalism and the highest standards of personal conduct as Albion’s Interim City Manager three times, for a total of nineteen months under three different city councils.

**NOW THEREFORE BE IT RESOLVED**, that having successfully completed his third assignment as Interim City Manager, the Albion City Council recognizes and appreciates Scott Kipp’s dedicated service on this 21<sup>st</sup> day of the month of October in the year 2019.

Date: October 21, 2019

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on October 21, 2019.

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Jill Domingo  
City Clerk



# Memorandum

*Office of the City Manager*

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** October 17, 2019  
**RE:** **CITY MANAGER'S REPORT**

## PREVIOUS COUNCIL MEETING FOLLOW-UP

- An electronic copy of the federal Opportunity Zone map for the city was sent to city council pursuant to council's request.
- Amendments to the City Manager's employment agreement have been placed on the October 21 council meeting agenda pursuant to the request of the City Attorney.
- An electronic copy of the City of Albion 2016-2020 Parks and Recreation Master Plan was sent to city council pursuant to council's request.
- Regulation of donation bins, Holland Park pavilion project, Holland Park drinking fountain, Holland Park irrigation system project, and grocery desert survey presentation have been placed on the October 21 council meeting agenda pursuant to requests from council members.

## REGULAR MEETINGS WITH COUNCIL MEMBERS

Mayor Atchison and I have established a regular meeting schedule for the two of us to discuss items of importance or concern, and I invite and encourage each council member to schedule similar individual regular meetings with me. These regular meetings help to improve communication and understanding of priority issues and create a strong, positive working relationship between council members and the City Manager. If you are interested in scheduling regular meetings with me, please do not hesitate to send me your preferred days and times, and I will do everything possible to accommodate your schedule.

## MANAGEMENT TEAM MEETING

The city's management team held its regular meeting on October 8 and discussed the following items:

- Reviewed the October 7 regular council meeting and items requiring follow-up
- City's purchasing process and participation in the MITN bid system
- Creation of a contracts database to access, track, and report on contracts
- Process for submitting items for the city council meeting agendas

## ATTENDANCE AT MEETINGS

I have attended the following meetings during past two weeks:

- October 2 – Mayor/City Manager weekly meeting
- October 3 – EDC regular meeting
- October 3 – EDC Executive Board introductory meeting with City Manager
- October 3 – Introductory meeting with Dr. Samuel Shaheen
- October 7 – City Council regular meeting
- October 8 – Management team meeting
- October 8 – Community Partners meeting
- October 9 – Mayor/City Manager weekly meeting
- October 10 – Introductory meeting with Harry Bonner
- October 10 – ICMA webinar training – “Promoting Trust in a Divisive World”
- October 10 – Meeting with EDC Executive Director
- October 11 – Individual meetings with department directors
- October 14 – Meeting with employee regarding concerns
- October 14 – Meeting with DPS Director and Engineer regarding Irwin Avenue Project and other matters
- October 14 – Meeting with Mayor and citizen regarding parking problems
- October 14 – Introductory meeting with Albion College President Ditzler
- October 15 – Meeting with City Attorney and Labor Attorney
- October 15 – Attended City Manager Community Welcome Reception
- October 15 – Attended Planning Commission meeting
- October 16 – Meeting with Building Director and Code Enforcement Officer regarding property compliance with rubbish collection services
- October 16 – Mayor/City Manager weekly meeting
- October 17 – Conducted employee grievance hearing
- October 17 – Toured Public Services facilities and community with DPS Director

## FY 2020 BUDGET PREPARATION

Finance Director Mead is trying to schedule a meeting for city council for Saturday, November 16, to review the proposed FY 2020 budget. Council will receive presentations from department directors on department budgets and will have an opportunity to ask questions and seek clarification on specific budget items. It is important that city council review the budget document in advance and prepare questions, since we will not review every budget line item at the budget work session meeting. We are hoping to conclude the meeting by 2:00 PM.

## CITY MANAGER WELCOME RECEPTION

I wish to take a moment to express my sincere gratitude and appreciation to the city council for the very kind and touching welcome reception held on October 15. Steven and I are overwhelmed by the kind and thoughtful comments and welcome we have received from so

many people. I especially wish to recognize those who put so much time, work, and care into the planning and food for the reception. You are truly amazing and made the night so special for the both of us!

#### ICMA CONFERENCE

As a reminder, I will be in Nashville, Tennessee, from October 18 through October 23 for the International City/County Management Association annual conference and will be back in the office on Thursday, October 24. I will be available by cell phone (I may have to return your call if I am in work sessions) or E-mail if council members should need to connect with me. Chief Kipp will be serving as Acting City Manager during my absence since Finance Director Mead is not available to serve for the entire period.

**INFORMATION  
ONLY**

FROM 08/01/2019 TO 08/31/2019

FUND: 101 202 203 208 226 250 265 275 277 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2019	Total Debits	Total Credits	Ending Balance 08/31/2019
Fund 101	GENERAL FUND				
001.00	CASH	(121,010.65)	1,006,946.00	500,884.43	385,050.92
002.00	CASH - INCOME TAX ACCOUNT	574,212.07	59,835.55	98,052.40	535,995.22
003.00	CERTIFICATES OF DEPOSIT	100,489.00	40.00	0.00	100,529.00
004.00	PETTY CASH	100.00	0.00	0.00	100.00
004.02	PETTY CASH - CHANGE DRAWER	400.00	0.00	0.00	400.00
005.00	HRA ACCOUNT FOR EMPLOYEES	1,613.62	0.00	104.90	1,508.72
007.00	CASH PARK FENCE	17,638.24	8.22	0.00	17,646.46
017.00	INVESTMENTS	317,756.68	0.00	0.00	317,756.68
	GENERAL FUND	891,198.96	1,066,829.77	599,041.73	1,358,987.00
Fund 202	MAJOR STREETS FUND				
001.00	CASH	664,500.51	64,214.40	24,224.94	704,489.97
017.00	INVESTMENTS	103,817.16	0.00	0.00	103,817.16
	MAJOR STREETS FUND	768,317.67	64,214.40	24,224.94	808,307.13
Fund 203	LOCAL STREETS FUND				
001.00	CASH	390,759.50	24,872.81	61,169.62	354,462.69
Fund 208	RECREATION FUND				
001.00	CASH	63,861.25	114,658.70	23,008.60	155,511.35
Fund 226	SOLID WASTE FUND				
001.00	CASH	297,144.82	166,291.20	10,765.40	452,670.62
017.00	INVESTMENTS	54,351.30	0.00	0.00	54,351.30
	SOLID WASTE FUND	351,496.12	166,291.20	10,765.40	507,021.92
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,535.58	15.62	0.00	33,551.20
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	(1,974.19)	314.64	4,876.38	(6,535.93)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	194,349.58	4,219.88	559.70	198,009.76
004.00	PETTY CASH	276.76	0.00	0.00	276.76
	ALBION BUILDING AUTHORITY FUND	194,626.34	4,219.88	559.70	198,286.52
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	236,139.32	36,020.75	19,055.15	253,104.92
002.00	CASH - CAPITAL PROJECTS RESERV	525,675.62	6,139.22	0.00	531,814.84
008.00	CASH-SECURITY DEPOSIT	26,292.99	10.00	837.00	25,465.99
	ABA SEC 8 MAPLE GROVE	788,107.93	42,169.97	19,892.15	810,385.75
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	(327,447.28)	166,291.20	0.00	(161,156.08)
017.00	INVESTMENTS	259,542.94	0.00	0.00	259,542.94
	STREET IMPROVEMENTS FUND	(67,904.34)	166,291.20	0.00	98,386.86
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	788,298.36	0.00	35,388.13	752,910.23
Fund 590	SEWER FUND				
001.00	CASH	117,517.04	99,547.13	132,352.64	84,711.53
017.00	INVESTMENTS	316,372.16	0.00	0.00	316,372.16
	SEWER FUND	433,889.20	99,547.13	132,352.64	401,083.69
Fund 591	WATER FUND				
001.00	CASH	262,493.16	77,236.90	79,629.21	260,100.85
003.00	CERTIFICATES OF DEPOSIT	250,225.00	0.00	2.00	250,223.00

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION

FROM 08/01/2019 TO 08/31/2019

FUND: 101 202 203 208 226 250 265 275 277 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2019	Total Debits	Total Credits	Ending Balance 08/31/2019
006.00	RESTRICTED CASH - BOND RESERVE	61,990.00	0.00	0.00	61,990.00
008.00	CASH-SECURITY DEPOSIT	200.00	0.00	0.00	200.00
017.00	INVESTMENTS	368,442.81	0.00	0.00	368,442.81
	WATER FUND	<u>943,350.97</u>	<u>77,236.90</u>	<u>79,631.21</u>	<u>940,956.66</u>
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	93,359.97	31,252.89	39,360.09	85,252.77
	TOTAL - ALL FUNDS	<u>5,670,923.32</u>	<u>1,857,915.11</u>	<u>1,030,270.59</u>	<u>6,498,567.84</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 08/31/2019  
 % Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2018		2019		% BDTG USED
		AMENDED BUDGET	END BALANCE 12/31/2018	YTD BALANCE 08/31/2019	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		3,670,410.00	3,684,189.55	2,738,503.34	3,948,592.00	69.35
209 - ASSESSING		76.00	75.50	10.00	0.00	100.00
215 - CLERK		62.00	62.67	315.20	0.00	100.00
260 - FINANCE DEPT AND/OR ABA GENERAL		600.00	817.00	1,492.50	600.00	248.75
276 - CEMETERY		87,447.00	89,746.80	32,484.76	58,000.00	56.01
345 - PUBLIC SAFETY		85,173.00	36,163.93	32,508.90	36,500.00	89.07
422 - CODE ENFORCEMENT		93,150.00	97,037.93	73,473.55	101,500.00	72.39
444 - TREE TRIMMING		0.00	0.00	18,226.00	0.00	100.00
448 - STREET LIGHTING		0.00	0.00	96,127.00	0.00	100.00
758 - ALBION RIVER/BIKE TRAIL		76,319.00	76,318.91	0.00	0.00	0.00
775 - PARKS		2,400.00	2,390.00	3,865.00	2,500.00	154.60
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00	4,704.16	10,000.00	10,000.00	100.00
930 - TRANSFER IN		10,000.00	10,000.00	10,000.00	10,000.00	100.00
TOTAL REVENUES		4,030,341.00	4,001,506.45	3,017,006.25	4,167,692.00	72.39
101 - CITY COUNCIL		54,055.00	40,841.67	17,516.80	50,606.00	34.61
172 - CITY MANAGER		98,480.00	81,391.09	75,064.27	208,295.00	36.04
209 - ASSESSING		48,300.00	45,879.40	34,013.66	44,810.00	75.91
210 - ATTORNEY		110,400.00	113,825.22	129,478.46	99,150.00	130.59
215 - CLERK		129,375.00	129,168.66	67,855.78	127,725.00	53.13
226 - HUMAN RESOURCES		29,579.00	25,642.52	9,654.51	14,900.00	64.80
260 - FINANCE DEPT AND/OR ABA GENERAL		371,682.00	320,111.78	307,298.08	484,735.00	63.40
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		151,370.00	136,844.10	44,204.91	72,175.00	61.25
276 - CEMETERY		172,126.00	153,552.73	101,942.63	165,210.00	61.70
345 - PUBLIC SAFETY		2,110,452.26	2,038,292.18	1,328,352.52	2,105,577.00	63.09
422 - CODE ENFORCEMENT		194,817.00	176,629.64	172,805.54	253,285.00	68.23
442 - CITY MAINTENANCE		64,182.00	48,279.07	110,046.04	56,125.00	196.07
444 - TREE TRIMMING		20,615.00	15,399.10	3,767.40	17,675.00	21.31
447 - ENGINEERING		28,737.00	22,140.42	8,423.38	15,270.00	55.16
448 - STREET LIGHTING		169,500.00	161,667.43	186,848.58	150,000.00	124.57
526 - EPA LANDFILL		8,600.00	9,803.12	5,358.80	21,000.00	25.52
758 - ALBION RIVER/BIKE TRAIL		76,319.00	76,318.91	0.00	0.00	0.00
775 - PARKS		226,335.00	209,545.17	153,377.82	207,700.00	73.85
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00	47.68	0.00	10,000.00	0.00
895 - GENERAL APPROPRIATION		136,650.00	128,297.34	112,104.27	149,674.00	74.90
TOTAL EXPENDITURES		4,206,278.26	3,933,677.23	2,868,113.45	4,253,912.00	67.42
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,030,341.00	4,001,506.45	3,017,006.25	4,167,692.00	72.39
TOTAL EXPENDITURES		4,206,278.26	3,933,677.23	2,868,113.45	4,253,912.00	67.42
NET OF REVENUES & EXPENDITURES		(175,937.26)	67,829.22	148,892.80	(86,220.00)	172.69

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GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 202 - MAJOR STREETS FUND							
000 - GENERAL		750,327.00	739,779.68	454,681.45		775,882.00	58.60
487 - M-99 TRUNKLINE		133,234.00	62,919.48	50,152.82		55,000.00	91.19
TOTAL REVENUES		883,561.00	802,699.16	504,834.27		830,882.00	60.76
454 - ACT 51 NON-MOTORIZED		0.00	0.00	2,319.20		95,000.00	2.44
461 - MAINTENANCE		417,766.00	364,295.74	163,713.34		420,188.00	38.96
465 - TRAFFIC SERVICES		3,183.00	683.93	90.27		3,083.00	2.93
467 - WINTER MAINTENANCE		53,365.00	31,143.18	21,186.12		50,515.00	41.94
486 - I-94 TRUNKLINE		40,577.00	25,589.29	21,322.12		33,360.00	63.92
487 - M-99 TRUNKLINE		33,587.00	22,723.15	21,661.49		30,540.00	70.93
488 - M-199 TRUNKLINE		19,257.00	12,728.49	8,651.65		15,305.00	56.53
965 - TRANSFER OUT		193,000.00	193,000.00	128,000.00		128,000.00	100.00
TOTAL EXPENDITURES		760,735.00	650,163.78	366,944.19		775,991.00	47.29
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		883,561.00	802,699.16	504,834.27		830,882.00	60.76
TOTAL EXPENDITURES		760,735.00	650,163.78	366,944.19		775,991.00	47.29
NET OF REVENUES & EXPENDITURES		122,826.00	152,535.38	137,890.08		54,891.00	251.21

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GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	08/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000	- GENERAL	326,819.00		329,660.74	166,149.64	276,262.00	60.14
930	- TRANSFER IN	190,000.00		190,000.00	125,000.00	125,000.00	100.00
TOTAL REVENUES		<u>516,819.00</u>		<u>519,660.74</u>	<u>291,149.64</u>	<u>401,262.00</u>	<u>72.56</u>
461	- MAINTENANCE	376,332.00		340,998.09	252,743.38	342,082.00	73.88
465	- TRAFFIC SERVICES	7,127.00		1,413.30	408.40	6,965.00	5.86
467	- WINTER MAINTENANCE	57,950.00		33,462.90	17,987.55	41,600.00	43.24
965	- TRANSFER OUT	3,000.00		3,000.00	3,000.00	3,000.00	100.00
TOTAL EXPENDITURES		<u>444,409.00</u>		<u>378,874.29</u>	<u>274,139.33</u>	<u>393,647.00</u>	<u>69.64</u>
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		516,819.00		519,660.74	291,149.64	401,262.00	72.56
TOTAL EXPENDITURES		444,409.00		378,874.29	274,139.33	393,647.00	69.64
NET OF REVENUES & EXPENDITURES		<u>72,410.00</u>		<u>140,786.45</u>	<u>17,010.31</u>	<u>7,615.00</u>	<u>223.38</u>

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GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	08/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		142,636.00		151,726.04	160,142.08	178,065.00	89.93
TOTAL REVENUES		<u>142,636.00</u>		<u>151,726.04</u>	<u>160,142.08</u>	<u>178,065.00</u>	<u>89.93</u>
780 - RECREATION		153,687.00		138,936.60	126,197.04	177,599.00	71.06
TOTAL EXPENDITURES		<u>153,687.00</u>		<u>138,936.60</u>	<u>126,197.04</u>	<u>177,599.00</u>	<u>71.06</u>
<b>Fund 208 - RECREATION FUND:</b>							
TOTAL REVENUES		142,636.00		151,726.04	160,142.08	178,065.00	89.93
TOTAL EXPENDITURES		<u>153,687.00</u>		<u>138,936.60</u>	<u>126,197.04</u>	<u>177,599.00</u>	<u>71.06</u>
NET OF REVENUES & EXPENDITURES		(11,051.00)		12,789.44	33,945.04	466.00	7,284.34

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GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 226 - SOLID WASTE FUND							
000 - GENERAL		251,488.00	266,269.81	237,068.14		252,725.00	93.80
TOTAL REVENUES		<u>251,488.00</u>	<u>266,269.81</u>	<u>237,068.14</u>		<u>252,725.00</u>	<u>93.80</u>
523 - LEAF PICKUP		16,205.00	0.00	203.13		7,523.00	2.70
524 - TREE DUMP		16,020.00	5,314.50	5,045.91		10,160.00	49.66
528 - SOLID WASTE		145,355.00	122,779.26	65,623.10		144,368.00	45.46
965 - TRANSFER OUT		25,500.00	25,500.00	25,500.00		25,500.00	100.00
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>	<u>96,372.14</u>		<u>187,551.00</u>	<u>51.38</u>
Fund 226 - SOLID WASTE FUND:							
TOTAL REVENUES		251,488.00	266,269.81	237,068.14		252,725.00	93.80
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>	<u>96,372.14</u>		<u>187,551.00</u>	<u>51.38</u>
NET OF REVENUES & EXPENDITURES		48,408.00	112,676.05	140,696.00		65,174.00	215.88

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GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	08/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000 - GENERAL		12,830.00		6,821.15	5,898.75	44,000.00	13.41
400 - FED DRUG LAW ENFOR - REIMBUR		25,000.00		28,884.17	43,585.45	30,000.00	145.28
TOTAL REVENUES		<u>37,830.00</u>		<u>35,705.32</u>	<u>49,484.20</u>	<u>74,000.00</u>	<u>66.87</u>
333 - DRUG LAW ENFORCEMENT		29,264.00		27,696.09	28,504.80	72,500.00	39.32
400 - FED DRUG LAW ENFOR - REIMBUR		10,982.00		11,377.88	34,188.20	1,500.00	2,279.21
TOTAL EXPENDITURES		<u>40,246.00</u>		<u>39,073.97</u>	<u>62,693.00</u>	<u>74,000.00</u>	<u>84.72</u>
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		<u>37,830.00</u>		<u>35,705.32</u>	<u>49,484.20</u>	<u>74,000.00</u>	<u>66.87</u>
TOTAL EXPENDITURES		<u>40,246.00</u>		<u>39,073.97</u>	<u>62,693.00</u>	<u>74,000.00</u>	<u>84.72</u>
NET OF REVENUES & EXPENDITURES		<u>(2,416.00)</u>		<u>(3,368.65)</u>	<u>(13,208.80)</u>	<u>0.00</u>	<u>100.00</u>

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GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	08/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND						
000 - GENERAL		4,743.00	4,857.09	4,449.18	4,569.00	97.38
264 - EDC BUILDING		137,439.00	137,439.34	0.00	0.00	0.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00	1,512.00	882.00	1,512.00	58.33
271 - FIRE/AMBULANCE BUILDING		34,450.00	36,000.00	9,600.00	32,000.00	30.00
273		1.00	1.00	0.00	1.00	0.00
TOTAL REVENUES		178,145.00	179,809.43	14,931.18	38,082.00	39.21
260 - FINANCE DEPT AND/OR ABA GENERAL		7,090.00	5,929.56	2,978.40	7,107.00	41.91
264 - EDC BUILDING		17,190.00	16,965.64	297.24	0.00	100.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,945.00	1,931.37	1,019.00	2,005.00	50.82
270 - 101 N GALE ST		30,000.00	26,700.00	0.00	0.00	0.00
271 - FIRE/AMBULANCE BUILDING		29,250.00	22,617.19	11,579.63	26,850.00	43.13
273 - 112 E ERIE ST		12,400.00	10,600.54	1,095.64	1,951.00	56.16
TOTAL EXPENDITURES		97,875.00	84,744.30	16,969.91	37,913.00	44.76
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
TOTAL REVENUES		178,145.00	179,809.43	14,931.18	38,082.00	39.21
TOTAL EXPENDITURES		97,875.00	84,744.30	16,969.91	37,913.00	44.76
NET OF REVENUES & EXPENDITURES		80,270.00	95,065.13	(2,038.73)	169.00	1,206.35

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GL NUMBER	DESCRIPTION	2018		2019		% BGD USED
		AMENDED BUDGET	END BALANCE 12/31/2018 NORMAL (ABNORMAL)	YTD BALANCE 08/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE						
000 - GENERAL		450,400.00	471,362.45	295,454.85	455,400.00	64.88
TOTAL REVENUES		<u>450,400.00</u>	<u>471,362.45</u>	<u>295,454.85</u>	<u>455,400.00</u>	<u>64.88</u>
701 - ABA SEC 8 MAPLE GROVE		368,450.00	313,659.44	161,909.08	366,153.00	44.22
905 - DEBT SERVICE - BONDS		64,750.00	64,750.00	0.00	61,750.00	0.00
TOTAL EXPENDITURES		<u>433,200.00</u>	<u>378,409.44</u>	<u>161,909.08</u>	<u>427,903.00</u>	<u>37.84</u>
Fund 277 - ABA SEC 8 MAPLE GROVE:						
TOTAL REVENUES		450,400.00	471,362.45	295,454.85	455,400.00	64.88
TOTAL EXPENDITURES		433,200.00	378,409.44	161,909.08	427,903.00	37.84
NET OF REVENUES & EXPENDITURES		<u>17,200.00</u>	<u>92,953.01</u>	<u>133,545.77</u>	<u>27,497.00</u>	<u>485.67</u>

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GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	08/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		23,906.00		25,689.59	3,667.68	(1,000.00)	(366.77)
TOTAL REVENUES		<u>23,906.00</u>		<u>25,689.59</u>	<u>3,667.68</u>	<u>(1,000.00)</u>	<u>(366.77)</u>
443 - SIDEWALK PROGRAM		23,856.00		0.00	0.00	300,000.00	0.00
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		23,906.00		25,689.59	3,667.68	(1,000.00)	366.77
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		50.00		25,689.59	3,667.68	(301,000.00)	1.22

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GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 590 - SEWER FUND							
000	- GENERAL	1,215,326.00	1,238,544.36	769,868.14	1,221,300.00	63.04	
536	- WATER UTILITY OPERATIONS	0.00	2,250.00	0.00	0.00	0.00	0.00
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	99,352.00	97,102.67	250,000.00	0.00	100.00	
TOTAL REVENUES		1,314,678.00	1,337,897.03	1,019,868.14	1,221,300.00	83.51	
536	- SEWER UTILITY OPERATIONS	1,348,808.00	1,326,798.41	867,906.17	1,367,208.00	63.48	
542	- WWTP ENERGY IMPROVEMENTS	7,800.00	8,143.14	4,821.04	7,800.00	61.81	
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	400,000.00	0.25	2,291.00	0.00	100.00	
965	- TRANSFER OUT	148,400.00	148,400.00	148,400.00	148,400.00	100.00	
TOTAL EXPENDITURES		1,905,008.00	1,483,341.80	1,023,418.21	1,523,408.00	67.18	
Fund 590 - SEWER FUND:							
TOTAL REVENUES		1,314,678.00	1,337,897.03	1,019,868.14	1,221,300.00	83.51	
TOTAL EXPENDITURES		1,905,008.00	1,483,341.80	1,023,418.21	1,523,408.00	67.18	
NET OF REVENUES & EXPENDITURES		(590,330.00)	(145,444.77)	(3,550.07)	(302,108.00)	1.18	

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GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	08/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 591 - WATER FUND							
000	- GENERAL	930,714.00		952,652.17	643,654.23	952,850.00	67.55
548	- WATERTOWER PAINTING PROJECT	500,000.00		500,000.00	0.00	0.00	0.00
TOTAL REVENUES		<u>1,430,714.00</u>		<u>1,452,652.17</u>	<u>643,654.23</u>	<u>952,850.00</u>	<u>67.55</u>
536	- WATER UTILITY OPERATIONS	1,059,059.00		1,047,971.16	757,936.19	1,064,423.00	71.21
540	- WELLHEAD PROTECTION	500.00		0.00	0.00	500.00	0.00
548	- WATERTOWER PAINTING PROJECT	568,200.00		0.00	0.00	0.00	0.00
965	- TRANSFER OUT	11,450.00		11,450.00	231,800.00	231,800.00	100.00
TOTAL EXPENDITURES		<u>1,639,209.00</u>		<u>1,059,421.16</u>	<u>989,736.19</u>	<u>1,296,723.00</u>	<u>76.33</u>
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,430,714.00		1,452,652.17	643,654.23	952,850.00	67.55
TOTAL EXPENDITURES		1,639,209.00		1,059,421.16	989,736.19	1,296,723.00	76.33
NET OF REVENUES & EXPENDITURES		<u>(208,495.00)</u>		<u>393,231.01</u>	<u>(346,081.96)</u>	<u>(343,873.00)</u>	<u>100.64</u>

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GL NUMBER	DESCRIPTION	2018		2019		% BDTG USED
		AMENDED BUDGET	END BALANCE 12/31/2018 NORMAL (ABNORMAL)	YTD BALANCE 08/31/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND						
000 - GENERAL		271,252.00	323,267.55	215,922.85	285,175.00	75.72
TOTAL REVENUES		<u>271,252.00</u>	<u>323,267.55</u>	<u>215,922.85</u>	<u>285,175.00</u>	<u>75.72</u>
770 - EQUIPMENT POOL		315,761.00	297,641.60	173,203.02	299,875.00	57.76
905 - DEBT SERVICE - BONDS		93.00	93.30	0.00	0.00	0.00
965 - TRANSFER OUT		17,850.00	17,850.00	17,850.00	17,850.00	100.00
TOTAL EXPENDITURES		<u>333,704.00</u>	<u>315,584.90</u>	<u>191,053.02</u>	<u>317,725.00</u>	<u>60.13</u>
Fund 661 - EQUIPMENT POOL FUND:						
TOTAL REVENUES		271,252.00	323,267.55	215,922.85	285,175.00	75.72
TOTAL EXPENDITURES		<u>333,704.00</u>	<u>315,584.90</u>	<u>191,053.02</u>	<u>317,725.00</u>	<u>60.13</u>
NET OF REVENUES & EXPENDITURES		(62,452.00)	7,682.65	24,869.83	(32,550.00)	76.41
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		9,531,770.00	9,568,245.74	6,453,183.51	8,856,433.00	72.86
TOTAL EXPENDITURES - ALL FUNDS		10,241,287.26	8,615,821.23	6,177,545.56	9,766,372.00	63.25
NET OF REVENUES & EXPENDITURES		<u>(709,517.26)</u>	<u>952,424.51</u>	<u>275,637.95</u>	<u>(909,939.00)</u>	<u>30.29</u>