



# 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, November 18, 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

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

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

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

**Shane Williamson**  
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 IMPAIR-MENTS  
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
  - A. Oath of Office-Al Smith
  - B. Project Rising Tide Update-Linda LaNoue
  - C. Recreation Update-Larry Williams
  - D. Albion Aglow
  - E. Small Business Saturday
  - F. Update on Second Grocery Store
  - G. Updates on Tax Issues-Concerns Impacting Albion and Non-Profit Organizations
  - H. Irwin Avenue Construction Update
  - I. Approve City Hall Closure on Friday, December 13, 2019 @ 1:00 p.m. for Holiday Party
  - J. "Sprout Box" Program -Albion Food Hub
- VII. PUBLIC HEARING-None
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION –None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, November 4, 2019
  - B. City Council Confirmation of Vacancy on EDC Board of Directors as a Result of the Precinct 3 November Election



# 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

---

### XI. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Elect Mayor Pro Tempore
- B. Discussion on Section 4.3 (b) of City Charter Related to Eligibility for City Boards
- C. Request Approval 2<sup>nd</sup> Reading & Adoption Ordinance # 2019-09, An Ordinance to Amend Chapter 1, Section 1-28, Ethics
- D. Request Approval 2<sup>nd</sup> Reading & Adoption Ordinance # 2019-10, An Ordinance to Amend Chapter 22 to Add Article VI, Sections 22-220 through 22-227, Collection Bins
- E. Request Approval of 2020 Council Meeting Dates
- F. Discuss Establishment of a Permanent Parks, Trails & Recreation Commission
- G. Discuss Establishment of a Permanent Arts & Culture Commission
- H. Discuss Establishment of a Permanent Public-Private Partnership Program
- I. Request Approval for Boards & Commissions Appointments:
  - Scott Evans, Reappointment, DDA, Term to Expire 12-31-2023
  - Nidia Wolf, Reappointment, DDA, Term to Expire 12-31-2022
  - Herm McCall, Partial Term, EDC, Term to Expire 7-1-2020
  - \*\*Annette Norris, EDC Workforce Development, Term to Expire at Completion of Project

### 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

You're invited to the City of Albion

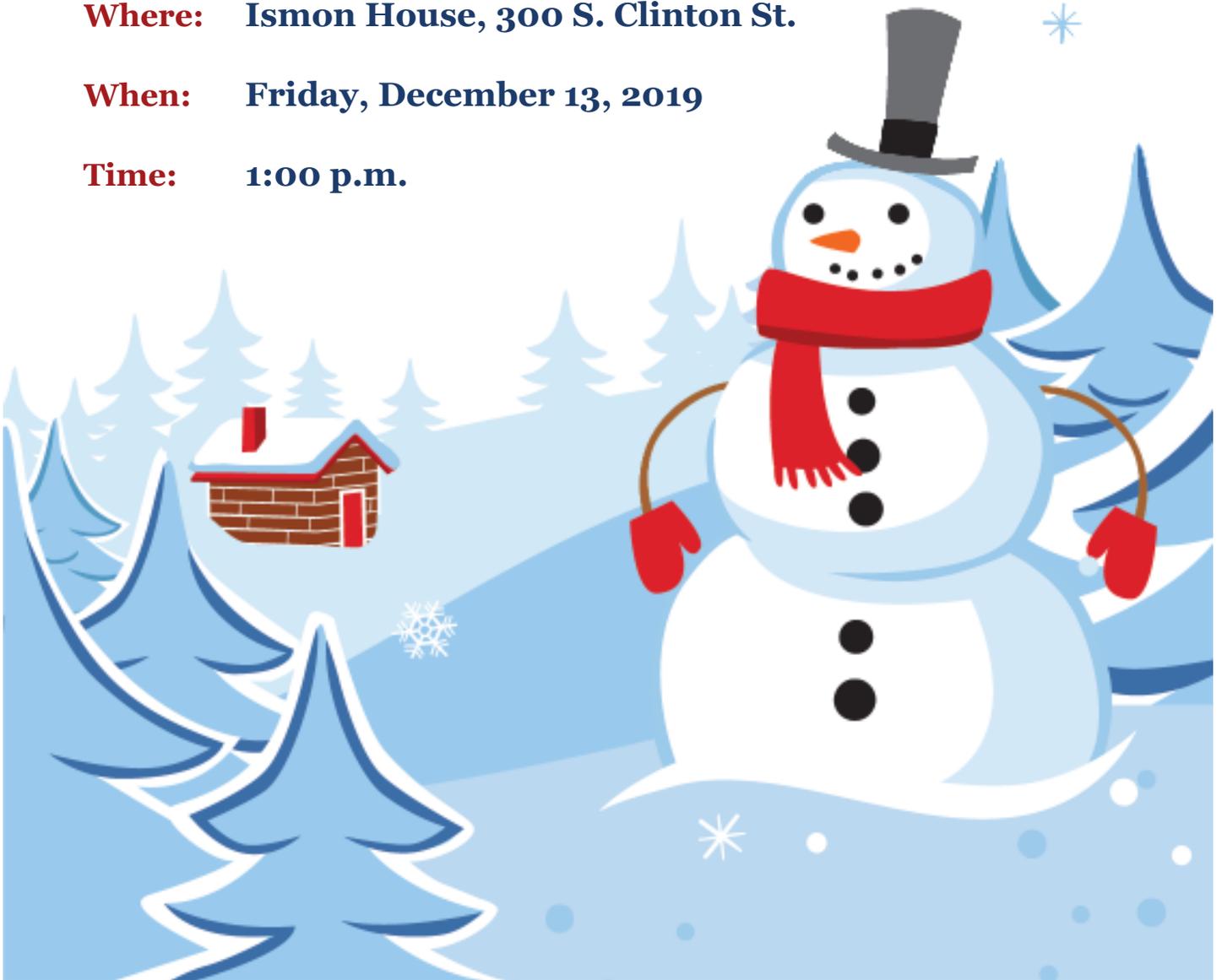
# Holiday Party celebration

A \$10.00 donation is suggested to cover the cost of the food.  
Please turn your money into Bonnie Edmonds, City Hall by  
Monday, November 25, 2019.

**Where:** Ismon House, 300 S. Clinton St.

**When:** Friday, December 13, 2019

**Time:** 1:00 p.m.



City of Albion  
Council Session Minutes  
November 4, 2019

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Vicky Clark (1) was absent

STAFF PRESENT:

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

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

*Mayor Atchison asked to add a Moment of Silence to the Agenda for the young man that was shot on Saturday morning and lost his life.*

Williamson moved, Lawler supported, CARRIED, to Approve the Agenda with the above addition. (6-0, vv)

**A moment of silence was given for the young man that was shot on Saturday morning and lost his life.**

VI. PRESENTATIONS

A. Demolition of Union Steel Building-Calhoun County Land Bank

Krista Trout-Edwards, Executive Director Calhoun County Land Bank provided the Council with the following update on the Calhoun County Land Bank and the Demolition of Union Steel Building:

- 2008-2013 Minimal Land Bank funded demolitions
- 2014 CDBG Demolition Grant, 200 S. Superior St. demo, Collaboration Corner
- 2015-First Transform this Home Project; 203 N. Superior; HHF Demo Grant, TMA & Little Lambs of Jesus
- 2016-AmeriCorps Vista, Gina's, HHF 3.8 Demos
- 2017-Albion Community Gardens, Dalrymple School demo, HHF 3.8 Demos & First NMM
- 2018 American Colloid, HHF 3.8 Demos, Chemical Grant Funds
  
- Land Bank Grants for the past five years with other partners and local match:
  - CDBG Grant                                 \$408,799     32 Demos
  - Albion HHF                                 \$268,517     27 Demos
  - HHF3.8                                     \$3.8           38 Demos in Albion  
(County Wide)
  - Cronin Foundation                         \$125,000     Dalrymple School
  - Target Market Analysis                   \$20,000     1 Study
  - EPA Assessments                         \$600,000     5 Projects in Albion  
(County Wide)
  - Chemical Grant                             \$2,000       1 Project
  
- Large Scale Projects (Non-Residential):
  - 200 S. Superior St                         \$84,000       Demo & Restoration
  - 203 N. Superior St                         \$128,328     Stabilization
  - 406 S. Ann St                               \$341,749     Demo & Restoration
  
- Union Steel-501 N. Berrien St:  
Demolition Bid \$420,750 Range up to \$963,850
  - 2008- Property foreclosed, sold at auction
  - 2011-Property foreclosed, sold at auction
  - 2012-Private owner, oil & asbestos spill, EPA response
  - 2014-Property foreclosed, sold at auction
  - 2019-Environmental assessments; demolition bid; seek funds for demo
  - Property is a safety hazard and negatively impacting property value of properties in the area
  
- Other Properties in Albion that need stabilization; demolition or investment:
  - Stabilization: 203 N. Superior St     Failing brick, unable to enter
  - Demolition: 200 S. Superior St       Failing brick, unable to enter
  - Other Costs:                               Boarding and securing-

- Investment: 709 N. Clinton St \$74,152  
EPA Grant-in process
- Investment: 129-131 N. Superior St EPA Grant-in process  
\$70,000 in cleanup
- Investment 100 S. Superior St Needs clean-up &  
Stabilization-\$99,725
- Investment 1000 W. Erie St Coming to the Land  
Bank Authority

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

B. Entrepreneurship & Community Service Certificates for:

- TNT Beauty Supply

Mayor Atchison read aloud the entrepreneurship certificate and he and Council Member Brown presented to TNT Beauty Supply.

- Cuts by Moose

Mayor Atchison read aloud the entrepreneurship certificate for Cuts by Moose.

- Kerizma

Mayor Atchison read aloud the entrepreneurship certificate for Kerizma.

- Mike & Brenda Lopez

Mayor Atchison read aloud the community service certificate and he and Council Member Brown presented to Mike and Brenda Lopez.

Comments were received from Mike Lopez and Council Member Brown.

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 Elrarene Showers, 805 Valhalla Dr; Mayor Atchison and City Manager McClary.

IX. CLOSED SESSION- None

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

A. Approval Regular Session Minutes, October 21, 2019

Williamson moved, Brown supported, CARRIED, to Approve the Consent Calendar as presented. (6-0, vv)

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/Approval of City of Albion to Contribute Funding for Demolition of Union Steel Building

Comments were received from Council Members Lawler, Brown, Spicer, Williamson and Reid; Mayor Atchison; Krista Trout-Edwards, Director Calhoun County Land Bank; City Manager McClary and Jim Dyer, Calhoun County Legal Counsel.

Council Member Williamson made a motion with support from Council Member Lawler to Approve a contribution from the City to the Calhoun County Land Bank Authority in the amount not to exceed \$150,000 upon approval and execution by the City of an acceptable intergovernmental contract and receipt of invoices acceptable to the Finance Director for the purpose of participating in the cost of the Authority's demolition of the Union Steel property located at 501 Berrien Street. The Calhoun County Land Bank Authority shall draft said contract.

Comments were received from Council Members Brown, Williamson, Lawler and Spicer; City Manager McClary; City Attorney Harkness; Mayor Atchison; Jim Dyer, Calhoun County Legal Counsel and Finance Director Mead.

**Council Member Williamson rescinded his motion**

Mayor Atchison stated he had spoke with Jim Dyer, Calhoun County Legal Counsel and an offer was made for the City to pay \$100,000 in 2020 and \$50,000 for the next four years for a total contribution of \$300,000 at the end of five years.

Lawler moved, Reid supported, CARRIED, to Approve a Contribution from the City to the Calhoun County Land Bank Authority in the Amount of \$100,000 in 2020 and \$50,000 for the Next Four Years for a Total Contribution of \$300,000 at the End of Five Years upon Approval and Execution by the City of an Acceptable Intergovernmental Contract and Receipt of Invoices Acceptable to the Finance Director for the Purpose of Participating in the cost of the Authority's Demolition of the Union Steel

Property Located at 501 Berrien Street. The Calhoun County Land Bank Authority Shall Draft Said Contract. (6-0, rcv)

- B. Request Approval 2<sup>nd</sup> Reading & Adoption 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

Comments were received from City Attorney Harkness who clarified the title of the Ordinance should read Sections 10.1 – 10.8, Zoning.

Williamson moved, Brown supported, CARRIED, to 2<sup>nd</sup> Reading & Adoption 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 as presented. (6-0, rcv)

- C. Request Approval 1<sup>st</sup> Reading Ordinance # 2019-09, An Ordinance to Amend Chapter 1, Section 1-28, Ethics

Council Member Brown asked to Amend the Ordinance # 2019-08, Section 1-28 Section 1 (2) to Read Said Public Hearing Shall be Scheduled Within 30 Days and the Public Hearing Shall Occur Within 60 days of the Date the Three Council Persons Notify the Mayor, Mayor Pro Tem, the City Attorney and the City Manager, in Writing of their Call for a Public Hearing.

Comments were received from City Attorney Harkness.

Brown moved, Lawler supported, CARRIED, to Approve Amendment to Ordinance # 2019-08, Section 1-28 Section 1 (2) to Read Said Public Hearing Shall be Scheduled Within 30 Days and the Public Hearing Shall Occur Within 60 days of the Date the Three Council Persons Notify the Mayor, Mayor Pro Tem, the City Attorney and the City Manager, in Writing of their Call for a Public Hearing.. (6-0, rcv)

Spicer moved, Brown supported, CARRIED, to Approve 1<sup>st</sup> Reading Ordinance # 2019-09, An Ordinance to Amend Chapter 1, Section 1-28, Ethics, amending Section 1-28 Section 1 (2) to Read Said Public Hearing Shall be Scheduled Within 30 Days and the Public Hearing Shall Occur Within 60 days of the Date the Three Council Persons Notify the Mayor, Mayor Pro Tem, the City Attorney and the City Manager, in Writing of their Call for a Public Hearing.. (6-0, rcv)

D. Request Approval Consumers Energy Easement for Electric Facilities at 111 and 113 E. Erie St

Comments were received from City Attorney Harkness

Williamson moved, Brown supported, CARRIED, To Approve Consumers Energy Easement for Electric Facilities at 111 and 113 E. Erie St as presented. (6-0, rcv)

E. Request Approval 1<sup>st</sup> Reading Ordinance # 2019-10, An Ordinance to Amend Chapter 22 to Add Article VI, Sections 22-220 through 22-227, Collection Bins

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

Brown moved, Reid supported, CARRIED, to Approve 1<sup>st</sup> Reading Ordinance # 2019-10, An Ordinance to Amend Chapter 22 to Add Article VI. Sections 22-220 through 22-227, Collection Bins as presented. (6-0, rcv)

XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Council Member Williamson asked for a Recreation Update
- City Attorney Harkness asked for 2<sup>nd</sup> Reading and Adoption of Ordinances # 2019-09 and #2019-10
- Mayor Atchison asked for an update on tax issues with non-profits and goals and objectives for the City Manager

Mayor Atchison stated the budget meeting has been set for Saturday, November 16, 2019 from 9:00 a.m. – 2:00 p.m. at City Hall.

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 Antonio Nelson, 28855 C Drive; Emily Smith, AmeriCorps Vista member; Nidia Wolf, 409 Irwin Avenue; Garrett Brown, 1016 S. Superior St; Calhoun County Commissioner Gary Tompkins and Council Member Reid.

XIV. CITY MANAGER REPORT

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

- The amendments that were approved by the City Council at the last meeting to the City Managers contract have been executed. He will not seek an amendment for the moving expense provision.
- Attended the following meetings:
  - October 17-Hearing on a union grievance
  - October 17-Webinar: Branding Your Community for Economic Success
  - October 18-23 ICMA Annual Conference in Nashville, TN
  - October 25-Irwin Avenue Reconstruction Project progress meeting
  - October 28-Finance Director regarding FY 2020 budget preparation
  - October 29-Building Authority special meeting
  - October 30-Public Safety Director to discuss public safety operations and to tour facilities
  - October 30-Calhoun County Land Bank Authority to discuss Union Steel demolition project
  - October 30-Weekly meeting with Mayor Atchison
  - October 31-Finance Director regarding Income Tax Administrator functions
- A FY 2020 budget work session has been scheduled for City Council for Saturday, November 16 to review the proposed FY 2020 budget
- The ICMA Executive Board approved his designation as an ICMA Credentialed Manager
- Union Steel Demolition-He recommends that the City Council authorize a contribution from the City for the project but the City does not have the financial capacity to contribute the amount requested
- Will be meeting with representatives from the Albion Community Gardens to discuss their concerns regarding removal of their tax-exempt status. The matter is now scheduled to go before the Michigan Tax Tribunal in December
- Irwin Avenue Reconstruction and Precinct 3 Election:
  - The contractors will ensure that both ends of the construction are open to traffic to the polling location
  - DPS will provide flag persons to help direct traffic during elections hours of 7:00 a.m. to 8:00 p.m.
  - No construction work will occur in front of the three driveways to the church polling location on the day of the election
  - City staff has mailed letters to all Precinct 3 voters informing them of the construction work and how to access the polling location
  - DPS employees are placing door hangers on all visible doors at each home
  - City staff is posting information on the City's website and social media
  - Temporary signage will be placed at the polling location driveways directing traffic into and out of the polling location
- He and his husband have closed on their home within the City last Friday, and will be moving in next week once the contractors are finished with some interior improvements. He looks forward to joining the Albion community as a resident and a taxpayer

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Lawler; Mayor Atchison and City Attorney Harkness.

*Council Member Lawler called Privilege at 8:50 p.m. and left.*

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Brown moved, Williamson supported, CARRIED, to Excuse Council Member Vicky Clark (1). (5-0, vv)

XVII. ROLL CALL

PRESENT: Lenn Reid (2); Sonya Brown (3); Jeannette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: Council Member Vicky Clark (1) was absent and *Council Member Lawler called Privilege at 8:50 p.m. and left*

XVIII. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to adjourn the regular session. (5-0, vv)

Mayor Atchison adjourned the Regular Session at 8:52 p.m.

---

Date

---

Jill Domingo  
City Clerk



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b><i>DISCUSSION – SEC. 4.3 OF CITY CHARTER – INELIGIBILITY OF PERSONS OR ELECTED OFFICIALS FOR APPOINTMENT TO CITY OFFICES</i></b>
<b>Meeting Date:</b>	November 18, 2019
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; dmccclary@cityofalbionmi.gov
<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 is being requested to discuss Sec. 4.3 of the Albion City Charter and its limitations on the eligibility of persons or elected officers for election or appointment to city offices. Questions have arisen recently regarding (1) the definition or meaning of the phrase “in default to the city” for the purposes of rendering a person ineligible for election or appointment to a city office; and (2) the ability of council to appoint individual council members to serve on boards and commissions in a capacity other than as a council member in the absence of state law expressly permitting members of the local legislative body to serve. Also, clarification is needed as to whether a candidate for elected office who is currently serving on a board or commission must resign their office if elected to a city office.

Sec. 4.3(b) states:

*Sec. 4.3. - Persons ineligible for city office or employment.*

*(a) A person who is in default to the city shall not be eligible to hold any city office.*

*(b) A person who holds or has held an elective city office shall not be eligible for appointment to an office or for employment for which compensation is paid by the city until one year has elapsed following the term for which he was elected or appointed.*

Administration is requesting guidance from the council and City Attorney on these matters to ensure that the provisions of the city charter are faithfully executed. Can city council adopt ordinances to further clarify how city charter provisions are to be implemented when charter provisions are vague or ambiguous?



**Alternatives Analysis:**

Take no action. If no action is taken, confusion will continue to exist regarding the status of board and commission members who are elected to a city office. Confusion will also exist as to whether or not a person is eligible for elected office under the default provisions and whether the city council has the authority to appoint city council members to boards or commissions as citizen representatives when there is no statutory authority for a member of the legislative body to serve on those boards or commissions.

Adopt clarifying policies. Adopting ordinances that clarify the meanings of the provisions of Sec. 4.3(a) and (b) and methods of implementing those provisions would provide necessary guidance to city council and administration on the eligibility of persons to serve on boards and commissions and in city offices and would assist in establishing processes for handling instances in which there is a question of eligibility.

**Summary of Previous Council Action:**

None

**Financial Impact:**

None

**Recommended Motion(s):**

To direct the City Attorney to draft an ordinance for consideration by the city council that defines the term "default" under Sec. 4.3(a) of the city charter and clarifies the eligibility of persons or elected officers to serve on boards and commissions or in city offices under Secs. 4.3(a) and (b) of the city charter.

**Attachments:**

None

Sec. 4.3. - Persons ineligible for city office or employment.

- (a) A person who is in default to the city shall not be eligible to hold any city office.
- (b) A person who holds or has held an elective city office shall not be eligible for appointment to an office or for employment for which compensation is paid by the city until one year has elapsed following the term for which he was elected or appointed.

**State Law reference**— Mandatory that charter provide for qualifications of officers, MCL 117.3(d).

**CITY OF ALBION  
ORDINANCE #2019-09**

AN ORDINANCE TO AMEND CHAPTER 1, SECTION 1-28, ETHICS

**Purpose and Finding:**

As the City Council is aware, at the council's most recent meeting, the Mayor proposed a modification to subsection (N) of the ordinance which relates to the timeframe in which a hearing is to be held regarding a potential ethics violation. The new language would require the hearing to be held within 30 days of when the three council persons calling for the public hearing notify the mayor, mayor pro tem, City Attorney, and the City Manager. Additionally, in reviewing the original ordinance, a typo was noted in sub-section (n)(12). It references a super majority vote while sub-section (n)(13) references a majority vote. Sub-section (n)(12) is also being amended to reflect a simple majority vote.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 1, Section 1-28, Sub-sections (N)(2) and (N)(12) of the Codified Ordinances of the City of Albion, are hereby amended as follows:

**Section 1-28: ETHICS**

- (N) *Enforcement and penalties:* All city council members 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:
- (2) 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 section, 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 be scheduled within 30 days of the date the three council persons notify the Mayor, the Mayor Pro Tem, the City Attorney, and the City Manager, in writing, of their call for a public hearing. Said public hearing shall be held not more than 60 days from the date of the notice provided to the Mayor, the Mayor Pro Tem, the City Attorney, and the City Manager.
- (12) 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 majority vote.

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 December 18, 2019 after publication.

First Reading:

Second Reading & Adoption:

November 4, 2019

November 18, 2019

Ayes \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Absent \_\_\_\_\_

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

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

**CITY OF ALBION  
ORDINANCE #2019-10**

AN ORDINANCE TO AMEND CHAPTER 22 TO ADD ARTICLE VI, SECTIONS  
22-220 THROUGH 22-227, COLLECTION BINS

**Purpose and Finding:**

As the City Council is aware, the City has been experiencing various issues relating to collection bins. These are the bins which certain organizations use to collect donations of clothing and other materials. Some of these companies are failing to maintain the bins, allowing them to fall into disrepair. Additionally, the bins are not regularly emptied and the surrounding areas are littered with items. This ordinance creates a permitting process for the bins and penalties for non-compliance. Approval is recommended.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 22 of the Codified Ordinances of the City of Albion, is hereby amended, by adding Article VI, Sections 22-220 through 22-227 as follows:

**Article VI: COLLECTION BINS**

**Section 22-220: Definitions**

- a. As used in this Article, the following words or phrases shall have the following meaning(s):
  1. *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 bins for the collection of recyclable material, any rubbish or garbage receptacle.
  2. *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.
  3. *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.
  4. *Real property* means a lot, plot or parcel of land recorded and located in the City of Albion.

### **Section 22-221: Permit Required**

- a. 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 Albion, whether public or private, without first obtaining an annual permit from the City Clerk.

### **Section 22-222: Permit Application**

- a. An application for a collection bin permit, as required by Section 22-221 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 thirty (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 22-223;
  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 permit 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 (Act 331 of 1976, as amended) and/or the Charitable Organizations and Solicitations Act (Act 169 of 1975, as amended), if statutorily required;
  9. 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 effective date of this ordinance to submit a permit application to the City Clerk;

- b. A collection bin permit is valid for a one-year period. The renewal application must be filed not later than thirty (30) days before the current permit expires. If the permit expires and the permit is not renewed, the collection bin must be removed from the real property within ten (10) days after expiration of the permit.

**Section 22-223: Permitted Locations**

- a. Collection bins are allowed in the "M-1" Light Industrial District, "M-2" Heavy Industrial District, and "C" Commercial District.
- b. Collection bins shall not be located within one thousand (1,000) feet from another collection bin as measured along a straight line from one bin to the other.
- c. Collection bins shall not be placed on any public property owned by the City of Albion.

**Section 22-224: Standards for Bins and Surrounding Area**

- a. 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:
  - i. On any land used or zoned residential;
  - ii. On any unimproved parcel;
  - iii. Where the principal use of the land has been closed or unoccupied for more than thirty (30) days.
  - iv. One collection bin on a single lot of record is allowed.
  - v. The total size of a collection bin is limited to a maximum dimension of 5ft × 5ft × 7ft.
  - vi. Collection bins shall not cause a visual obstruction, as determined by the Director of Public Safety or Director of Public Services, to vehicular or pedestrian traffic.
  - vii. No collection bin shall be placed closer than ten feet from:
    - A. A public sidewalk;
    - B. A public right-of-way;
    - C. A driveway; or
    - D. A side or rear property line of adjacent property used for residential purposes.
7. 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.
8. Collection bins shall be made of durable metal or UV resistant molded hard plastic or fiberglass material that is fire resistant or fire proof.

#### **Section 22-225: Permit Revocation**

- a. If the Public Services Department and/or Planning Department determines that a collection bin has been placed or is being maintained in violation of this Article, 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 reflected 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 (7) calendar days after mailing.
- b. If the offending condition is not corrected or abated within seven (7) calendar days after mailing, the City or the City's contractor may 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 thirty (30) days after mailing of a bill 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 (Act 331 of 1976, as amended) and/or the Charitable Organizations and Solicitations Act (Act 169 of 1975, as amended) or other statute enacted to regulate or govern collection bins.
    4. Upon revocation of permit issued pursuant to this Article, 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.
    5. 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 thirty (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.

6. If a collection bin permit is revoked, the collection bin operator shall not be eligible for a new permit for a period of one (1) year from the date of revocation.

### **Section 22-226: 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 appeal shall be made by filing a written request with the City Clerk setting forth the grounds for the appeal not later than ten (10) days after receiving notice of the revocation by the City Clerk. In the event that the written request is filed with the City Clerk, the City 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. The City Council shall, in its determination, make written findings of fact supporting its decision. The determination by the City Council shall be final, subject to appeal to a court of competent jurisdiction.

### **Section 22-227: Penalties**

- a. In addition to revocation of permit pursuant to Section 22-225, any person violating the provisions of this article is responsible for 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 article, or any ordinance, shall be deemed a new and separate offense for each day that such condition continues to exist.
- c. 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.
- d. 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.

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 December 18, 2019 after publication.

First Reading:

Second Reading & Adoption:

November 4, 2019

November 18, 2019

Ayes \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Absent \_\_\_\_\_

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

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



**City of Albion**  
**William L. Reiger Municipal Building**  
**112 West Cass Street**  
**Albion, Michigan 49224**

Schedule of 2020 Regular City Council Meetings

The City Council of the City of Albion will meet in regular session in Council Chambers at 112 W. Cass Street beginning at 7:00 p.m. on the dates listed below. Study sessions and special meetings of the City Council will be posted in advance as needed. City Council regular sessions are held the first and third Mondays of each month except where noted below or in case of emergency.

This notice is published in accordance with the Albion City Charter and the Open Meetings Act requirements.

January 6, 2020	January 21, 2020 (Tuesday)
February 03, 2020	February 18, 2020 (Tuesday)
March 02, 2020	March 16, 2020
April 06, 2020	April 20, 2020
May 04, 2020	May 18, 2020
June 01, 2020	June 15, 2020
July 06, 2020	July 20, 2020
August 03, 2020	August 17, 2020
September 08, 2020 (Tuesday)	September 21, 2020
October 05, 2020	October 19, 2020
November 02, 2020	November 16, 2020
December 07, 2020	December 21, 2020

Jill Domingo  
City Clerk

## **Parks, Trailways and Recreation (PT&R) Commission**

**Purpose:** A Parks & Recreation Commission is typically charged with the responsibility of acting in an advisory capacity to city government in all matters pertaining to public parks and recreation, and to cooperate with other governmental agencies and groups in the advancement of sound recreation and park planning and programming. The Commission strives to support and connect people with local parks and recreational opportunities in the community and facilitate the sustainable growth of a vibrant, inclusive city-wide recreation program in our community.

The PT&R Commission would be responsible for developing a long-term Parks, Trailways and Recreation Master Plan for submission to City Council for approval. Recognizing the important role that parks & recreation play in economic and community development, establishing a multi-year Parks, Trails and Recreation Master Plan is recommended. The over-arching goal of such a plan would be to develop and secure broad community ownership in a vision for the parks, trails and recreation in Albion. A Master Plan would define a vision for our parks and recreation program created by the community and establish community commitment to an achievable implementation strategy to ensure our community has a wide number of recreational activities, and opportunities for all ages. A sustainable PT&R Master Plan will ensure the number, location and size of parks, greenspaces and other public collaboration spaces are “right-sized” for our community and available resources to ensure sustainability and quality.

**Goals:** Enrich and increase community utilization of Albion parks and increase participation in and expand the variety of excellent recreational opportunities in the greater Albion area.

- Serve as a community voice in matters of parks, trails and recreation.
- Increase funding opportunities for PT&R programs.
- Advocate for parks and recreation opportunities and participation at all levels.
- Advise the City Council on related policies, projects, grants and expenditures of city funds for PT&R.

**Mission Statement:** To develop, promote, and support sustainable parks and trails and expand high quality recreation opportunities for the full community to

participate in diverse activities by providing effective leadership and interaction with the community, city government and area organizations, thereby enriching the lives of our citizens.

## Arts & Culture Commission

**Purpose:** An Arts and Culture Commission is typically charged with the responsibility of acting in an advisory capacity to city government in connection with the artistic and cultural development of the city. The Commission strives to support and connect people with arts and culture endeavors in the community and facilitate the preservation and sustainable growth of a vibrant, inclusive community culture and a growth in our communities visual, performing, and musical art.

The A&C Commission would be responsible for developing a long-term Arts & Culture Master Plan for submission to City Council for approval.

Recognizing the important role that the arts play in economic and community development, establishing a multi-year Arts and Culture Master Plan is recommended. The over-arching goal of such a plan would be to develop and secure broad community ownership in a vision for the arts and culture in Albion. A Master Plan would define a vision for the arts created by the community and establish community commitment to an achievable implementation strategy.

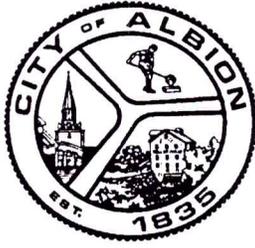
**Goals:** Enrich and increase participation and awareness of the greater Albion area cultural and artist community.

- Serve as a community source for arts and cultural information
- Increase funding opportunities for arts and culture programs
- Advocate for arts education at all levels
- Advise the City on arts related policies, projects and public art.

### Mission Statement

To develop, promote, and support quality opportunities for all persons to participate in diverse art and culture activities by providing effective leadership and interaction with the community, its artists and cultural organizations, thereby enriching the lives of our citizens.

---



# 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 of Albion  
Joseph Domingo, Mayor  
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: Scott Edward Evans  
(First) (Middle) (Last)

Home Address: 9091 28 Mile Rd. South Albion, MI 49224 Telephone #: 517-629-3296

Place of Employment: Homestead Savings Bank

Business Address: 415 S. Superior St. Albion, MI 49224 Telephone #: 517-629-5588

E-Mail: sevans@homesteadsavings.com Fax: 517-629-2455

Title/Type of Work: Presidnet/CEO

Length of Residence in City: 4 months Own/Rent: Own US Citizen: Y X N

Educational Background: Robert M. Perry School of Banking at Central Michigan University and

BAI School of Banking at University of Wisconsin

Community Activities: None, new to area.

List Board or Commission on which you are interested in serving (see attached descriptions):

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

Additional information on experience, qualifications, etc.:

---



---



---

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

Having just moved to the Albion area and joining Homestead Savings Bank, I would like to be a part of rebuilding downtown Albion. I strive to be active in the community that I work and live. I want to make a difference. A vibrant downtown is essential for all of us.

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: N/A \_\_\_\_\_

---



---

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: N/A \_\_\_\_\_

---



---

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: N/A \_\_\_\_\_

---



---



---

**REFERENCES:**

Name: Mrs. Margaret Sindt \_\_\_\_\_ Relationship: Director for Bank \_\_\_\_\_

Telephone #: 517-629-3926 \_\_\_\_\_

Name: Mrs. Elizabeth Schultheiss \_\_\_\_\_ Relationship: Director for Bank \_\_\_\_\_

Telephone #: 517-629-3349 \_\_\_\_\_

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.

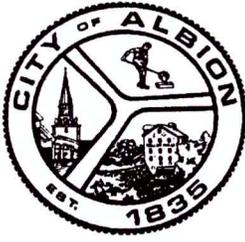
I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient 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, Scott E. Evans \_\_\_\_\_, certify that the information provided (Please Print)

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

Date of Birth: October 31, 1962 \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: 1/11/2016 \_\_\_\_\_



# 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 of Albion  
Garrett Brown, Mayor  
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 Gladys Wolf  
(First) (Middle) (Last)

Home Address: 409 Irwin Avenue, Albion 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: lifetime (with exceptions) Own/Rent: X US Citizen: Y yes  
N \_\_\_\_\_

Educational Background: Associates Degree in General Studies, KCC, also, attended Spring Arbor College

Community Activities: Current: Albion Substance Abuse and Prevention Coalition-Chairwoman, Albion High School Alumni Association – President, Albion Community Foundation Board member, Albion DDA board member, Prayer Leader for First United Methodist Church. I continue to work with members of the community helping them navigate through city, county, state and federal forms when needed.

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Albion Downtown Development Authority 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

**Previous Executive Director of the DDA from 2002-20012; previous business owner of the Albion Shell from 1990-1999; owner of property for Wolfs Auto Services in the downtown alongside husband for 23 years, business has been in downtown for 35 years,**

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:

**There are quite a few new people serving on the DDA board. Those of us who have been with the DDA for a number of years can be of benefit to those who don't have the historical knowledge that some of us do, as for what processes we have gone through in the past in the downtown.**

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

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: **I continue to help with the securing of funds for downtown Christmas lights, as well as, the purchase of lights to supplement the current ones we have.**  
**Other than that, I have no other relationship with the city.**

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, NO

**REFERENCES:**

Name: Michael Lymbew Relationship: he was DDA board chair when I was E.D. of DDA

Telephone #: 629-3936

Name: Joyce Spicer Relationship: friend/former co-worker

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: 5/31/1947

Signature: Nidia G. Wolf Date: 11/27/2017

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.



# 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: Herman Joseph McCall  
(First) (Middle) (Last)

Home Address: 1206 Maple Albion Telephone #: 517-629-9215

Place of Employment: State of Michigan – Department of Health and Human Services

Business Address: 235 S, Grand Lansing, MI Telephone #: \_\_\_\_\_

E-Mail: [hermanjmccall@gmail.com](mailto:hermanjmccall@gmail.com) (personal email) Fax: \_\_\_\_\_

Title/Type of Work: Executive Director - Children's Services Agency

Length of Residence in City: 40 years Own/Rent: Own US Citizen: Y  N

Educational Background: Bachelor - Sociology; Masters - Counseling; Doctorate - Education

Community Activities: Board Member - AEDC; Board Member – Homestead Savings Bank

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

1) AEDC 2) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

**I have had the pleasure of serving on the EDC board with three Mayors and under the leadership of two CEO's. During that time, I was selected by my board colleagues to serve in board leadership positions including treasurer, vice chair and chair of the board. Additionally, during that time my professional experience has included key leadership level positions in both the private (non-profit) and public (government) sectors with the responsibility for managing program grants less than \$100,000 to specifically and most recently overseeing an agency budget of \$1.2 billion; so I have a demonstrated understanding of executing grand ideas with limited resources and the enormity of the duty for ensuring public trust, while remaining personally committed to sharing, promoting and supporting an "Albion Success" story. Further, my experience includes part-time positions both within the Albion Public School (Coach) and Albion College (Adjunct Instructor) systems. Born and raised with big city (Chicago) roots, I have now been a tax paying member of the Albion community for 40 years, and a home owner (property tax paying resident) for 35 years, while raising two children that grew up in the Albion Public School system. As such, my combination of diverse personal experiences and professional experience will continue to provide a complementary member-perspective that adds leadership level value to a committed, problem solving, innovative, forward-thinking EDC board. Committed to integrity, excellence, collaboration and shared accountability and with responsibility, I am prepared to serve.**

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:

**My goals and commitment are consistent with implementing the strategic objectives and mission of the EDC as vigorously defined and developed by the CEO and the board.**

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: N/A

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: N/A

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 Williams Relationship: Professional/Personal

Telephone #: 248-258-0440

Name: Ronnie Parker Relationship: Personal/Professional

Telephone #: 517-629-7210

**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, **Herman McCall**, certify that the information provided  
(Please Print)

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

Date of Birth: 8/15/1956

Signature:  Date: July 20, 2018



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

- 1) Albion Economic Development Corporation Board 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

### **Certifications**

- Certified Business Solutions Specialist, Michigan State University – *Attachment A*

### **Awards**

- State of Michigan – Special Tribute 2018 – *Attachment B*
- National Association of Manufacturing - The Manufacturing Institute - February 2013 Women in Manufacturing STEP Award – *Attachment C*
- United States Department of Labor – Office of Apprenticeship Creative Innovators and Trailblazers Award – 2012 – *Attachment D*
- Athena Award Nominee – 2010 – Attachment E

### **SOLIDWORKS Awards** (Job Specific)

- SOLIDWORKS PHD Award 2018
- SOLIDWORKS 100% Club 20XX
- SOLIDWORKS 100% Club 20XX

### **Professional Affiliations**

- State of Michigan – FIRST Robotics World Planning Committee
- Michigan Educators Apprenticeship & Training Association (MEATA) – Vice President
- Michigan Apprenticeship Steering Committee, Inc (MASCI)
- Jackson Area Career Center (JCISD) Advisory Committee - past

- Member Michigan Apprenticeship Action Team (MAAT) – past

### **Civic Service**

- Albion Rotary
- Albion Women’s Philanthropic
- Jackson County Sheriff’s Department - Reserve Deputy Academy & Pistol Safety Training Course

### **Other Activities**

- Responsible for the organization and start-up of The FIRST™ Lego League Competition in Jackson County
- Adapt/develop K-12 youth STEM program curriculum and design and implement after-school/summer camp experiences utilizing said programs
- Authored several Standard’s of Apprenticeship with the Department of Labor
- Have developed Several Kids Overnight Camps, Saturday Workshop, and After-School Programs

### **Board Activities**

- MEATA Board Member
- Academy for Manufacturing Career, past
- JAMA Board, past
- DaVinci Institute past

---

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:

Helping to connect new and existing companies with the resources and partners they need to expand, creating additional jobs is critical. Diversifying the economy, so that Albion does not rely on one industry. This is already an area where Albion has made improvements and I would continue to support these efforts.

Helping to keep existing companies not only to stay in Albion, but to expand. Retention and expansion visits to local companies to help and understand their operational needs.

Company attraction plays a crucial role in the Economic Development of Albion. We must continue to attract and expand the region's major employers.

Increasing the base with new and expanded business in the region helps increase tax revenue for community expansion. Increasing the community activities will improve the quality of life for the residents. Better infrastructure and more jobs improve the economy of the region and raises the standard of living for its residents.

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: \_\_\_\_\_ N/A \_\_\_\_\_

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: \_\_\_\_\_ N/A \_\_\_\_\_

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: Cheryl Mull      Relationship: Friend      Telephone #: (269) 425-6087  
Name: Sue Smith      Relationship: Colleague      Telephone# (517) 260-2544

*Application for Membership*

*Page 3 of 3*

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

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

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

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

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

*eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

*I, Annette Norris, certify that the information provided in this application is, to the best of my knowledge, true and accurate.  
(Please Print)*

Date of Birth: September 27, 1960

Signature: Annette Norris Date: Oct 20, 2019

**Annette M. Norris**  
420 Brockway Place, Albion, MI 49224  
517-990-7727  
[annettenorris120@yahoo.com](mailto:annettenorris120@yahoo.com)

---

### **Professional References**

Russ Davis  
Employment & Training Associate  
US Department of Labor  
315 W. Allegan  
Lansing, MI 48933  
(989) 233-1798

Sue Smith  
Executive Director  
Hillsdale Economic Development Partnership  
859 Olds Road  
Jonesville, MI 49250  
(517) 260-2544

Cheryl Mull  
24772 J. Drive S.  
Homer, MI 49245  
(269) 425-6087

David Darbyshire  
Owner  
DASI Solutions  
31 Oakland Ave.  
Pontiac, MI 48342  
(248) 521-0895

**Annette Norris BIO**  
**anorris@gogngineer.com**  
**(517) 990-7727**  
**October 2019**

Annette Norris has been involved in education and training for 30+ years, with a background ranging from K-12 to Community Colleges & Universities. Her experience includes providing hands-on after-school and summer workshops for middle school students, as well as developing and implementing academic and social programs for youth in grades K-12. She has experience developing customized training curriculum and providing linkages with business, industry and community organizations.

Annette currently, oversees the growth activities of The Early Engagement Team at DAS/GOEngineer. Her responsibilities range from K-12 programs to the University Research Development of SOLIDWORKS Sales and Activities.

She is responsible for the successful development and implementation of the Industrial Design Technician Apprenticeship Program, a program she authored with the US DOL in 2014. Annette is responsible for the DASI/GOEngineer Portion of a \$3 million grant, that was received through the American Apprenticeship initiative in 2015, for companies in the State of Michigan.

She is also responsible for facilitating the development of a week-long Summer Camp Program, Engineering and Innovation for 6-8 graders.

Annette oversees the implementation of SOLIDWORKS in K-12's, Community Colleges & Universities' as well as, Maker Spaces, Fab Labs, Incubators & Accelerators, as well as the Entrepreneurship Programs at DASI.

**Annette M. Norris**

517-990-7727

[anorris@goenginner.com](mailto:anorris@goenginner.com)

## Business Solutions Professional Certificate Training

**Business Solutions Professionals (BSPs) are community leaders who are trained to make use of a vast array of business and economic assets. They learn to develop a strong knowledge of local, state and federal supports and maintain the relationships to make them work as strong forces for growth.**

By participating in BSP training, teams can network and learn from:

- Workforce development professionals
- Economic developers
- State / federal employees
- Chamber of Commerce representatives
- Education and training professionals
- Nonprofit representative
- .....and more!

### **WHAT DOES A BSP DO?**

As a Business Solutions Professional, you'll add a newfound level of knowledge and expertise and discover new approaches to addressing customer needs.

You will better understand how to connect your customer with assets and resources available throughout the community, region or state, such as:

- Training grants and programs
- Business consultation
- Tax-related incentives
- Education programs
- Business collaboratives/councils

### **ENHANCE THE ROLE YOU PLAY WITH YOUR CUSTOMERS AND IN YOUR COMMUNITY!**

#### **WHY BECOME A BSP?**

Become the hub in a network you may not have known even existed, add value to your customers and **play a more strategic role in your community.**

Your active network will include representatives from local, regional and state-level agencies and groups and you will bring these resources to your customer's table.

You will **become the single point of contact for your customer**, the one phone call that will address their business needs.

# STATE OF MICHIGAN



## SPECIAL TRIBUTE

To

**ANNETTE NORRIS**

LET IT BE KNOWN, That it is with gratitude and admiration that I commend Annette Norris for her outstanding work at DASI Solutions. In her employment and her service, Annette has displayed the highest standards of citizenship, taking on a great deal of responsibility and offering her illustrious talents to the betterment of Lenawee County.

Annette truly excels in her field, working selflessly and diligently to find talented individuals for DASI Solution's manufacturing division. Her position, in which she has become an incredible asset, has allowed her to improve the lives of current DASI employees and those seeking employment in the manufacturing field. Further, Annette has consistently dedicated her time and talents as a FIRST Robotics Committeeperson, where she inspires students to become leaders and innovators in the challenging STEM fields. The effect of Annette's tireless service to the community on countless lives cannot be understated and we are truly grateful to have benefit from her talents in Lenawee County.

IN SPECIAL TRIBUTE, Therefore, This document is signed and dedicated to commend and congratulate Annette for her outstanding and exemplary performance at DASI Solutions. May she know of the high esteem in which she is held by the people of Lenawee County and beyond.



*Bronna Kahle*

Bronna Kahle, State Representative  
The Fifty-Seventh District

The Ninety-Ninth Legislature  
At Lansing  
April 4, 2018





The Manufacturing Institute

MANUFACTURING  
Institute



## STEP Award Winners



**Annette M. Norris**  
Director, Academy for  
Manufacturing Careers (AMC)  
Jackson Area Manufacturers  
Association (JAMA)  
The Enterprise Group  
Jackson, MI

*"The creation of The Academy for Manufacturing Careers is my greatest accomplishment, allowing me to create an entire school where nothing existed previously. I have helped others overcome obstacles and barriers and begin on a journey to a career."*

Annette was instrumental in launching a unique program that delivers advanced manufacturing skilled trades training. The Academy is a U.S. DOL Registered Apprenticeship Program, a licensed Proprietary Trade School, and a regionally and nationally recognized best practice model for apprenticeship and industry-driven training.

Annette also runs programs for youth, promoting awareness of skilled trades to minorities & women. These activities, along with the number of people trained, translate into a highly skilled, productive workforce; a serious economic retention/attraction tool that has had a positive impact.

She is Chair of the Michigan Educators Apprenticeship & Training Association promoting apprenticeships across Michigan.

Annette's drive and enthusiasm helped win the USDOL/OA 75th Anniversary highest award, The Innovator and Trailblazer Award for creating training to help students gain the skill gaps needed to get into high wage, high skill jobs.

## Women in Manufacturing STEP Awards Recognize 122 Women for Excellence in Manufacturing

Press release date: January 15, 2013

WASHINGTON, D.C. – The Manufacturing Institute, the Society of Manufacturing Engineers, University of Phoenix, and Deloitte today announced the recipients of the first Women in Manufacturing STEP (Science, Technology, Engineering and Production) Awards. The inaugural STEP Awards honor women who have demonstrated excellence and leadership in their careers and represent all levels of the manufacturing industry, from the factory-floor to the C suite.

“These 122 women are the faces of exciting careers in manufacturing,” said Jennifer McNelly, president, The Manufacturing Institute. “We chose to honor these women because they each made significant achievements in manufacturing through positive impact on their company and the industry as a whole.”

The STEP Awards are part of the larger STEP Ahead initiative launched to examine and promote the role of women in the manufacturing industry through recognition, research, and best practices for attracting, advancing, and retaining strong female talent.

“The STEP Ahead initiative was founded to change perceptions of the manufacturing industry and create new opportunities for women in the sector,” said Latondra Newton, group vice president at Toyota Motor North America, Inc. and chairwoman of the STEP Ahead initiative. “This initiative is the call for action to transform the face of today’s manufacturing talent and ensure that women can contribute to the future of this industry.”

“The stories of these 122 women—and the leadership they demonstrate in a diversity of careers—are also meant to inspire the next generation of women leaders in manufacturing,” said Tim Welsh, SVP National Industry Strategy Group, University of Phoenix. “We must empower today’s leaders to help attract and educate our future workforce to keep our manufacturing base and our economy competitive.”

A recent survey from Deloitte and The Manufacturing Institute found that nearly 70 percent of American manufacturing companies have a moderate to severe shortage of available, qualified workers. Manufacturing companies cannot fill as many as 600,000 skilled positions, even as unemployment numbers hover at historically high levels.

“As the nation emerges from the recession, we know that manufacturing is critical to our economy, and critical to the success of each manufacturer is a high-quality workforce,” said Mark C. Tomlinson, executive director/CEO, SME. “By telling the stories of real women in manufacturing, we not only will celebrate great careers, but also make a profound public statement about the significance of manufacturing.”

On February 5, The Manufacturing Institute and its STEP Ahead initiative partners will recognize the 122 recipients of the STEP Awards at a reception in Washington, D.C. The STEP Awards program will highlight each honoree’s story, including their leadership and accomplishments in manufacturing.

**Annette M. Norris**

517-990-7727

[Anorris@goengineer.com](mailto:Anorris@goengineer.com)

## **21<sup>st</sup> Century Registered Apprenticeship Trailblazer and Innovator.**

August 2012

The Office of United States Secretary of Labor announced on Tuesday that The Academy for Manufacturing Careers (AMC), a partner organization of the Jackson Area Manufacturers Association and The Enterprise Group of Jackson, Inc. has been selected as a **21<sup>st</sup> Century Registered Apprenticeship Trailblazer and Innovator.**

The recognition is based upon an Apprenticeship program's past innovations, strategies and partnerships in delivering premier training initiatives and their impact on Registered Apprenticeship programs for the 21<sup>st</sup> Century.

Secretary of Labor Hilda L. Solis has invited representatives from the Academy for Manufacturing Careers and the Jackson Area Manufacturers Association to join her in Washington, D.C. on August 1, 2012 to receive the award and commemorate the 75<sup>th</sup> Anniversary of the signing of the National Apprenticeship Act.

Under the direction of Director, Annette Norris along The Boards and staff of all partner organizations we recognize the importance of a quality workforce and are continually striving to develop programs that meet the need of business and industry into the 21<sup>st</sup> century. Since the inception of the program nearly nine years ago 51 apprentices have graduated and there are currently 108 individuals enrolled in the apprenticeship program. In addition, over 600 youth and 5,000 adults have received training through the Academy.

**Annette M. Norris**

517-990-7727

[anorris@goenginner.com](mailto:anorris@goenginner.com)

## What is ATHENA?

Founded in 1982 by Martha Mayhood Mertz while serving on the Lansing Regional Chamber of Commerce Board of Directors, ATHENA International is a non-profit organization that seeks to support, develop and honor women leaders. The program inspires women to reach their full potential and strives to create balance in leadership worldwide. Since the program's inception, more than 7,000 awards have been presented in over 500 communities in 8 countries.

The ATHENA Leadership Model identifies eight distinct attributes that are reflective of women's contributions to leadership: living authentically, learning constantly, advocating fiercely, acting courageously, fostering collaboration, building relationships, giving back and celebrating. These personal traits that are more intuitive to women, and combined with the strongest aspects of traditional leadership - taking risks, assertiveness, hard work - prepare women to be successful leaders in the 21st century.

## The **SOLIDWORKS** Blog (<https://blogs.solidworks.com/solidworksblog/>)

### SOLIDWORKS Women in Engineering Series: Annette Norris

By Tim Trainer (<https://blogs.solidworks.com/solidworksblog/author/timtrainer>) May 29, 2018

#### **Annette Norris Has a Passion for Changing Lives for the Better by Developing Educational Programs Related to Manufacturing**

What do the following all have in common: FIRST Robotics teams, apprenticeship programs, STEM (science, technology, engineering, and math) curriculum development, summer engineering camps, after-school engineering workshops, engineering job fairs, manufacturing career field trips, Maker Spaces, Fab Labs, and technology incubators/accelerators?

Obviously, this is a list of engineering-related programs, activities, and educational initiatives that help young people realize the possibilities of careers in design, engineering, and manufacturing. However, this is also a list of the achievements adorning the 30-year-plus career of Annette Norris, who directs the Early Engagement Team at DASI Solutions, the SOLIDWORKS value-added reseller based in Pontiac, Mich.



(<https://blogs.solidworks.com/solidworksblog/wp-content/uploads/sites/2/2018/11/Annette-STEP-Award-Picture.jpg>)

A graduate of Spring Arbor University with a degree in Human Resources Management, Norris began mentoring young people and connecting them to manufacturing careers as soon as she was out of school. In her first job at the Job Training Institute at Jackson Community College

(JCC), Norris worked with manufacturers to conduct assessments of current and potential employees, a role that exposed her to the manufacturing world.

"This is where I really learned a great deal about manufacturing," Norris explains. "I had the opportunity to tour manufacturing facilities and really learn what skills were required for many jobs. I ended my time there with a successful youth program helping to mentor students who believed that they could not go to college. By mentoring them, they began to realize they indeed had the potential to do it."

The program that Norris directed, the CARE (Concerned Adults Respond Early) Program, identified promising students from disadvantaged socioeconomic backgrounds in the sixth grade who otherwise would have no real opportunity of going to college. Through summer camps, Norris got these students inspired and excited by their potential for attending college and working in manufacturing. Upon graduation from high school, program participants were awarded free tuition for two years to attend JCC.

"I learned early in my career that while education and manufacturing have the same goals in terms of training people to work, they are not typically on the same page," Norris stresses. "They may be in the same book, but they're not on the same page. Throughout my career, I've had one foot in manufacturing and one foot in education, and I've been trying to bring the two together."

Norris continued to work on educational programs in her next two assignments: first, at the da Vinci Institute, a manufacturing charter school, and then at The Manufacturing Academy, a non-profit organization dedicated to helping people jump-start careers in manufacturing, where she served as Executive Director. In those roles, she served as a liaison between business/industry and local schools, developing field trips, coordinating speakers, and establishing after-school programs and summer workshops for middle school teachers and students.

### **Changing Lives Via Manufacturing**

Her experience working with manufacturers helped Norris assist with all aspects of the Jackson County Intermediate School District's Manufacturing Technologies Laboratory, where she worked as an instructional assistant from 1999-2005. Norris managed the lab, assisted with curriculum development, and worked with teachers and students to organize field trips and speakers in six Career Pathways. It was through this educational experience that Norris realized that providing students with hands-on experience in design and manufacturing techniques was not only fun and rewarding but also changed lives for the better by stimulating student interest in manufacturing careers. So she initiated, organized, and managed the FIRST Lego League Competition in Jackson County.



([https://blogs.solidworks.com/solidworksblog/wp-content/uploads/sites/2/2018/11/IMG\\_0294.jpg](https://blogs.solidworks.com/solidworksblog/wp-content/uploads/sites/2/2018/11/IMG_0294.jpg))

"My efforts to get the Lego League competition up and running were all about providing hands-on experience to those students with a different learning style who learn more by doing," Norris recalls. "That program does more than help kids learn how to make a robot that completes a challenge. It prompts them to think. I remember one boy who calculated how many seconds it would take for different lego wheel mechanisms to make a turn as part of building the robot. It wasn't just about making the turn but thinking about how fast the robot should make the turn."

As director of the Academy of Manufacturing Careers from 2005-2013, Norris designed and implemented apprenticeship and customized training programs to meet the needs of South Central Michigan Regional manufacturers, and developed a K-12 STEM curriculum for use at after-school workshops and summer camp programs.



"It becomes addictive when your efforts actually help people get jobs," Norris notes. "What's really nice is when I reconnect with a student as an adult and see them get married and have families. Partly due to my efforts, instead of flipping burgers or tossing pizzas they have productive careers in manufacturing. It's extremely gratifying to work at a job through which I'm changing lives for the better everyday."

Since joining DASI in 2013, Norris has worked in partnership with other local organizations to secure a \$3 million grant from the U.S. Department of Labor to develop and implement an Industrial Design Technician Apprenticeship Program for Michigan companies and has grown DASI's Early Engagement Team from a single member to a team of five. The team is currently working on expanding the STEM Education, University Research, Maker Spaces, Fab Labs, apprenticeship, and summer camp programs, which the team manages in Michigan and Indiana, into four additional states: Arizona, California, Kansas, and Missouri.

### **Accolades for an Early Engagement Pioneer**

Throughout her career, Norris has received awards recognizing her contributions to manufacturing and education. Recent recognitions include the U.S. Department of Labor's Office of Apprenticeship Creative Innovators and Trailblazers Award in 2012 and the Manufacturing Institute's Women in Manufacturing STEP Ahead Award in 2013. She also received a Special Tribute from the State of Michigan on April 4, 2018, "for her outstanding work at DASI Solutions."



(<https://blogs.solidworks.com/solidworksblog/wp-content/uploads/sites/2/2018/11/Michigan.png>)

"Annette truly excels in her field, working selflessly and diligently to find talented individuals for DASI Solution's manufacturing division. Her position, in which she has become an incredible asset, has allowed her to improve the lives of ... those seeking employment in the manufacturing field. Further, Annette consistently dedicated her time and talents as a FIRST Robotics Committeeperson, where she inspires students to become leaders and innovators in the challenging STEM fields. The effect of Annette's tireless service to the community on countless lives cannot be understated and we are truly grateful to have benefited from her talents in Lenawee County," the tribute continues.

These accolades bring professional satisfaction for a job well done, but it's the notes that former students drop her from time to time, thanking her for what she did, that Annette says really make her day.

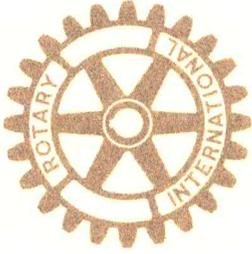


## Tim Trainer (<https://solidworks.kapost.com/users/tim-trainer>)

I am a freelance writer who has written professionally about CAD/CAM/CAE since the early 1990s. I've written hundreds of case studies, numerous magazine features, and lots of white papers over the past 25 years, including many focused on SOLIDWORKS. In my spare time, I enjoy fishing, gardening, hiking, cross-country skiing, reading, and writing (fiction). Please feel free to contact me with ideas for case studies or blog posts, or just to say hello.

Categories: Community (<https://blogs.solidworks.com/solidworksblog/category/community>), SOLIDWORKS (<https://blogs.solidworks.com/solidworksblog/category/solidworks>), Spotlight (<https://blogs.solidworks.com/solidworksblog/category/spotlight>), Women in Engineering (<https://blogs.solidworks.com/solidworksblog/category/women-in-engineering>)

Tags: Annette Norris (</solidworksblog/tag/annette-norris>), CARE (</solidworksblog/tag/care>), Concerned Adults Respond Early (</solidworksblog/tag/concerned-adults-respond-early>), DASI (</solidworksblog/tag/dasi>), engineering education (</solidworksblog/tag/engineering-education>), FIRST (</solidworksblog/tag/first>), FIRST Robotics (</solidworksblog/tag/first-robotics>), SOLIDWORKS EDU (</solidworksblog/tag/solidworks-edu>), SOLIDWORKS Women in Engineering (</solidworksblog/tag/solidworks-women-in-engineering>), STEAM (</solidworksblog/tag/steam>), STEM (</solidworksblog/tag/stem>), WIE (</solidworksblog/tag/wie>), Women in Engineering (</solidworksblog/tag/women-in-engineering>)



**Rotary**

# Certificate of Membership

*This certifies that*

**ANNETTE NORRIS**

*is a member in good standing in  
the Rotary Club of*

**ALBION, MICHIGAN**

*March 14 2019*

DATE OF MEMBERSHIP

*Bandy J. Galston*  
PRESIDENT

PRESENTED TO



ANNETTE NORRIS



IN RECOGNITION

OF HER

CONTRIBUTION

TO THE ESTABLISHMENT

OF

THE DAVINCI INSTITUTE

---

NOVEMBER 10, 1999



# Memorandum

*Office of the City Manager*

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** November 14, 2019  
**RE:** **CITY MANAGER'S REPORT**

## WELCOME NEW COUNCIL MEMBER

Congratulations to Al Smith on his election to the city council to represent Precinct 3 and on an eventful and engaging swearing-in ceremony! I look forward to Al joining our legislative team and playing an important role in helping us to move the City of Albion in a positive, vibrant, and sustainable direction.

## ATTENDANCE AT MEETINGS

I have attended the following meetings of interest during past two weeks:

- November 1 – Irwin Avenue Reconstruction Project progress meeting
- November 4 – Regular City Council meeting
- November 6 – Albion Rising Tide Project/DDA Plan meeting with Leah DuMouchel
- November 6 – Mayor weekly meeting
- November 8 – Irwin Avenue Reconstruction Project progress meeting
- November 13 – DDA Board meeting
- November 13 – Swearing In Ceremony – new councilor Al Smith
- November 13 – Project Rising Tide/Communications Plan Overview meeting with Linda LaNoue
- November 13 – Mayor weekly meeting

## FY 2020 BUDGET PREPARATION

A FY 2020 budget work session has been scheduled 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. The meeting will begin at 9:00 AM and conclude by 2:00 PM.

## ALBION COMMUNITY GARDENS TAX ASSESSMENT

Albion Community Gardens, Inc., has contacted me to express serious concerns about the city assessor removing the tax exempt status of the property it uses within the city. Assessor Cunningham has determined that there is no legal authority to permit the property to be tax exempt. The matter was considered by the Board of Review earlier this year, and the board denied ACG's tax appeal. The matter is now scheduled to go before the Michigan Tax Tribunal, which is the proper authority to determine the group's tax exemption claim, in December. The City Assessor and I met with representatives from Albion Community Gardens and discussed case law related to similar tax exemptions. The group provided copies of the cases. The cases have been reviewed, and the Assessor continues to assert that the property is taxable. Administration must comply with state law regarding assessing functions, and state law provides a clear process for aggrieved property owners to appeal property tax assessments. I have notified Dick Porter of Albion Community Gardens to let him know of our decision so that the tax tribunal case can move forward. It is my understanding that this matter may affect other entities within the city as well. I strongly recommend that the city council refrain from involving itself in these matters.

## IRWIN AVENUE RECONSTRUCTION PROJECT UPDATE

The concrete work (curb and gutter and driveway approaches) has been delayed due to the weather. DPS Interim Director Phillips will provide an update on the status of the project at council's meeting on Monday.

## PROJECT RISING TIDE UPDATE

I attended meetings with the Project Rising Tide team regarding the DDA Plan and Strategic Communications Plan components of the project. An important consideration for the DDA Plan is the inclusion of staff support for the DDA, and this issue is being worked through by the team. The Strategic Communications Plan is in draft stage and should be finalized soon. The communications plan addresses community branding, vision statement, mission statement, communications goals, identification of key community stakeholders for communications targeting, communications processes and methods, communications materials, media outlets, and use of social media.

## IRWIN AVENUE RECONSTRUCTION AND PRECINCT 3 ELECTION

To insure that electors have free, unfettered access to the Precinct 3 polling location next Tuesday, we are undertaking several efforts to provide for a smooth election process:

- The contractors will insure that both ends of the construction area are open to traffic to the polling location.
- DPS will provide flag persons to help direct traffic during election hours of 7:00 AM to 8:00 PM

- No construction work will occur in front of the three driveways to the church polling location on the day of the election
- City staff has mailed letters to all Precinct 3 voters informing them of the construction work and how to access the polling location
- DPS employees are placing door hangers on all visible doors at each home
- City staff is posting information on the city's web site and social media
- Temporary signage will be placed at the polling location driveways directing traffic into and out of the polling location

#### COUNCIL/CITY MANAGER E-MAIL COMMUNICATIONS

I appreciate so much the Mayor's and city council's efforts to include me on E-mail communications. My E-mail inbox, however, is inundated with E-mail messages that are very difficult to keep on top of, especially given the fact that I currently do not have any administrative support in my office with the extended absence of Interim Assistant City Manager Snyder. I would like to let council members know that it is not necessary to include me on every E-mail communication. It is only important that I receive communications on matters of which council members believe I should be aware as City Manager or if a council member is requesting specific action to be taken by administration. Reducing the E-mail message stream as much as possible will help me tremendously, and I appreciate your kind consideration.

#### BIDNET/MITN PURCHASING GROUP MEMBERSHIP

I intend to place consideration of membership in the BidNet/MITN Purchasing Group on the December 2 council meeting agenda for approval. The Michigan Intergovernmental Trade Network (MITN) is a group that was formed by several Michigan municipalities to establish a joint, cooperative purchasing program to seek cost savings through economies of scale and a more efficient and effective purchasing and bidding program for members. Membership includes access to the BidNet web based bidding system. The only cost for membership is an upfront \$195 fee for BidNet to distribute informational materials to local vendors on the city's participation in the program.

#### CITY MANAGER GOALS AND PRIORITIES

I intend to place the final draft of the City Manager's goals and priorities, including changes recommended by city council, on the December 2 council meeting agenda for review and approval by council.

**INFORMATION  
ONLY**



**MARSHALL  
COMMUNITY**  
FOUNDATION

Oct. 9, 2019

Dave Atchison, Mayor  
City of Albion  
112 West Cass St.  
Albion, MI 49224

Dear Mayor Atchison,

The Marshall Community Foundation is pleased to inform you that the grant request (for \$10,000.00) dated January 2019 has been approved **in its entirety. \$10,000.00 is provided by the Trustees Grantmaking Budget to City of Albion/Albion River Trail Expansion.**

Please review the following conditions:

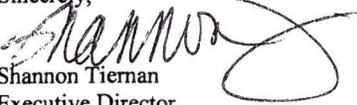
1. Grant funds are to only be used to build a trail connecting the west out of Albion toward Marshall as part of the Great Lake to Lake Trail and Iron Belle Trail.
2. No amount of this grant may be utilized for political or lobbying activity, religious or sectarian purposes, or for any other purpose than that which is stated in this agreement.
3. Financial records must be maintained for expenditures and receipts relating to this grant. The Marshall Community Foundation must be given reasonable access to files, records and personnel related to this grant request.
4. The Marshall Community Foundation reserves the right to publish information - including photographs - about this grant and your organization at any time.
5. **You must distribute a news release and photo regarding this grant to local media.** A media kit – along with a sample press release – may be obtained from the Foundation office. Please send the Foundation a copy of the release and photo(s) to [info@marshallcf.org](mailto:info@marshallcf.org) for review prior to it being submitted to any outlets.
6. **The Grant Final Report must be submitted within three months after receipt of the grant funding, or upon completion of the program/project, whichever comes first. The report form can be obtained at...[www.marshallcf.org](http://www.marshallcf.org).** Please note, a representative from your organization may be requested to present at a Foundation committee or board meeting.
7. The Foundation reserves the right at any time to terminate this grant, if in its discretion, it determines the grantee has made any misrepresentations, has in any way misappropriated monies or has done anything inconsistent with the “Terms of the Grant Agreement” or if the Grantee loses its exemption from the Federal income taxes under the section 501(c)(3) of the Internal Revenue Code.
8. The Marshall Community Foundation reserves the right to discontinue or modify the terms of this grant, if necessary, at any time, to comply with the law.
9. If the Marshall Community Foundation determines that the Grantee has not abided by the “Terms of the Grant Agreement”, the Foundation will request the return of the grant funds by giving notice to the Grantee. Once the Grantee has received this notice, the Grantee shall immediately reimburse the Foundation the entire grant monies advanced under the terms of this Agreement.
10. Unless otherwise stipulated in writing, this Agreement is made with the understanding that the Foundation has no obligation to provide other or additional support to the Grantee.
11. Acceptance of this grant signifies that no substantial benefit has been or will be provided to any party and/or organization other than those in the charitable class of persons served by/charitable needs for your organization.

Re: City of Albion/Albion River Trail Expansion

If you agree to the Terms of this Grant Agreement, please sign in the space provided below and return the Agreement to the Marshall Community Foundation. Please note, this grant may be withdrawn if the signed Agreement is not received by December 8, 2019.

Please retain a copy of this Agreement for your records.

Sincerely,

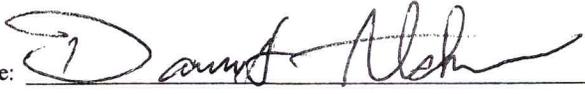
  
Shannon Tiernan  
Executive Director

---

On behalf of my organization, I acknowledge that appropriate personnel, specifically including the director of this funded project, has read and understands the Terms of this Grant Agreement, that its terms and conditions are acceptable and City of Albion will comply with the Terms of this Agreement.

Name of Grantee Organization:

---

Authorized Signature: 

Title: Mayor City Albion Mich

Date: 15 Nov 2019

## Iron Belle Trail Fund Project Agreement – IBTF 006

This Agreement is between the Iron Belle Trail Fund, a 501(c)3 public charity entity (GRANTOR) utilizing the Michigan Fitness Foundation as its fiduciary and **City of Albion** (GRANTEE). As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the Grantor with the necessary attachments by **November 13, 2019**.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and detailed description of the project (APPENDIX C); and the project budget (APPENDIX D) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is the date of execution by the GRANTOR through **November 6, 2020**, hereinafter referred to as the Project Period. Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the GRANTOR. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered by the GRANTOR.
  - a. Grant Agreements and Amendments to them will be issued and signed electronically whenever possible.
  - b. All reports, documents, or actions required of the GRANTEE shall be submitted to the GRANTOR.

REGULAR MAIL:  
Iron Belle Trail Fund  
c/o Michigan Fitness Foundation  
PO Box 27187  
Lansing, MI 48909

EMAIL: [ibtbf@michiganfitness.org](mailto:ibtbf@michiganfitness.org)

- c. The GRANTOR'S designated representative for this project is:

Name: Steven J. DeBrabander

Title: Executive Director, Iron Belle Trail Fund

Address: 908 Sheldon Road, Grand Haven, MI 49417

Phone: (517) 285-4096

Email: Steve.IBTF@gmail.com

d. The GRANTEE'S designated representative for this project is:

Name: Darwin McClary Title: City Manager

Organization: City of Albion

Address: 112 W. Cass Street, Albion, MI 49224

Phone: (517) 629-7172 Email: dmcclary@cityofalbionmi.gov

e. All notices, reports, requests or other communications between the GRANTOR and the GRANTEE shall be sufficiently given when addressed and sent as indicated above. The GRANTOR and the GRANTEE may by written or electronic notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

4. The words "project area" shall mean the land and area described in the attached legal description in APPENDIX A and shown on the attached boundary map in APPENDIX B.
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.
6. The GRANTEE'S Prime Professional hired as a professional architect, landscape architect, or engineer, registered in the State of Michigan responsible for over-seeing the project is:

Name: Jeff Smith Title: Director of Landscape Architecture

Organization: Professional Engineering Associates, Inc.

Address: 7927 Nemco Way, Suite 115, Brighton, MI 48116

Phone: (517) 546-8583 Email: jsmith@peainc.com

7. The GRANTOR agrees as follows:
  - a. To award the GRANTEE a sum of money not to exceed **\$50,000**, for completion of the project as described in APPENDIX C. Acceptable documentation of all expenses for which the GRANTEE has utilized these funds must be maintained by the GRANTEE.
  - b. To pay an advance of **90%** upon request of GRANTEE and approval of GRANTOR.
  - c. To pay the final **10%** of the grant upon GRANTOR's review and approval of a complete financial package documenting expenses for the entire project. Documentation provided by the GRANTEE shall include an expenditure list

supported by documentation as required by the GRANTOR, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.

- i. The GRANTOR shall conduct a review of the project's financial records upon completion of project. The GRANTOR may issue a project review report with no deductions and pay the final balance due of the grant or may find some costs ineligible for reimbursement. In addition, the GRANTOR may require repayment of some or all of the advance described in 7.b. if necessary.
- ii. Final payment will be released within 45 days of completion of a satisfactory review by the GRANTOR and documentation that the GRANTEE has successfully completed the project.

8. The GRANTEE agrees as follows:

- a. To use funds provided by GRANTOR for eligible costs and expenses incurred on the project as described in APPENDIX C. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. To only include costs toward completion of the project facilities that occurred after the date of execution of this grant agreement.
- c. To complete construction of the project facilities to the satisfaction of the GRANTOR, including but not limited to the following:
  - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional, if applicable. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
  - ii. Within 180 days following execution of this Agreement by the GRANTEE and the GRANTOR and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the GRANTOR with plans, specifications, and bid documents for the project facilities, sealed and signed by the GRANTEE'S Prime Professional. This requirement may be waived by the GRANTOR if GRANTEE is also required to complete this step with MDOT or MDNR.
  - iii. Unless waived by the GRANTOR (as indicated above): Upon written GRANTOR approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$10,000. If GRANTEE does not accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional, provide written justification.
  - iv. Unless waived by the GRANTOR (as indicated above): Upon written GRANTOR approval of plans, specifications and bid documents, solicit at least two (2) written quotes for contracts for purchases or services between

- \$2,500 and \$10,000 and accept the lowest qualified quote as determined by the GRANTEE'S Prime Professional. If GRANTEE does not accept the lowest qualified bid as determined by GRANTEE'S Prime Professional, provide written justification.
- v. Maintain detailed written records of the contracting processes used and to submit these records to the GRANTOR upon request.
  - vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 1990, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.
  - vii. Bury all new telephone and electrical wiring to code within the project area.
  - viii. Correct any deficiencies discovered by the Prime Professional at the final inspection (to be completed by the Prime Professional) within 90 days of written notification by the GRANTOR. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the GRANTOR and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for **20** years (the minimum of their useful life) as determined by the GRANTOR, as further defined in Appendix C, to regulate the use thereof to the satisfaction of the GRANTOR, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
  - e. To provide to the GRANTOR for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the GRANTOR for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
  - f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the GRANTOR before the effective date thereof.



- interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
- a. Received a written exemption from the GRANTOR before the execution of this Agreement, and
  - b. Received prior written approval from the GRANTOR of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the GRANTOR dated NA, and
  - c. Supplied the GRANTOR with an executed copy of the approved lease or easement, and
15. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
16. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed during the useful life of the facility either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the GRANTOR. The GRANTEE shall regulate the use of the project area to the satisfaction of the GRANTOR.
17. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's outdoor recreation estate, therefore:
- a. The GRANTEE agrees that the project area or any portion thereof will not be converted from trail use without prior written approval by the GRANTOR and implementation of mitigation (continuous trail reroute) approved by the GRANTOR, including but not limited to replacement with land of similar recreation usefulness and fair market value.
  - b. Approval of a conversion shall be at the sole discretion of the GRANTOR.
  - c. Before completion of the project, the GRANTEE and the GRANTOR may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory trail route and trail user experience.
18. The GRANTEE acknowledges that:
- a. The GRANTEE has examined the project area and has found the property safe for public trail use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
  - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and

- c. The GRANTOR'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.
19. The GRANTEE assures the GRANTOR that the proposed action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the GRANTOR will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the GRANTOR that indicates either:
  - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
  - OR
  - b. If any portion of the project area is a facility, documentation that GRANTOR of Natural Resources-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the GRANTOR determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the GRANTOR in writing, or if the GRANTOR determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the GRANTOR with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to

- public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the GRANTOR at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the GRANTOR to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
  25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
  26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The GRANTOR is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
  27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
  28. Upon breach of the Agreement by the GRANTEE, the GRANTOR, in addition to any other remedy provided by law, may:
    - a. Terminate this Agreement; and/or
    - b. Require repayment of grant funds already paid to GRANTEE.
    - c. Require specific performance of the Agreement.
  29. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
  30. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
  31. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the GRANTOR.

- 32. The rights of the GRANTOR under this Agreement shall continue for the useful life of the project as described previously in this document.
- 33. The Agreement may be executed separately by the parties. This Agreement is not effective until:
  - a. The GRANTEE has signed the Agreement and returned it together with the necessary attachments within 60 days of the date the Agreement is issued by the GRANTOR, and
  - b. The GRANTOR has signed the Agreement.

**GRANTEE**

SIGNED:

By: \_\_\_\_\_

Print Name: Dave Atchison

Title: Mayor \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Grantee's Federal ID#  
38-6004655 \_\_\_\_\_

**IRON BELLE TRAIL FUND (GRANTOR)**

SIGNED:

By \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A

### LEGAL DESCRIPTION OF THE PROJECT AREA

(incorporated herein by reference)

#### EASEMENTS REQUIRED AND SECURED

Tax Parcel No.: 51-001-718-00 (971 Austin)

Owner: Albion Economic Development Corporation

Easement Required: 16'

ALBION CITY, PART OF SEC 34 BEG 1374.44 FT SE'LY FROM INT S LINE AUSTIN AVE & W LINE SEC 34 FOR POB; TH S 132 FT; TH NW'LY PAR TO AUSTIN AVE 264 FT; TH N TO S LINE AUSTIN AVE 132 FT; TH SE'LY 264 FT TO POB. (971 AUSTIN).

Tax Parcel No.: 51-001-726-00 (975 Austin)

Owner: Albion Economic Development Corporation

Easement Required: 16'

ALBION CITY, INDUSTRIAL PARK SUBDIVISION NO. 2, LOT 31 SPLIT OFF 001-715-01 FOR 2018 ROLL

Tax Parcel No.: 51-001-717-00 (1101 Austin)

Owner: Albion Economic Development Corporation

Easement Required: 16'

ALBION CITY, PART OF SEC 34 BEG ON S LINE AUSTIN AVE 502.44 FT SE'LY FROM W LINE SEC 34; TH S 165 FT; TH NW'LY PAR TO AUSTIN AVE 66 FT; TH N TO AUSTIN AVE 165 FT SE'LY TO POB (1101 AUSTIN AVE) .238 A M/L

Tax Parcel No.: 51-001-722-00 (1111 Austin)

Owner: Albion Economic Development Corporation

Easement Required: 16'

ALBION CITY, A PART OF SEC 34. T2S-R4W BEG IN CEN OF AUSTIN AVE ON THE W LINE OF SEC 34. TH S ON SEC LINE 40 RDS SE 13 RDS TO LAND OF FILKIN. N 40 RDS TO CEN OF AUSTIN AVE. NWLY IN CEN OF AUSTIN AVE 13 RDS TO PLACE OF BEG. EXC W 2 RDS.

Tax Parcel No.: 51-001-721-00 (1109 Austin)

Owner: Albion Building Authority

Easement Required: 16'

ALBION CITY, PART OF SEC 34-2-4 BEG 214.5 FT SELY OF INTSEC OF W SEC LINE SEC 34 & CENTERLINE OF AUSTIN AVE, S 330 FT; TH SELY PARL AUSTIN AVE 132 FT; TH N 330 FT; TH NWLY 132 FT TO BEG. (1109 AUSTIN AVE)

Tax Parcel No.: 51-001-791-03 (601 North Albion Street)

Easement Required: 16'

COMMENCING AT THE NW CORNER OF SECTION 34, T2S,R4W; THENCE S 00DEG15'27" W ON THE W LINE OF SAID SECTION 34, A DISTANCE OF 2373.29FT; THENCE S 90DEG44'33" E PERPENDICULAR TO THE W LINE OF SAID SECTION 34, A DISTANCE OF 2105.40FT TO THE NE CORNER OF LOT 20, INDUSTRIAL PART SUBDIVISION NO 2; THENCE N 16DEG34'45" E 7.04FT TO THE SWLY LINE OF AUSTIN AVE; THENCE S 67DEG22'39" E ON SAID SWLY LINE 259.61 TO POB OF LAND DESCRIBED; TH S 67DEG 22' 39' E 620.97 FT; TH S 02DEG 43 '07" W 601.71FT; TH S 89DEG 54' 29" E 99.68FT; TH S 89DEG 27' 58" E 446.78FT; TH N 01DEG 51'35" E 19.3FT; TH S 87DEG 37' 34" E 219.70FT; TH S 01DEG 08' 00" W ON THE W LINE OF ALBION ST 1219.58FT TO THE NLY LINE OF THE MICHIGAN CENTRAL RAILROAD ROW; THENCE N 73DEG47'31" W ON SAID NLY LINE 2077.72FT TO THE ELY LINE OF INDUSTRIAL PARK SUBDIVISION NO 2; THENCE N 16DEG 34' 45" E ON SAID ELY LINE 1213.54 FT; TH S 73DEG 31' 39" E 354.25 FT; TH N 2DEG 41' 28" E 412.03 TO THE NE CORNER OF LOT 20, INDUSTRIAL PARK SUBDIVISION AND THE POB. SPLIT ON 04/23/2010 FROM 13-51-001-791-00 INTO 001-791-01 & 001-791-02001-791-02 SPLIT ON 04/26/2011 INTO 13-51-001-791-03, 13-51-001-791-04;

#### **NO EASEMENTS REQUIRED: PATH IN RIGHT-OF-WAY**

Tax Parcel No.: 51-001-715-00 (901 Burstein Drive)

Owner: SEMCO Energy Inc.

Easement Required: None. Path in MDOT right-of-way

COMM AT INTER W LN SEC 34, T2S-R4W, AND CENTERLINE OF AUSTIN AVE; TH S 64 DEG 16' E ALG C/L 1502.54 FT TO POB;... TH S 64 DEG 16' E, ALG C/L, 186.89 FT; TH S 14 DEG 39' W ALG AN EXISTING FENCE LN, 98.58 FT; TH N 75 DEG 21' W AT RT ANGLES 10.00 FT; TH S 14 DEG 39' W 18.40 FT; TH S 75 DEG 21' E 10.00 FT; TH S 14 DEG 39' W 29.00 FT; TH N 74 DEG 44' 30" W 218.60 FT; TH N 25 DEG 44' E AT A RIGHT ANGLE TO AUSTIN AVE, 183 FT TO POB. CONTAINING .76 A AND SUBJECT TO THE RIGHTS OF THE PUBLIC OVER THAT PART AS USED FOR ROAD PURPOSES ON AUSTIN AVE AND ANY EASEMENTS OF RECORD.

Tax Parcel No.: 51-001-720-00 (901 Burstein Drive)

PARCEL SEARCH SHOWS AN ADDRESS OF 1105 AUSTIN AVENUE OWNED BY COMCO LLC

Owner: Peter Behnke

Easement Required: None. Path in MDOT right-of-way

ALBION CITY, SEC 34, BEG CENTER OF AUSTIN AVE 544.5' E OF W LI OF SEC 34; S 660'; NW'LY 198'; N 660' SE'LY 198' TO POB EXC STREET (1105 AUSTIN AVE).

Tax Parcel No.: 51-001-791-04 (923 Austin Avenue)

Owner: Brent Hamilton

Easement Required: None. Path in MDOT right-of-way

Property exempt from Ad Valorem taxes and assessed on the Special Act Roll pursuant to PA 261 of 2003 expiring 02/05/2021. THAT PART OF SECTION 34, TOWN 2 SOUTH, RANGE 4

WEST, CITY OF ALBION, CALHOUN COUNTY, MICHIGAN, DESCRIBED AS COMMENCING AT THE NW CORNER OF SAID SECTION 34, THENCE S 00DEG15'27"W ON THE WEST LINE OF SAID SECTION 34 A DISTANCE OF 2373.29FT, THENCE S89DEG44'33"E PERPENDICULAR TO THE WEST LINE OF SECTION 34, A DISTANCE OF 2105.40 FT TO THE NE CORNER OF LOT 20 OF THE INDUSTRIAL PARK SUBDIVISION NO 2 AS RECORDED IN LIBER 23 PAGES 37-21 OF THE REGISTER OF DEEDS OF CALHOUN COUNTY; TH N 16DEG03'29" (RECORDED AS N16DEG34'45") E, 7.04 FT TO THE SWLY ROW LINE OF AUSTIN AVE, THE POB; TH S67DEG48'53" (RECORDED AS S67DEG22'39") E ON SAID SWLY LINE 259.61FT; TH S02DEG34'03" (RECORDED AS S02DEG41'28") W, 412.03 FT; TH N73DEG43'13" (RECORDED AS N73DEG31'39") W, 354.25FT TO A PT ON THE E LINE OF SAID SUBDIVISION NO 2; TH N 16DEG03'29" (RECORDED AS N16DEG12'08") E, 427 FT ALONG THE EAST LINE OF SAID SUBDIVISION NO 2 TO THE POB. SPLIT ON 04/26/2011 FROM 13-51-001-791-01;

Tax Parcel No.: 51-001-715-02 (941 Austin Avenue)

Owner: Albion Economic Development Corporation

Easement Required: None. Path in MDOT right-of-way

EXCEPT: COMM AT INTER W LN SEC 34, T2S-R4W, AND CENTERLINE OF AUSTIN AVE; TH S 64 DEG 16' E ALG C/L 1502.54 FT TO POB; TH S 64 DEG 16' E, ALG C/L, 186.89 FT; TH S 14 DEG 39' W ALG AN EXISTING FENCE LN, 98.58 FT; TH N 75 DEG 21' W AT RT ANGLES 10.00 FT; TH S 14 DEG 39' W 18.40 FT; TH S 75 DEG 21' E 10.00 FT; TH S 14 DEG 39' W 29.00 FT; TH N 74 DEG 44' 30" W 218.60 FT; TH N 25 DEG 44' E AT A RIGHT ANGLE TO AUSTIN AVE, 183 FT TO POB. SPLIT OUT LOTS FOR 2018 ROLL FROM 001-715-01 (LOT 20: 001-716-00, LOT 21: 001-719-00, LOT 27: 001- 723-00, LOT 28: 001-724-00, LOT 30: 001-725-00, LOT 31: 001-726-00), THIS IS THE REMAINING PARCEL OF UNPLATTED AREA

Tax Parcel No.: 51-001-716-00 (902 Burstein Drive)

Owner: TRIDENT INVESTMENTS GROUP LLC

Easement Required: None. Path in MDOT right-of-way

ALBION CITY, INDUSTRIAL PARK SUBDIVISION #2, LOT 20 SPLIT OFF 001-715-01 FOR 2018 ROLL

**APPENDIX B**

**BOUNDARY MAP OF THE PROJECT AREA**  
(incorporated herein by reference)

See Attachment 1

**APPENDIX C**  
**PROJECT DESCRIPTION**  
(incorporated herein by reference)

PEA will assist the City of Albion in developing final plans related to final engineering, bidding, and construction administration as outlined below.

A. Topographic Survey: Prepare a topographical survey of the pathway route on the south side of Austin Avenue including 50 foot beyond the edge of the road; Locate the R.O.W. and the approximate property lines of parcels along the south side of Austin Avenue; Locate any and all existing utilities visible from the surface and as indicated on records provided by the various applicable utility companies and agencies; Survey work along Albion Street will be limited to the intersection of Chestnut and Albion Street where a new cross walk is proposed; Depict easements indicated in the Client provided title work.

B. Final Easement Documents: PEA will finalize the legal descriptions for up to seven easements proposed along the route. The City Attorney will be responsible for any legal agreements. The City will be responsible for any filing and recording fees for the easements. Additional services and fees may apply to this task if additional easements are required or if additional meetings or plan revisions are required beyond what is noted above.

C. Construction Drawings: PEA will prepare detailed engineering Construction Drawings for permits and bidding. The Construction Drawings will include the following Plans: Cover Sheet; Topographic Survey; Site Layout Plan; Grading Plan and Drainage Plan; Crosswalk/Ramp Details; Landscape Restoration Plans; Soil Erosion and Sedimentation Control Plan; Construction Notes and Details; Technical Specifications. As part of this task, PEA will prepare a phasing plan based on anticipated construction costs. PEA will work with the Client to determine a Phase I of the project for bidding purposes.

D. Permits: A permit will be required to complete the project from MDOT for construction within the R.O.W. PEA will prepare the permit application and exhibits, and will respond to review comments during the permitting process. If significant revisions to the project design are required during the permitting process, then additional services and fees may be required.

E. Bidding: PEA will assist the City in preparing bid documents. The City will provide their standard procurement documents and will be responsible for soliciting bids. PEA will prepare any necessary addenda and review bids. (Two meetings are included in this phase for a pre-bid meeting and a meeting to review bids)

F. Construction Administration: PEA will attend the pre-construction meeting. PEA will review shop drawings, respond to requests for construction information upon request, conduct final project walk-thru, prepare punch lists and assist with project closeout. This task includes construction administration for only the first phase of the project.

**APPENDIX D  
PROJECT BUDGET**  
(incorporated herein by reference)

**Funds committed to Project:**

<b>Funding Sources:</b>	<b>Amount:</b>
Iron Belle Trail Fund	\$50,000
<b>Total:</b>	<b>\$50,000</b>

**Expenses anticipated for Project:**

<b>Scope items (Final Engineering):</b>	<b>Amount:</b>
Topographic Survey	\$7,500
Final Easement Documents	\$3,500
Construction Drawings	\$22,000
Permits	\$1,500
Bidding	\$4,500
Meetings	\$1,500
Construction Administration	\$9,000
<b>Total:</b>	<b>\$49,500</b>

FROM 09/01/2019 TO 09/30/2019

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

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2019	Total Debits	Total Credits	Ending Balance 09/30/2019
Fund 101	GENERAL FUND				
001.00	CASH	386,921.26	181,228.18	345,995.18	222,154.26
002.00	CASH - INCOME TAX ACCOUNT	535,995.22	87,379.87	2,473.01	620,902.08
003.00	CERTIFICATES OF DEPOSIT	100,529.00	0.00	85.00	100,444.00
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	1,508.72	0.00	3.64	1,505.08
007.00	CASH PARK FENCE	17,646.46	7.32	0.00	17,653.78
017.00	INVESTMENTS	318,356.52	557.76	0.00	318,914.28
	GENERAL FUND	<u>1,361,457.18</u>	<u>269,173.13</u>	<u>348,556.83</u>	<u>1,282,073.48</u>
Fund 202	MAJOR STREETS FUND				
001.00	CASH	704,908.63	136,307.33	527,863.64	313,352.32
017.00	INVESTMENTS	104,013.11	500,351.85	0.00	604,364.96
	MAJOR STREETS FUND	<u>808,921.74</u>	<u>636,659.18</u>	<u>527,863.64</u>	<u>917,717.28</u>
Fund 203	LOCAL STREETS FUND				
001.00	CASH	354,459.10	53,392.96	43,555.16	364,296.90
Fund 208	RECREATION FUND				
001.00	CASH	155,668.90	5,310.49	10,148.69	150,830.70
Fund 226	SOLID WASTE FUND				
001.00	CASH	452,945.75	6,513.89	309,537.21	149,922.43
017.00	INVESTMENTS	54,453.87	300,197.16	0.00	354,651.03
	SOLID WASTE FUND	<u>507,399.62</u>	<u>306,711.05</u>	<u>309,537.21</u>	<u>504,573.46</u>
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,551.20	13.93	0.00	33,565.13
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	(4,802.29)	843.07	3,817.15	(7,776.37)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	198,009.76	2,729.15	13,809.40	186,929.51
004.00	PETTY CASH	276.76	0.00	276.76	0.00
	ALBION BUILDING AUTHORITY FUND	<u>198,286.52</u>	<u>2,729.15</u>	<u>14,086.16</u>	<u>186,929.51</u>
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	253,104.92	44,997.46	35,339.36	262,763.02
002.00	CASH - CAPITAL PROJECTS RESERV	531,814.84	6,114.49	0.00	537,929.33
008.00	CASH-SECURITY DEPOSIT	25,465.99	898.00	0.00	26,363.99
	ABA SEC 8 MAPLE GROVE	<u>810,385.75</u>	<u>52,009.95</u>	<u>35,339.36</u>	<u>827,056.34</u>
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	(161,156.08)	6,416.79	264.30	(155,003.59)
017.00	INVESTMENTS	260,032.85	455.60	0.00	260,488.45
	STREET IMPROVEMENTS FUND	<u>98,876.77</u>	<u>6,872.39</u>	<u>264.30</u>	<u>105,484.86</u>
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	752,910.23	3,460.00	135,630.89	620,739.34
Fund 590	SEWER FUND				
001.00	CASH	84,756.01	97,410.69	114,740.18	67,426.52
017.00	INVESTMENTS	316,969.34	555.34	0.00	317,524.68
	SEWER FUND	<u>401,725.35</u>	<u>97,966.03</u>	<u>114,740.18</u>	<u>384,951.20</u>
Fund 591	WATER FUND				
001.00	CASH	260,251.92	101,806.39	104,752.42	257,305.89
003.00	CERTIFICATES OF DEPOSIT	250,223.00	0.00	92.50	250,130.50

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION

FROM 09/01/2019 TO 09/30/2019

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

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2019	Total Debits	Total Credits	Ending Balance 09/30/2019
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	369,138.31	646.74	0.00	369,785.05
	WATER FUND	<u>941,803.23</u>	<u>102,453.13</u>	<u>104,844.92</u>	<u>939,411.44</u>
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	85,304.57	20,620.20	52,352.48	53,572.29
	TOTAL - ALL FUNDS	<u>6,505,947.87</u>	<u>1,558,214.66</u>	<u>1,700,736.97</u>	<u>6,363,425.56</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGDG USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	09/30/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND							
000 - GENERAL		3,670,410.00		3,684,189.55	2,918,583.76	3,948,592.00	73.91
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	1,582.50	600.00	263.75
276 - CEMETERY		87,447.00		89,746.80	36,623.96	58,000.00	63.14
345 - PUBLIC SAFETY		85,173.00		36,163.93	27,572.69	36,500.00	75.54
422 - CODE ENFORCEMENT		93,150.00		97,037.93	86,978.85	101,500.00	85.69
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	15,000.00	0.00	100.00
775 - PARKS		2,400.00		2,390.00	3,920.00	2,500.00	156.80
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00		4,704.16	35,000.00	10,000.00	350.00
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	3,249,939.96	4,167,692.00	77.98
101 - CITY COUNCIL		54,055.00		40,841.67	19,747.47	50,606.00	39.02
172 - CITY MANAGER		98,480.00		81,391.09	83,277.51	208,295.00	39.98
209 - ASSESSING		48,300.00		45,879.40	37,540.76	44,810.00	83.78
210 - ATTORNEY		110,400.00		113,825.22	143,924.21	99,150.00	145.16
215 - CLERK		129,375.00		129,168.66	76,132.57	127,725.00	59.61
226 - HUMAN RESOURCES		29,579.00		25,642.52	11,306.70	14,900.00	75.88
260 - FINANCE DEPT AND/OR ABA GENERAL		371,682.00		320,111.78	347,035.43	484,735.00	71.59
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		151,370.00		136,844.10	47,927.01	72,175.00	66.40
276 - CEMETERY		172,126.00		153,552.73	115,019.91	165,210.00	69.62
345 - PUBLIC SAFETY		2,110,452.26		2,038,292.18	1,485,054.30	2,105,577.00	70.53
422 - CODE ENFORCEMENT		194,817.00		176,629.64	199,678.98	253,285.00	78.84
442 - CITY MAINTENANCE		64,182.00		48,279.07	116,622.24	56,125.00	207.79
444 - TREE TRIMMING		20,615.00		15,399.10	7,745.93	17,675.00	43.82
447 - ENGINEERING		28,737.00		22,140.42	11,922.39	15,270.00	78.08
448 - STREET LIGHTING		169,500.00		161,667.43	198,563.39	150,000.00	132.38
526 - EPA LANDFILL		8,600.00		9,803.12	7,799.43	21,000.00	37.14
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	180,992.94	207,700.00	87.14
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00		47.68	186.68	10,000.00	1.87
895 - GENERAL APPROPRIATION		136,650.00		128,297.34	122,300.53	149,674.00	81.71
TOTAL EXPENDITURES		4,206,278.26		3,933,677.23	3,212,778.38	4,253,912.00	75.53
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,030,341.00		4,001,506.45	3,249,939.96	4,167,692.00	77.98
TOTAL EXPENDITURES		4,206,278.26		3,933,677.23	3,212,778.38	4,253,912.00	75.53
NET OF REVENUES & EXPENDITURES		(175,937.26)		67,829.22	37,161.58	(86,220.00)	43.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		2019		% BGD USED
		AMENDED BUDGET	END BALANCE 12/31/2018	YTD BALANCE 09/30/2019	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND						
000 - GENERAL		750,327.00	739,779.68	591,964.76	775,882.00	76.30
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	642,117.58	830,882.00	77.28
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	184,284.03	420,188.00	43.86
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	387,514.88	775,991.00	49.94
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		883,561.00	802,699.16	642,117.58	830,882.00	77.28
TOTAL EXPENDITURES		760,735.00	650,163.78	387,514.88	775,991.00	49.94
NET OF REVENUES & EXPENDITURES		122,826.00	152,535.38	254,602.70	54,891.00	463.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	09/30/2019	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000 - GENERAL		326,819.00		329,660.74	214,364.63	276,262.00	77.59
930 - TRANSFER IN		190,000.00		190,000.00	125,000.00	125,000.00	100.00
TOTAL REVENUES		516,819.00		519,660.74	339,364.63	401,262.00	84.57
461 - MAINTENANCE		376,332.00		340,998.09	292,082.45	342,082.00	85.38
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		444,409.00		378,874.29	313,478.40	393,647.00	79.63
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		516,819.00		519,660.74	339,364.63	401,262.00	84.57
TOTAL EXPENDITURES		444,409.00		378,874.29	313,478.40	393,647.00	79.63
NET OF REVENUES & EXPENDITURES		72,410.00		140,786.45	25,886.23	7,615.00	339.94

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BDT USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	09/30/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND						
780 - RECREATION		142,636.00	151,726.04	165,477.97	178,065.00	92.93
TOTAL REVENUES		<u>142,636.00</u>	<u>151,726.04</u>	<u>165,477.97</u>	<u>178,065.00</u>	<u>92.93</u>
780 - RECREATION		153,687.00	138,936.60	136,351.07	177,599.00	76.77
TOTAL EXPENDITURES		<u>153,687.00</u>	<u>138,936.60</u>	<u>136,351.07</u>	<u>177,599.00</u>	<u>76.77</u>
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		142,636.00	151,726.04	165,477.97	178,065.00	92.93
TOTAL EXPENDITURES		<u>153,687.00</u>	<u>138,936.60</u>	<u>136,351.07</u>	<u>177,599.00</u>	<u>76.77</u>
NET OF REVENUES & EXPENDITURES		(11,051.00)	12,789.44	29,126.90	466.00	6,250.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		2019		% BGD USED
		AMENDED BUDGET	END BALANCE 12/31/2018 NORMAL (ABNORMAL)	YTD BALANCE 09/30/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND						
000 - GENERAL		251,488.00	266,269.81	243,892.59	252,725.00	96.51
TOTAL REVENUES		<u>251,488.00</u>	<u>266,269.81</u>	<u>243,892.59</u>	<u>252,725.00</u>	<u>96.51</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	5,392.81	10,160.00	53.08
528 - SOLID WASTE		145,355.00	122,779.26	74,549.11	144,368.00	51.64
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>105,645.05</u>	<u>187,551.00</u>	<u>56.33</u>
Fund 226 - SOLID WASTE FUND:						
TOTAL REVENUES		251,488.00	266,269.81	243,892.59	252,725.00	96.51
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>	<u>105,645.05</u>	<u>187,551.00</u>	<u>56.33</u>
NET OF REVENUES & EXPENDITURES		48,408.00	112,676.05	138,247.54	65,174.00	212.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	09/30/2019 (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	46,162.16	30,000.00	153.87
TOTAL REVENUES		<u>37,830.00</u>		<u>35,705.32</u>	<u>52,060.91</u>	<u>74,000.00</u>	<u>70.35</u>
333 - DRUG LAW ENFORCEMENT		29,264.00		27,696.09	29,848.30	72,500.00	41.17
400 - FED DRUG LAW ENFOR - REIMBUR		10,982.00		11,377.88	36,661.85	1,500.00	2,444.12
TOTAL EXPENDITURES		<u>40,246.00</u>		<u>39,073.97</u>	<u>66,510.15</u>	<u>74,000.00</u>	<u>89.88</u>
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		37,830.00		35,705.32	52,060.91	74,000.00	70.35
TOTAL EXPENDITURES		<u>40,246.00</u>		<u>39,073.97</u>	<u>66,510.15</u>	<u>74,000.00</u>	<u>89.88</u>
NET OF REVENUES & EXPENDITURES		(2,416.00)		(3,368.65)	(14,449.24)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	09/30/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND							
000 - GENERAL		4,743.00		4,857.09	4,526.33	4,569.00	99.07
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	1,134.00	1,512.00	75.00
271 - FIRE/AMBULANCE BUILDING		34,450.00		36,000.00	3,767.80	32,000.00	11.77
273		1.00		1.00	0.00	1.00	0.00
TOTAL REVENUES		178,145.00		179,809.43	9,428.13	38,082.00	24.76
260 - FINANCE DEPT AND/OR ABA GENERAL		7,090.00		5,929.56	4,744.36	7,107.00	66.76
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	1,036.91	2,005.00	51.72
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	12,908.39	26,850.00	48.08
273 - 112 E ERIE ST		12,400.00		10,600.54	5,234.11	1,951.00	268.28
TOTAL EXPENDITURES		97,875.00		84,744.30	24,221.01	37,913.00	63.89
Fund 275 - ALBION BUILDING AUTHORITY FUND:							
TOTAL REVENUES		178,145.00		179,809.43	9,428.13	38,082.00	24.76
TOTAL EXPENDITURES		97,875.00		84,744.30	24,221.01	37,913.00	63.89
NET OF REVENUES & EXPENDITURES		80,270.00		95,065.13	(14,792.88)	169.00	8,753.18

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	09/30/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE						
000 - GENERAL		450,400.00	471,362.45	340,673.92	455,400.00	74.81
TOTAL REVENUES		<u>450,400.00</u>	<u>471,362.45</u>	<u>340,673.92</u>	<u>455,400.00</u>	<u>74.81</u>
701 - ABA SEC 8 MAPLE GROVE		368,450.00	313,659.44	192,188.84	366,153.00	52.49
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>192,188.84</u>	<u>427,903.00</u>	<u>44.91</u>
Fund 277 - ABA SEC 8 MAPLE GROVE:						
TOTAL REVENUES		<u>450,400.00</u>	<u>471,362.45</u>	<u>340,673.92</u>	<u>455,400.00</u>	<u>74.81</u>
TOTAL EXPENDITURES		<u>433,200.00</u>	<u>378,409.44</u>	<u>192,188.84</u>	<u>427,903.00</u>	<u>44.91</u>
NET OF REVENUES & EXPENDITURES		<u>17,200.00</u>	<u>92,953.01</u>	<u>148,485.08</u>	<u>27,497.00</u>	<u>540.00</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	09/30/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		23,906.00		25,689.59	4,628.98	(1,000.00)	(462.90)
TOTAL REVENUES		<u>23,906.00</u>		<u>25,689.59</u>	<u>4,628.98</u>	<u>(1,000.00)</u>	<u>(462.90)</u>
443 - SIDEWALK PROGRAM		23,856.00		0.00	274.81	300,000.00	0.09
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>	<u>274.81</u>	<u>300,000.00</u>	<u>0.09</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		23,906.00		25,689.59	4,628.98	(1,000.00)	462.90
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>	<u>274.81</u>	<u>300,000.00</u>	<u>0.09</u>
NET OF REVENUES & EXPENDITURES		50.00		25,689.59	4,354.17	(301,000.00)	1.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	09/30/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND						
000 - GENERAL		1,215,326.00	1,238,544.36	920,945.33	1,221,300.00	75.41
536 - WATER UTILITY OPERATIONS		0.00	2,250.00	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	1,170,945.33	1,221,300.00	95.88
536 - SEWER UTILITY OPERATIONS		1,348,808.00	1,326,798.41	984,085.52	1,367,208.00	71.98
542 - WWTP ENERGY IMPROVEMENTS		7,800.00	8,143.14	5,509.76	7,800.00	70.64
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		400,000.00	0.25	2,291.00	0.00	100.00
906 - DEBT SERVICE - LOANS		0.00	0.00	2,046.71	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	1,142,332.99	1,523,408.00	74.99
Fund 590 - SEWER FUND:						
TOTAL REVENUES		1,314,678.00	1,337,897.03	1,170,945.33	1,221,300.00	95.88
TOTAL EXPENDITURES		1,905,008.00	1,483,341.80	1,142,332.99	1,523,408.00	74.99
NET OF REVENUES & EXPENDITURES		(590,330.00)	(145,444.77)	28,612.34	(302,108.00)	9.47

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018		2019		% BGD USED
		AMENDED BUDGET	END BALANCE 12/31/2018 NORMAL (ABNORMAL)	YTD BALANCE 09/30/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 591 - WATER FUND						
000 - GENERAL		930,714.00	952,652.17	731,671.46	952,850.00	76.79
548 - WATERTOWER PAINTING PROJECT		500,000.00	500,000.00	0.00	0.00	0.00
TOTAL REVENUES		1,430,714.00	1,452,652.17	731,671.46	952,850.00	76.79
536 - WATER UTILITY OPERATIONS		1,059,059.00	1,047,971.16	854,802.74	1,064,423.00	80.31
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
906 - DEBT SERVICE - LOANS		0.00	0.00	5,123.14	0.00	100.00
965 - TRANSFER OUT		11,450.00	11,450.00	231,800.00	231,800.00	100.00
TOTAL EXPENDITURES		1,639,209.00	1,059,421.16	1,091,725.88	1,296,723.00	84.19
Fund 591 - WATER FUND:						
TOTAL REVENUES		1,430,714.00	1,452,652.17	731,671.46	952,850.00	76.79
TOTAL EXPENDITURES		1,639,209.00	1,059,421.16	1,091,725.88	1,296,723.00	84.19
NET OF REVENUES & EXPENDITURES		(208,495.00)	393,231.01	(360,054.42)	(343,873.00)	104.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	2018	END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	09/30/2019 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND						
000 - GENERAL		271,252.00	323,267.55	236,594.85	285,175.00	82.96
TOTAL REVENUES		<u>271,252.00</u>	<u>323,267.55</u>	<u>236,594.85</u>	<u>285,175.00</u>	<u>82.96</u>
770 - EQUIPMENT POOL		315,761.00	297,641.60	202,088.42	299,875.00	67.39
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>219,938.42</u>	<u>317,725.00</u>	<u>69.22</u>
<hr/>						
Fund 661 - EQUIPMENT POOL FUND:						
TOTAL REVENUES		271,252.00	323,267.55	236,594.85	285,175.00	82.96
TOTAL EXPENDITURES		<u>333,704.00</u>	<u>315,584.90</u>	<u>219,938.42</u>	<u>317,725.00</u>	<u>69.22</u>
NET OF REVENUES & EXPENDITURES		(62,452.00)	7,682.65	16,656.43	(32,550.00)	51.17
<hr/>						
TOTAL REVENUES - ALL FUNDS		9,531,770.00	9,568,245.74	7,186,796.31	8,856,433.00	81.15
TOTAL EXPENDITURES - ALL FUNDS		<u>10,241,287.26</u>	<u>8,615,821.23</u>	<u>6,892,959.88</u>	<u>9,766,372.00</u>	<u>70.58</u>
NET OF REVENUES & EXPENDITURES		(709,517.26)	952,424.51	293,836.43	(909,939.00)	32.29