



# 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.

**Joseph V. Domingo**  
Mayor

**Maurice Barnes, Jr.**  
Council Member  
1<sup>st</sup> Precinct

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

**Garrett Brown**  
Council Member  
3<sup>rd</sup> Precinct

**Rebecca Decker**  
Council Member  
4<sup>th</sup> Precinct

**Cheryl Krause**  
Council Member  
5<sup>th</sup> Precinct

**Andrew French**  
Mayor Pro Tem  
Council Member  
6<sup>th</sup> Precinct

**Sheryl L. Mitchell**  
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.

## AGENDA

### COUNCIL MEETING

**Monday, October 3, 2016**

**7:00 P.M.**

#### **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. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
  - A. SAW Grant-Smoke Testing Results-Jeff Wingard
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV)  
(Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Council Session Minutes, September 19, 2016
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. City Manager Report
  - B. Future Agenda Items
  - C. Motion to Excuse Absent Council Member(s)
- X. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)
- XI. ADJOURN

### Storm Catch basin/Grate:

- S. Pearl & W. Erie Street:** Smoke was observed rising from a catch basin *CB\_1716* Northeast Quadrant. (Photo 38)
- S. Albion & Center Street:** Smoke was observed rising from a catch basin *CB\_1773* Northeast Quadrant. (Photo 57)
- S. Albion & Center Street:** Smoke was observed rising from a catch basin *CB\_1774a* Southeast Quadrant. (Photo 58)
- 115 E. Cass Street:** Smoke was observed rising from catch basin in front of the residence *CB\_2024a*. (Photo 67)
- 127 E. Cass Street:** Smoke was observed rising from catch basin in front of the residence *CB\_2024*. (Photo 68)
- Perry & N. Berrien Street:** Smoke was observed rising from a catch basin *CB\_1958* Northeast Quadrant. (Photo 100)
- E. Mulberry Street:** Smoke was observed rising from a catch basin *CB\_1914* South side of road. (Photo 108)
- N. Monroe & E. Mulberry Street:** Smoke was observed rising from a catch basin *CB\_1913* Northeast Quadrant. (Photo 109)

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- E. Chestnut & N. Monroe Street:** Smoke was observed rising from a catch basin *CB\_1920* Northwest Quadrant. (Photo 110)
- E. Chestnut & N Ionia Street:** Smoke was observed rising from a catch basin *CB\_1901* Southwest Quadrant. (Photo 114)
- W. Vine & N. Superior Street:** Smoke was observed rising from a catch basin *CB\_2127* East side. (Photo 117)
- W. Vine & N. Superior Street:** Smoke was observed rising from a catch basin *CB\_2126* West side. (Photo 118)
- W. Chestnut & Williams Street:** Smoke was observed rising from a catch basin *CB\_1675* Southeast Quadrant. (Photo 132)
- N. Albion & Charles Street:** Smoke was observed rising from a catch basin *CB\_1654b* Northeast Quadrant. (Photo 136)
- N. Albion & Charles Street:** Smoke was observed rising from a catch basin *CB\_1654* North Quadrant. (Photo 137)
- N. Albion & W. Chestnut Street:** Smoke was observed rising from a catch basin *CB\_1665* Northeast Quadrant. (Photo 135)
- 602 N. Albion Street:** South of Grace Street, Smoke was observed rising from multiple Storm Catch basins/structures located on the lot. (Photos 138-143)
- Huron & Division:** Smoke was observed rising from a catch basin *CB\_2222*. (Photo 163)
- 709 Division Street:** Smoke was observed rising from a catch basin *CB\_2444*. (Photo 168)
- 709 Division Street:** Smoke was observed rising from a catch basin *CB\_2443*. (Photo 169)
- Burr oak West of Railroad tracks:** Smoke was observed rising from a catch basin *CB\_2441*. (Photo 170)
- 812 Burr Oak Street:** Smoke was observed rising from a catch basin *CB\_2453*. (Photo 174)
- Maple & North Street:** Smoke was observed rising from a catch basin *CB\_2197*. (Photo 180)
- Chauncey & Austin Street:** Smoke was observed rising from a catch basin *CB\_1601*. Northeast Quadrant (Photo 192)
- Chauncey & Austin Street:** Smoke was observed rising from a catch basin *CB\_1602b*. Southwest Quadrant (Photo 193)
- 908 Chauncey Street:** Smoke was observed rising from a catch basin *CB\_1604*. (Photo 194)
- 817 Carson Street:** Smoke was observed rising from a catch basin *CB\_1595*. (Photo 197)
- Austin & Albion Street:** Smoke was observed rising from a catch basin *CB\_1592*. Southeast Quadrant (Photo 198)
- Austin & Albion Street:** Smoke was observed rising from a catch basin *CB\_1591*. Northeast Quadrant (Photo 199)
- 1003 Industrial Boulevard:** Smoke was observed rising from a catch basin *CB\_XXXX*. East of road. (Photo 212)
- 1003 Industrial Boulevard:** Smoke was observed rising from a catch basin *CB\_XXXX*. West of road. (Photo 213)

- ❑ **Building foundation at Pleasant & Austin Avenue:** Smoke was observed rising from multiple Storm Catch basins/structures on property. (Photos 217-222)
- ❑ **Intersection on Cooper Street:** (next to public school) Smoke was observed rising from three separate Storm Catch basins *CB\_1180, 1179, 1178*. (Photo 241-244)

**Sanitary Cleanout/Vent:**

- ❑ **1212 Edward Street:** Smoke was observed rising from an open sanitary cleanout against south wall of residence. (Photo 1)
- ❑ **505 Crandall Street:** Smoke was observed rising from an open sanitary cleanout in the front yard. (Photo 4)
- ❑ **509 Crandall Street:** Smoke was observed rising from two open sanitary cleanouts located in easement (Photo 5)
- ❑ **604 Manor Drive:** Smoke was observed rising from an open sanitary cleanout against west wall of residence directly below downspout. (Photo 6)
- ❑ **824 Irwin Avenue:** Smoke was observed rising from an open sanitary cleanout in easement just west of utility pole. (Photo 7)
- ❑ **Wesleyan Church Irwin Avenue:** Smoke was observed rising from an open sanitary cleanout in front yard of church (Photo 8)
- ❑ **West of 604 Orchard Drive:** Smoke was observed rising from a broken sanitary cleanout in empty lot. (Photo 9)
- ❑ **310 Irwin Avenue:** Smoke was observed rising from a broken sanitary cleanout alongside the residence towards deck area. (Photo 11)
- ❑ **East of 608 Mechanic:** Smoke was observed rising from a broken sanitary cleanout in yard. (Photo 15)
- ❑ **811 Eaton Street:** Smoke was observed rising from under rocks in front yard. Reported to be cleanout. (Photo 17)
- ❑ **1005 Superior Street:** Smoke was observed rising from an open cleanout alongside yard. (Photo 19)
- ❑ **101 Irwin Street:** Smoke was observed rising from an open cleanout alongside the residence, in backyard. (Photo 21)
- ❑ **803 S. Superior Street:** Smoke was observed rising from an open sanitary cleanout located in easement. South side along River Street. (Photo 22)
- ❑ **707 Superior Street:** Smoke was observed rising from an open/broken sanitary cleanout in front yard. (Photo 23)
- ❑ **208 Oak Street:** Smoke was observed rising from an open/broken sanitary cleanout alongside residence. (Photo 24)
- ❑ **Cherry Street Empty lot:** East of Apartment 608 Smoke was observed rising from an open sanitary cleanout in yard. (Photo 25)
- ❑ **615-1 Grand View Apartments:** Smoke was observed rising from an open sanitary cleanout in common area. (Photo 28)
- ❑ **617-1 Grand View Apartments:** Smoke was observed rising from an open sanitary cleanout in common area. (Photo 26)
- ❑ **617-4 Grand View Apartments:** Smoke was observed rising from an open sanitary cleanout in common area. (Photo 27)
- ❑ **500-5 Grand View Apartments:** Smoke was observed rising from an open sanitary cleanout in common area. (Photo 29)
- ❑ **214 W. Ash Street:** Smoke was observed rising from back yard underneath play toys. (Photo 30)
- ❑ **209 Erie Street:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 31)
- ❑ **West of 203 Ash Street:** Smoke was observed from an open sanitary cleanout in yard. (Photo 32)
- ❑ **413 Clinton Street:** Smoke was observed rising from an open/broken sanitary cleanout alongside the residence, north side. (Photo 33)
- ❑ **308 W. Erie Street:** Smoke was observed rising from an open/broken sanitary cleanout located on the East side of the residence (Photo 37)
- ❑ **410 W. Erie Street:** Smoke was observed rising from a broken cleanout alongside the residence. (Photo 39)
- ❑ **505 W. Erie Street:** Smoke was observed rising from an open cleanout alongside the residence. (Photo 43)

- Abandoned building:** Northwest of 101 N. Albion Street, East of baseball field. (Photos 48-56)
  - Smoke was observed leaking from two areas south of the building. Around the concrete pavement.
  - Smoke was observed rising from a square cleanout pit just south of the building (Plywood covering the structure).
  - Smoke was observed rising from rubble just east of building. Broken/open cleanout.
  - Smoke was observed leaking from concrete pavement in the empty lot east of the building
  - Smoke was observed rising from three separate areas in the lot east of the building.
- 224 Ann Street:** Smoke was observed rising from open/broken sanitary cleanout (underneath grill). Possible inflow from down spout. (Photo 40)
- 114 Albion Street:** Smoke was observed leaking from an open sanitary cleanout with a 180 degree bend on it. (Picture 59)
- Erie & Keefer Drive:** Smoke was observed from an open sanitary cleanout in back yard. (Photo 46)
- 200 Albion Street:** Smoke was observed rising from an open/broken sanitary cleanout. Alongside residence south side. (Picture 60)
- 523 Center Street:** Smoke was observed rising from a broken sanitary cleanout, alongside the residence. (Photo 61)
- 518 Cass Street:** Smoke was observed rising from a broken sanitary cleanout around cement pavement. (Photo 62)
- 108 Clinton Street:** Smoke was observed rising from an open sanitary cleanout in front yard. (Photo 65)
- Fedco Super Liquor:** Smoke was observed rising from an open sanitary cleanout behind store. (Photo 70)
- 212 Cass Street:** Smoke was observed rising from a broken sanitary cleanout attached to inside connection. (Photo 69)
- 514 Linden Avenue:** Smoke was observed rising from an open/broken sanitary cleanout in front yard. (Photo 75)
- 606 Linden Avenue:** Smoke was observed rising from a compromised cleanout cap located in driveway. (Photo 76)
- 600 Elizabeth Street:** Smoke was observed rising from area alongside the residence, area concealed. (Photo 78)
- Empty lot across from 419 Elizabeth Street:** Smoke was observed rising from an open/broken sanitary cleanout. (Photo 79)
- 420 Darrow Street:** Smoke was observed rising from a broken cleanout located in the front yard. (Photo 80)
- 415 Allen Place:** Smoke was observed rising from a broken sanitary cleanout in front yard. (Photo 77)
- 302 S. Berrien Street:** Smoke was observed rising from an open/broken sanitary cleanouts located just west of the residence. (84 Photo)
- 302 S. Berrien Street:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 85)
- 302 S. Huron Street:** Smoke was observed from an open sanitary cleanout in the yard. (Photo 86)
- 1223 E. Porter Street:** Smoke was observed rising from a broken cleanout located in the front yard. (Photo 89)
- 501 Erie Street:** Smoke was observed rising from an open sanitary cleanout in front yard. (Photo 87)
- 100 S. Clarke Street:** Smoke was observed rising from an open cleanout located in the back yard. (Photo 92)
- 1208 E. Porter Street:** Smoke was observed rising from a broken cleanout located in the front yard. (Photo 90)
- Near 1201 Jackson Street:** (White house) Smoke was observed rising from backyard underneath play toys. (Photo 93)
- Mingo & Perry Street:** (Northeast House) Smoke was observed rising from broken sanitary cleanout in easement. (Photo 94)
- 203 Park Street:** Smoke was observed rising from a broken sanitary cleanout located south of parking lot. (Photo 95)

- ❑ **403 E. Cass Street:** Smoke was observed rising from an open sanitary cleanout located alongside the residence. (Photo 98)
- ❑ **317 Perry Street:** Smoke was observed rising from an open/broken sanitary cleanout located alongside the residence. (Photo 101)
- ❑ **306 Perry Street:** Smoke was observed rising from an open/broken sanitary cleanout located alongside the residence. (Photo 103)
- ❑ **Chinese restaurant on Ionia Street:** Smoke was observed rising from an open sanitary cleanout located in open area behind restaurant. (Photo 105)
- ❑ **608 Burr Oak Street:** Smoke was observed rising from an open/broken sanitary cleanout. (Photo 106)
- ❑ **401 Monroe Street:** (demolished building) Smoke was observed rising from an open sanitary cleanout. (Photo 111)
- ❑ **401 Monroe Street:** (demolished building) Smoke was observed rising from a sanitary cleanout pit on the west side of property. (Photo 112)
- ❑ **Ionia mid-block north of mulberry:** (east side) Smoke was observed rising from an open sanitary cleanout alongside residence. (Photo 113)
- ❑ **502 N. Superior Street:** Smoke was observed rising from a broken sanitary cleanout. (Photo 116)
- ❑ **507 N. Eaton Street:** Smoke was observed rising from broken sanitary cleanout near front walkway. (Photo 121)
- ❑ **205 Austin Avenue:** Smoke was observed leaking from an open/broken sanitary cleanout. (Photo 125)
- ❑ **15 Austin Avenue:** Smoke was observed leaking from a broken sanitary cleanout. (Photo 126)
- ❑ **Next to 711 N. Eaton Street:** Smoke was observed leaking from an open sanitary cleanout located in the easement. (Photo 128)
- ❑ **614 Ann Street:** Smoke was observed rising from an open sanitary cleanout located in the front yard. (Photo 129)
- ❑ **618 Ann Street:** Smoke was observed leaking from an open sanitary cleanout alongside the residence. (Photo 131)
- ❑ **605 Williams Street:** Smoke was observed rising from an open sanitary cleanout/downspout alongside the residence. (Photo 133)
- ❑ **606 W. Chestnut Street:** Smoke was observed rising from an open/broken sanitary cleanout in front yard. (Photo 134)
- ❑ **577-799 N Albion Street:** Demolished commercial building north of railroad tracks. (Photo 145-148)
  - Smoke was observed rising from concrete near East entrance of lot.
  - Smoke was observed rising from a cleanout Just north of East entrance gate.
  - Smoke was observed rising from an open cleanout in lot (see pictures).
- ❑ **N. Albion & Charles Street:** Northeast of intersection Demolished building. Smoke was observed rising from three open sanitary cleanouts located on the foundation (Photo 144)
- ❑ **907 Waterborne Drive:** Smoke was observed rising from an open sanitary cleanout located alongside the residence. (Photo 149)
- ❑ **705 Cooper Court:** Smoke was observed rising from a broken sanitary cleanout in front yard. (Photo 150)
- ❑ **814 N. Eaton Street:** Smoke was observed rising from two broken sanitary cleanout alongside residence. (Photo 157)
- ❑ **814 Clinton Street:** Smoke was observed rising from an open sanitary cleanout alongside residence. (Photo 158)
- ❑ **708 Monroe Street:** Smoke was observed rising from an open sanitary cleanout in easement. (Photo 161)
- ❑ **700 Division Street:** Smoke was observed rising from an open sanitary cleanout in front yard. (Photo 167)
- ❑ **412 Lombard Street:** Smoke was observed rising from an open sanitary cleanout with downspout attached in front yard. (Photo 171)
- ❑ **411 Lombard Street:** Smoke was observed rising from an open sanitary cleanout in backyard. (Photo 172)
- ❑ **South of Albion Auto body shop:** Smoke was observed rising from an open sanitary cleanout in front yard (Photo 173)
- ❑ **825 Burr Oak Street:** Smoke was observed rising from an open sanitary cleanout in front yard. (Photo 175)
- ❑ **904 Burr Oak Street:** Smoke was observed rising from an open sanitary cleanout alongside residence. (Photo 176)

- ❑ **828 Hall Street:** Smoke was observed rising from an open sanitary cleanout in front yard. (Photo 178)
- ❑ **922 Hall Street:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 179)
- ❑ **313 North Street:** Smoke was observed rising from an open sanitary cleanout in front yard. (Photo 183)
- ❑ **914 Monroe Street:** Smoke was observed rising from a broken sanitary cleanout in front yard. (Photo 185)
- ❑ **105 North Street:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 186)
- ❑ **902 Clinton Street:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 187)
- ❑ **927 N Eaton Street:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 189)
- ❑ **334 Arthur Street:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 190)
- ❑ **1004 Chauncey Street:** Smoke was observed rising from two separate sanitary cleanouts alongside the residence. (Photo 195)
- ❑ **610 Austin Ave:** Smoke was observed rising from a broken cleanout near the foundation. (Photo 197)
- ❑ **North of 816 N. Albion Street:** Smoke was observed rising from a broken cleanout near the front porch. (Photo 200)
- ❑ **819 N. Albion Street:** Smoke was observed rising from a Broken/Open sanitary cleanout on the property. (Photo 201) Location unknown.
- ❑ **Near 840-880 N. Albion Street Eastside:** Smoke was observed rising from a Broken/Open sanitary cleanout on the property. (Photo 202) Location Unknown.
- ❑ **726 Austin Avenue:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 204)
- ❑ **1200 Mallory Street:** Smoke was observed rising from a broken sanitary cleanout alongside driveway. (Photo 205)
- ❑ **1104 Industrial Avenue:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 206)
- ❑ **Across from 1001 Industrial Boulevard:** Abandoned lot East side of road. (Photo 207-211)
  - Smoke was observed rising from an open sewer connection.
  - Smoke was observed rising from an open sewer connection near driveway.
  - Smoke was observed rising from two open sanitary cleanouts in yard.
- ❑ **929 Elliot Road:** Smoke was observed rising from an open sanitary cleanout in front of building. (Photo 214)
- ❑ **Albion Industrial Park Entrance:** Smoke was observed rising from grass area near park entrance.
- ❑ **Building foundation at Pleasant & Austin Avenue:** Smoke was observed rising from an open sanitary cleanout in easement. (Photo 218)
- ❑ **1203 Second Street:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 223)
- ❑ **1204 First Street:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 224)
- ❑ **1021 Miller Court:** Smoke was observed rising from an open sanitary cleanout in easement. (Photo 225)
- ❑ **207 Miller Drive:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 226)
- ❑ **210 Miller Drive:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 227)
- ❑ **305 Miller Drive:** Smoke was observed rising from an open sanitary cleanout in yard. (Photo 229)
- ❑ **307 Broadwell Street:** Smoke was observed rising from an open sanitary cleanout in the front yard. (Photo 230)
- ❑ **401 Booth Street:** Smoke was observed rising from an open sanitary cleanout in the front yard. (Photo 232)
- ❑ **1012 Mingo Street:** Smoke was observed rising from a broken sanitary cleanout in the front yard (Photo 233)
- ❑ **1006 Mingo Street:** Smoke was observed rising from a broken sanitary cleanout in the front yard (Photo 234)
- ❑ **208 Watson Street:** Smoke was observed rising from an open sanitary cleanout in easement. (Photo 236)
- ❑ **107 Ford Road:** Smoke was observed rising from an open sanitary cleanout alongside the residence. (Photo 237)
- ❑ **Albion City Tire:** Smoke was observed rising from an open sanitary cleanout between buildings. (Photo 238)
- ❑ **704 Hoaglin Drive:** Smoke was observed rising from a broken sanitary cleanout in yard. (Photo 240)

### Downspout/Roof Gutter:

- 307 Crandall Street:** Smoke was observed leaking from a down spout facing south, located in the back yard. (Photo 2)
- 412 S. Superior Street:** (Lawrence Used & New Furniture store) Smoke was observed leaking from a downspout located in an alley behind buildings. (Photo 34)
- 504 W. Erie Street:** Smoke was observed leaking from downspout & an open sanitary cleanout. (Photo 41)
- 509 W. Erie Street:** Smoke was observed leaking from downspout, sanitary cleanout not visible. (Photo 44)
- 305 S. Monroe Street:** Smoke was observed leaking from a downspout alongside the residence. (Photo 71)
- 422 Linden Avenue:** Smoke was observed leaking from downspout located in the back yard. (Photo 72)
- 611 Clinton Street:** Smoke was observed leaking from a downspout alongside the residence. (Photo 122)
- 709 Clinton Street:** Smoke was observed leaking from downspouts both east, and south facing. (Photo 123-124)
- 813 Superior Street:** Smoke was observed leaking from a downspout in the yard. (Photo 159)
- 809 Superior Street:** Smoke was observed leaking from a downspout in the yard. (Photo 160)
- 804 Monroe Street:** Smoke was observed leaking from a roof gutter/downspout in the yard. (Photo 162)
- 922 Maple Street:** Smoke was observed leaking from a downspout alongside the residence. (Photo 181)
- 926 Berrien Street:** Smoke was observed leaking from a downspout alongside the residence. (Photo 182)
- 720 N. Albion Street:** Smoke was observed leaking from a downspout alongside the residence. (Photo 203)

### Infiltration and/or inflow (I&I):

- Sanitary MH\_1056:** Ponding water over manhole cover. (Photo 18)
- Sanitary MH\_900a:** Vented cover on structure, has vent holes. (Photo 10)
- 703 W. Erie Street:** Smoke was observed rising from a Sanitary manhole *MH\_909*, Frame knocked off base. (Photo 45)
- Sanitary MH\_367:** Vented cover on structure, has vent holes. (Photo 47)
- Sanitary MH\_581:** Vented cover on structure, has vent holes. (Photo 104)
- W. Vine & N. Superior Street:** Smoke was observed rising from a Storm Manhole *MH\_2129b* Southwest Quadrant. (Photo 119)
- Austin & Carson Street:** Smoke rising from two sewer abandoned sewer connections. (Photo 191)
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### Miscellaneous:

- 307 Crandall Street:** Smoke was observed rising from concrete walkway alongside the residence. (Photo 3)
- 1211 Highland Avenue:** Smoke was observed rising from yard. Joint/Vent hole exposed. (Photo 13)
- 314 Irwin Avenue:** Smoke was observed rising from under the front porch through a vent hole. (Photo 12)
- Mechanic 7 houses in:** Smoke was observed rising from underneath crawl space in the front of the residence. (Photo 16)
- 1010 Superior Street:** Smoke was observed rising from foundation of the residence. (Photo 20)
- Rieger Park Lift Station:** Smoke was observed rising from building across the Kalamazoo River. (Photo 36)
- E. Erie & S. Superior Street:** (Southwest quadrant) Smoke was observed coming out of a drinking fountain, and water main manhole. (Photo 35)
- 503 W. Erie Street:** Smoke was observed leaking from under the front porch. (Photo 42)
- S. Superior & E Cass Street:** Smoke was observed rising from a concrete pad located in a sitting area in the Northeast corner. (Photo 66)
- 500 Linden Avenue:** Smoke was observed rising from grass around the sanitary manhole. (Photo 73)
- 500 Linden Avenue:** Smoke was observed rising from ditch alongside river. (Photo 74)
- 513 Erie Street:** Smoke was observed rising from concrete walkway in front yard. (Photo 88)
- Sprinkle-Sprandel Stadium:** Smoke was observed rising from joint in concrete pavement. (Photo 81)

- 1006 locust Lane:** Smoke was observed rising from sanitary pipe line going south & west from MH\_1100 broken joints. (Photo 82 & 83)
- 1112 E. Porter Street:** Smoke was observed rising from front porch area. (Photo 91)
- Albion College Bookstore:** Smoke was observed rising from two locations in front of bookstore. Along the joints in the concrete. (Photos:96-97)
- 311 Perry Street:** Smoke was observed leaking from underneath front porch area. (Photo 102)
- 610 Mingo Street:** Smoke was observed rising from crawl space. (Photo 107)
- 115 E. Pine Street:** Smoke was observed rising from a drainage basin near garage. (Photo 115)
- Davan's Extraordinary Dining:** Smoke was observed rising from foundation. (Photo 120)
- 15 Austin:** Smoke was observed rising from Southeast corner of the residence. (Photo 127)
- 614 Ann Street:** Smoke was observed leaking from an inside connection. (Photo 130)
- Huron & Pine Street:** Smoke was observed rising from a metal fence pipe Catch basin in area. (Photo 166)
- Huron & Pine Street:** Smoke was observed rising from the concrete curb. (Photo 164)
- 505 Bidwell Street:** Smoke was observed rising from under front porch. (Photo 165)
- 916 Monroe Street:** Smoke was observed rising from under front porch. (Photo 184)
- Across from Knauf Insulation North St:** Smoke was observed rising from four separate sewer drains on a concrete foundation. (Photo 235)
- Chevy Dealership:** Smoke was reported to be filling dealership with smoke during testing. (Photo 239)
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**Inside Residence:**

- Mechanic 6 houses in:** Smoke was reported to be filling residence with smoke during testing. (Photo 151)
- 310 Lincoln Street:** Smoke was reported to be filling residence with smoke during testing. (Photo 152)
- 602 Irwin Street:** Smoke was reported to be filling basement with smoke during testing. (Photo 153)
- West of 212 Porter Street:** Smoke was observed leaking from a basement window during testing. (Photo 64)
- 518 Cass Street:** Smoke was observed leaking from a basement window during testing. (Photo 63)
- 101 Berrien Street:** Smoke was reported to be filling basement with smoke. (Photo 99)
- 411-413 Fitch Street:** Smoke was reported to be filling residence with smoke during testing. (Photo 154)
- Just North of Murray, Tymkew and Associates building:** South superior Street, Smoke was reported coming out of toilet during testing. (Photo 155)
- Albion family Chiropractic:** Smoke was reported coming out of bathroom during testing. (Photo 156)
- 910 Hall Street:** Smoke was reported to be coming out of floor drain during testing. (Photo 178)
- SE Corner North & Eaton Street:** Smoke was observed rising from a main story window during testing. (Photo 188)
- 302 Miller Drive:** Smoke was reported to be filling utility room during testing. (Photo 228)
- 404 Broadwell Street:** Smoke reported to be filling Kitchen sink during testing. (Photo 231)

City of Albion  
City Council Meeting  
September 19, 2016

I. Call To Order

Mayor Domingo opened the regular session at 7:00 p.m.

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

Maurice Barnes (1), Lenn Reid (2), Garrett Brown (3), Rebecca Decker (4), Cheryl Krause (5), Andrew French (6) and Mayor Joe Domingo.

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; John Tracy, Director, Building, Planning & Code Enforcement and Scott Kipp, Chief Public Safety.

V. Mayor & Council Member's Comments

Comments were received from Council Member Krause.

VI. Presentations

A. Big Read Presentation-Jess Roberts

Jess Roberts stated in October 2016, Albion is celebrating The Big Read, which is a program of the National Endowment for the Arts in partnership with Arts Midwest. The Big Read celebration will be filled with programming aimed at bringing our community together around Ray Bradbury's dystopian novel *Fahrenheit 451*. The afternoon of October 1st, includes a kick-off event, a parade and celebration at the Historic Holland Park, which will include circus performers, live music, local vendors, crafts, and lots of fun. The Big Read book hubs are the City Manager's Office @ City Hall, The Albion District Library, The Bohm Theatre and the Charles Snyder building. Books may be picked up at any of the book hubs.

B. SAW Grant-Smoke Testing Results-Jeff Wingard

This agenda item has been postponed to the October 3<sup>rd</sup>, 2016 council meeting due a time conflict with Jeff Wingard.

Krause moved, Decker supported, CARRIED, to postpone the SAW Grant Smoke Testing Results until the October 3<sup>rd</sup>, 2016 Council Meeting. (7-0, vv)

C. Sister City Proclamation

Mayor Domingo and the Mayor's Youth Council members presented a proclamation to commemorate the 20<sup>th</sup> anniversary of the Sister City relationship and the 50<sup>th</sup> Anniversary of the Festival of the Forks.

D. Proclamation-Sergeant Kurt Etter

Mayor Domingo and Chief Kipp presented a certificate of appreciation to Sergeant Kurt Etter.

E. Introduction of PSO Justin Reniger

Chief Kipp introduced Public Safety's new employee PSO Justin Reniger. PSO Reniger began on Saturday, September 17, 2016 working the Festival of the Forks. Chief Kipp presented oath of office.

VII. Citizen's Comments

No comments were received.

VIII. Consent Calendar

A. Approval Regular Council Session Minutes – September 6, 2016

French moved, Barnes supported, CARRIED, to approve the Consent Calendar as presented. (7-0 vv)

IX. Items for Individual Discussion

A. Request Approval Letter of Understanding for POAM Union (RCV)

Comments were received from City Manager Mitchell.

French moved, Krause supported, CARRIED, to Approve Letter of Understanding for POAM Union as presented. (7-0, vv)

- B. Request Approval Resolution # 2016-57, To Approve The Big Read Celebration at Holland Park and Use of Sound Amplification Equipment (RCV)

Brown moved, French supported, CARRIED, to Approve Resolution # 2016-57, To Approve The Big Read Celebration at Holland Park and Use of Sound Amplification Equipment as presented. (7-0, rcv)

- C. Discussion/Update on Next Street Project (Irwin Avenue)

Council Member Brown has received questions and concerns from residents about the deterioration of Irwin Avenue. He is proposing looking at repairing Irwin Avenue as there is a lot of traffic and is a major street. The City is on the list for 2018 funding in the amount of \$375,000 from the Albion-Marshall Small Urban Group. This project included Finley to Woodlawn.

Council Member Decker expressed concern that Irwin Avenue will be an alternate route for Superior Street and would like Irwin Avenue to be done after the Superior Street project is complete.

Council Member Barnes asked if an amount had been estimated for the project and if there will be a match involved.

City Manager Mitchell stated the estimated amount of the project is approximately \$1.4 million and there is a match involved.

Council Member Krause praised the City for waiting until the off season to get bids.

Mayor Domingo stated the traffic on Finley will be running over.

- D. Request Approval to Close Cass Street between Superior and Clinton Beginning at 10 a.m. on Thursday, October 13 through 6 p.m. on October 14, 2016. The Purpose of this Closing would be to Allow set up for the Event and Space for Guests of the College and City to participate in the Grand Opening of the Ludington Building, 101 N. Superior Street, Albion.

Comments were received from City Manager Mitchell.

French moved, Decker supported, CARRIED, to Approve the Closing of Cass Street between Superior and Clinton Beginning at 10 a.m. on Thursday, October 13 through 6 p.m. on October 14, 2016. The Purpose of this Closing would be to Allow set up for the Event and Space for Guests of the College and City to participate in the Grand Opening of the Ludington Building, 101 N. Superior Street, Albion as presented. (7-0, rcv)

E. City Manager Report

City Manager Mitchell updated the Council on the following items:

- The Big Read Program
- Cancellation Stamp at the post office for 30 days only
- Sister City
- Thanked the crews and officers for their hard work with the Festival of the Forks and painting over the graffiti
- September 28<sup>th</sup>, the machinery will be there for the Downtown Hotel.

F. Future Agenda Items

- Council Member Barnes asked for an update on the business district on Austin Avenue and also demolitions and abatements.
- Council Member Krause asked for addresses for grant for blight removal
- Council Member Reid asked for rules on drop boxes as stuff has been piled up outside of them.  
Mayor Domingo stated the boxes are on private property and asked John to call the company.

G Motion to Excuse Absent Council Member (s) (VV)

No action was necessary as all members were present.

X. Citizen's Comments

Comments were received from Mike Bearman, 11016 29 Mile Rd; Lavada Weeks, 917 Luther Dr; Mayor Domingo and Chief Kipp.

XI. Adjournment

French moved, Decker supported, CARRIED, to adjourn council session. (7-0 vv)

Mayor Domingo adjourned the meeting at 7:37 p.m.

Minutes Recorded by Danielle Nelson

# CITY OF ALBION – DEPARTMENT UPDATES

## Report to Council

October 3, 2016

### FINANCE DEPARTMENT – Director Tom Mead

The Finance Department performs a wide variety of tasks on an ongoing basis. Listed below are a few of the reoccurring types of activity that was performed during the two week period mentioned above.

- Processed 675 various payments to the City totaling \$214,447.
- Processed 493 utility bill payments totaling \$61,160.
- Issued 120 accounts payable checks totaling \$129,527.
- Issued 45 payroll checks to the City and Library employees totaling \$198,960.24.
- Processed income tax returns and receipted income tax payments on an on-going basis.

In addition to some of the reoccurring tasks listed above, the following reflects a few of the unique projects and/or tasks that were addresses by the Finance Director during the two week period reflected above:

- Prepare and submit time sheets for the department
- Prepare Department Update report for Council
- Review, discuss and suggest revisions to the City Health Reimbursement Arrangement agreement
- Research delinquent personal property tax for a taxpayer
- Researched tax over payment refund, then wrote letter to paying agent requesting payment
- Discussion with County regarding distressed resident with delinquent taxes, etc. regarding assistance possibilities
- Reviewed and approved balance due requests
- Work on project for DDA – mailing labels for meeting invites
- Contact APT US&C regarding billing issue
- Prepare documents to set up new PS retiree
- Write email to new retiree explaining set up process and info needed
- Send emails to First Merit in preparation of setting up new PS retiree (exchanging info)
- Prepare check request with Council Resolution for AMC & Water customer chargeback from County
- Contact BS&A to resolve cash receipting posting error
- Research PS Act 345 Retiree health insurance
- Review and approve Accounts Payable checks for common cash
- Review and approve Accounts Payable checks – Maple Grove
- Print mailing labels for DDA meeting invites
- Review and approve bank reconciliations
- Filing – Bank statements and reconciliations
- Meet with Shirley Zeller regarding reimbursement from State – Ismon House
- Prepare final construction draw request for Ismon House
- Make a bank transfer for Maple Grove monthly capital asset replacement reserve
- Correspond with State regarding property tax summer deferral application

- Run reports & compile data for EDC for upcoming meeting with County
- Meet with staff regarding personnel matters
- Enter and reconcile property tax system for overpayment refunds
- Reverse and correct partial tax payment adjusted for deferral status
- Meet with payroll accountant and temp HR employee over HR matters
- Correspond with taxpayers regarding billing matters
- Reissue property tax bills requiring change of address
- Meet with retiring PS Officer to complete paperwork for retirement & Pension
- Complete and submit proper forms to PS Pension Fund administrator for retiring Officer
- Process PILOT payment from Albion Housing
- Process invoices for various vendors
- Research and post property tax over payment refunds due to taxpayers
- Research, reconcile, set up new accounts, and record new leases
- Reconcile debt service accounts
- Attend staff meeting
- Assist with Act 51 computation and reporting discrepancies
- Assist with staff benefit life insurance issues
- Review and approve Accounts Payable checks for ABA
- Calculate workers comp refund distributions to various Funds/Departments

#### **BUILDING, PLANNING AND CODE ENFORCEMENT – Director John Tracy**

Brief Planning, Building, Code Enforcement Department Update of but not limited to:

- 600 Block of Austin Ave.
  - 608 Austin Ave., property owner previously complied with fencing off hazardous structure. Due to failure of property owner to contact city in July/Aug. as previously agreed to in reference to demolish structure, moving forward with legal action.
  - 610 Austin Ave., painted earlier this summer, per owner, possible tenant to use for storage.
  - 614 Austin Ave., property owners failed to follow up with abatement of debris during extended timeline, moving forward with legal action. Follow-up with PMC.
  - As before, parking for commercial businesses in 600 block still an issue. Vacant property located on south side of 600 Block of Austin is owned by EDC, possible site for public parking if funds were available to city for improved parking surface/lot.
- Rental Certification.
  - Council held study session, Albion Rental Association replied with list of cons. some pros...
  - Acquiring citizens comments at Town Hall meetings reference R.C...
- B-2 Central Business District.
  - Actively working with individual who has several business within Michigan wanting to purchase three addresses from CCLBA in downtown Albion to open businesses.
    - 101 N. Superior St. nearing completion. Graham Construction submitted zoning & site plan to build deck over river on west side of existing structure.

- Continued intake, documentation, process, investigation, issue, follow-up of zoning, sign, fence, etc., permitting.
  - Jan. 1<sup>st</sup> through Sept. 28<sup>th</sup>, 2016:
 

Zoning permits:	<b>27</b>
Sign permits:	<b>7</b>
Fence permits:	<b>10</b>
Land split/comb.:	<b>1</b>
Variance:	<b>3</b>
Site plan review:	<b>4</b>
Permit for chickens:	<b>1</b>
  
- Continued building and trades permit contact/intake and liaison with Cornerstone Inspection Services.
  - Residential permits Jan. 1<sup>st</sup> through Sept. 28<sup>th</sup>, 2016:
 

Building permits:	<b>98</b>
Electrical permits:	<b>23</b>
Mechanical permits:	<b>28</b>
Plumbing permits:	<b>19</b>
  
  - Commercial permits Jan. 1<sup>st</sup> through Sept. 28<sup>th</sup>, 2016
 

Building permits:	<b>62</b>
Electrical permits:	<b>27</b>
Mechanical permits:	<b>23</b>
Plumbing permits:	<b>13</b>
  
- Continue to support and meet with Planning Commission, Plan. Comm. members, Rosalyn Jones and other related groups in reference to Comprehensive Plan update and RRC.
  
- Planning Commission/Zoning Board of Appeals:
  - Courtyard by Marriott, 200 S. Superior St., staff support, documentation, and follow through of site plan review approval with conditions. Staff received final documentation for conditions of site plan, sign off on final approval.
  
- Ongoing communication with B-3 Highway Business Service District:
  - Continued contact with engineering/architectural firms reference B-3 Highway Business Service District sites.
  - Moving forward with legal action on two N. Eaton commercial sites due to lack of compliance/timeline.

- Continued code enforcement of applicable city ordinances and state referenced property maintenance codes:
  - Solid waste/refuse.
  - Noxious vegetation.

Number Cited/Notice/OTA as of 09-28-16: **192**

- Property maintenance:
  - Residential housing.
  - Rental property.
  - Commercial structures and properties.

Number Cited/Notice/OTA as of 09-28-16: **73**

- Work orders issued to contractors to abate violations as of 09-28-16: **53**

- Continued participation/communication/support with:

- Calhoun County Treasurer and Land Bank Authority:
  - Properties requiring abatement of vegetation, refuse and / or posing public health and safety hazard.

- Current properties that have been or are to be demolished:

- |  |   |
|--|---|
| 1. 620 N. Ann St.                                    | 10. 211 E. Mulberry St.                     |
| 2. 322 Austin Ave.<br>(demolished)                   | 11. 206 S. Pearl St.                        |
| 3. 813 Carson<br>St. (demolished)                    | 12. 508/610 S. Superior St.<br>(demolished) |
| 4. 223 W. Cass St.<br>(demolished)                   | 13. 104 W. Walnut St.                       |
| 5. 405 N. Eaton St.<br>(demolished)                  | 14. 1013 N. Albion St.                      |
| 6. 822 W. Erie St.<br>(demolished)                   | 15. 1015 N. Albion St.                      |
| 7. 712 N. Ionia St.                                  | 16. 1009 Jefferson St.                      |
| 8. 112 E. Mulberry St. (in<br>process of demolition) | 17. 1017 Jefferson St.                      |
| 9. 207 E. Mulberry St.                               | 18. 105 W. Oak St.<br>(demolished)          |
| 23. 314 W. Erie St.                                  | 19. 104 E. Chestnut St.                     |
|  | 20. 401 W. Chestnut St.                     |
|  | 21. 617 W. Chestnut St.                     |
|  | 22. 500 W. Erie St.                         |

- Calhoun County Lead Task Force Committee.
- Michigan Clean Energy Management – Clean Energy Coalition.
- Secretary of State Regulatory Monitoring Division.
- Trails.
- City of Albion Departments and Authorities.
- Contact and support of other potential downtown and community businesses.
- Housing and other misc. groups, projects, etc....

## ASSESSING DEPARTMENT – Julie Cain-Derouin and Tom Scott

- Tom – Week 11 - State Tax Commission's MCAO Six month Training program.
- Tom – Responded to departmental emails, phone calls and walk-ins.
- Tom – Continued updating 2016 Tax Roll to include changes from JBOR (Albion)
- Tom- Began Residential Sales Verification Studies. (Marshall/Albion)
- Tom – Inputted, scanned and attached all PTA's, PRE's, and Deeds. (Weekly Albion and Marshall)
- Tom – Worked with State Tax Commission, Van Buren County Equalization Director and Kate Chism (Utility Billing) researching a Marshall Citizen's dispute denying a Principal Residence Exemption. Ending result, P.R.E. denied. (Marshall)
- Tom – Residential property assessments (field work). 342 (60%) of the 567 (20%) residential properties (Marshall) completed to date. 262 (50%) of the 525 (20%) residential properties (Albion) completed to date.
- Julie:
- Marshall - (38%) commercial and (50%) industrial
- Albion - (55%) commercial and (13%) industrial
- Land Combo Marshall
- Responded to departmental emails, phone calls and walk-ins.