



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

REVISED AGENDA

COUNCIL MEETING
Monday, November 4, 2019
7:00 P.M.

David Atchison
Mayor

Vicky Clark
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Mayor Pro-Tem
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Shane Williamson
Council Member
6th Precinct

Darwin McClary
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

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

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

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS
 - A. Demolition of Union Steel Building-Calhoun County Land Bank
 - B. Entrepreneurship & Community Service Certificates for:
 - TNT Beauty Supply
 - Cuts by Moose
 - Kerizma
 - Mike & Brenda Lopez
- 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, October 21, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Discussion/Approval City of Albion to Contribute Funding for Demolition of Union Steel Building



CITY OF ALBION

CITY COUNCIL MEETING AGENDA

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

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- B. Request Approval 2nd 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
 - C. Request Approval 1st Reading Ordinance # 2019-09, An Ordinance to Amend Chapter 1, Section 1-28, Ethics
 - D. Request Approval Consumers Energy Easement for Electric Facilities at 111 and 113 E. Erie St.
 - E. Request Approval 1st Reading Ordinance # 2019-10, An Ordinance to Amend Chapter 22 to Add Article VI, Sections 22-220 through 22-227, Collection Bins
- XII. FUTURE AGENDA ITEMS
 - XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
 - XIV. CITY MANAGER REPORT
 - XV. MAYOR AND COUNCIL MEMBER COMMENTS
 - XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
 - XVII. ROLL CALL
 - XVIII. ADJOURN

City of Albion
Council Session Minutes
October 21, 2019

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Jeanette Spicer (5)

STAFF PRESENT:

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 Red Ribbon Week presentation and a Proclamation for National Women's Week.

Council Member Lawler asked to move Agenda Items M & Q to Agenda Items B & C.

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

VI. PRESENTATIONS

A. Red Ribbon Week

Brian Marison, Director of Community Development for the Substance Abuse Prevention Services gave a brief overview of the history of Red Ribbon Week and how important the program is in our schools. The National Red Ribbon Week campaign will be celebrated from October 28th-November 1st.

B. Proclamation for National Women's Week

Mayor Atchison read aloud the Proclamation for National Women's Week.

VII. PUBLIC HEARINGS-None

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

Comments were received from Lavada Weeks, 917 Luther Dr.

IX. CLOSED SESSION- The City Attorney requests a Closed Session under the Open Meetings act (Section 15.268 (h), P.A. 267 of 1976, as amended) to consider material exempt from discussion or disclosure by state or federal statute.

Brown moved, Williamson supported, CARRIED to adjourn to Closed Session. (6-0, rcv)

Mayor Atchison adjourned to closed session at 7:11 p.m.

Mayor Atchison re-convened the regular session at 7:18 p.m.

ROLL CALL

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

ABSENT: Jeanette Spicer (5)

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

- A. Approval Regular Session Minutes, October 7, 2019
- B. Approval Special Session Minutes, October 8, 2019
- C. Approval Study Session Minutes, October 14, 2019
- D. Receive and File Planning, Building & Code Enforcement Report

Mayor Atchison asked to correct the Special Session Minutes for October 8, 2019, pages 2 & 3 to read Mayor Atchison called Point of Order not asked.

Reid moved, Williamson supported, CARRIED, to Approve the Consent Calendar with the above correction. (6-0, vv)

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval Mechanical Amusement Device for Cascarelli's

Comments were received from Council Members Reid, Williamson, Clark and Brown; Mayor Atchison; City Attorney Harkness and Finance Director Mead.

Reid moved, Williamson supported, **FAILED** to Approve Mechanical Amusement Device for Cascarelli's as presented. (1-5, rcv) (Clark, Brown, Lawler, Williamson and Mayor Atchison dissenting).

B. Request Approval for Boards & Commission Appointment

- Nidia Wolf, Partial DDA Term, Term to Expire 12-31-2020

Comments were received from Council Members Williamson, Reid, Brown and Clark and Mayor Atchison.

*Clark moved, Brown supported, **FAILED**, To **TABLE** Nidia Wolf, Partial DDA Term, Term to Expire 12-31-2020 as presented. (3-3, rcv) (Williamson, Reid and Mayor Atchison dissenting).*

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

Williamson moved, Reid supported, **FAILED**, To Approve Nidia Wolf, Partial DDA Term, Term to Expire 12-31-2020 as presented. (3-3, rcv) (Clark, Brown and Lawler dissenting).

C. Request Approval Resolution # 2019-36, Resolution of Recognition and Appreciation for Chief Scott Kipp

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

*Brown moved, Lawler supported, **FAILED**, To **TABLE** Resolution # 2019-36, Resolution of Recognition and Appreciation for Chief Scott Kipp as presented. (3-3, rcv) (Reid, Williamson and Mayor Atchison dissenting).*

Williamson moved, Reid supported, **CARRIED**, To Approve Resolution # 2019-36, Resolution of Recognition and Appreciation for Chief Scott Kipp as presented. (4-2, rcv) (Council Members Brown and Lawler dissenting).

D. Request Approval Grower Renewal License for Greenhouse Farms, LLC

Comments were received from City Attorney Harkness.

Williamson moved, Brown supported, CARRIED, To Approve Grower Renewal License for Greenhouse Farms, LLC as presented. (6-0, rcv)

E. Request Approval Processor Renewal License for Greenhouse Farms, LLC

Comments were received from City Attorney Harkness.

Williamson moved, Clark supported, CARRIED, To Approve Processor Renewal License for Greenhouse Farms, LLC as presented. (6-0, rcv)

F. Request Approval to Assess the Condition and Operability of Water Fountains in all City Parks and Incorporate Appropriate Maintenance Planning into the 2020 Budget

Comments were received from Council Member Reid and Mayor Atchison.

Brown moved, Clark supported, CARRIED, To Approve Assessing the Condition and Operability of Water Fountains in all City Parks and Incorporate Appropriate Maintenance Planning into the 2020 Budget as presented. (6-0, rcv)

G. Request Approval to Install Irrigation System in Holland Park to Sustain Landscaping and Incorporate Installation into the 2020 City Budget

Comments were received from Council Members Reid, Lawler and Williamson and Interim Director Public Services Phillips.

Reid moved, Clark supported, CARRIED, To Approve Installing Irrigation System in Holland Park to Sustain Landscaping and Incorporate Installation into the 2020 City Budget as presented. (6-0, rcv)

H. Request Approval for Installation of Pavilion in Holland Park

Comments were received from Council Members Reid, Brown and Williamson; Mayor Atchison and Finance Director Mead.

Williamson moved, Clark supported, CARRIED, To **TABLE** Installing Pavilion in Holland Park until approved by Planning Commission. (6-0, vv)

I. Request Approval to Addendum to City Manager Contract for PTO Time

Comments were received from Council Members Brown, Williamson and Clark; Mayor Atchison and Finance Director Mead.

Mayor Atchison asked to **AMEND** the agenda and Change Agenda Item I to Approval of Addendum to City Manager Employment Agreement.

Williamson moved, Clark supported, CARRIED, to Amend Agenda Item I to Approval of Addendum to City Manager Employment Agreement. (6-0, rcv)

Comments were received from Council Members Brown and Williamson; City Attorney Harkness and Finance Director Mead.

Williamson moved, Clark supported, **FAILED**, To Approve Addendum to City Manager Employment Agreement as presented. (3-3, rcv) (Clark, Lawler and Mayor Atchison dissenting).

***Council Member Brown called Privilege and left at 8:55 p.m.*

Mayor Atchison asked to **Amend** the Agenda and Add Approval of Modifications to the City Manager Employment Agreement for PTO Time, Retiree Health Care Opt-Out and Participation in the City's Health Care Plan.

Lawler moved, Reid supported, CARRIED, Amend the Agenda and Add Approval of Modifications to the City Manager Employment Agreement for PTO Time, Retiree Health Care Opt-Out and Participation in the City's Health Care Plan.

Mayor Atchison called Point of Order as discussion did not pertain to agenda item being discussed.

Mayor Atchison called Point of Order as discussion did not pertain to agenda item being discussed.

Lawler moved, Reid supported, CARRIED, To Approve Modifications to the City Manager Employment Agreement for PTO Time, Retiree Health Care Opt-Out and Participation in the City's Health Care plan. (4-1, rcv) (Williamson dissenting).

- J. Request Approval 1st Reading Ordinance # 2019-08, An Ordinance to Create Chapter 100, Article 1, Sections 1.1-1.3, Article 2, Sections 2.1-2.2, Article 3, Sections 3.1-3.19, Article 4, Sections 4.1-4.13, Article 5, Sections 5.1-5.11, Article 6, Sections 6.1-6.6, Article 7, 7.1-7.26, Article 8, Sections 8.1-8.5, Article 9, Sections 9.1-9.15, and Article 10, Sections 10-10.8, Zoning

Comments were received from Mayor Atchison and City Attorney Harkness.

Reid moved, Clark supported, CARRIED, To Approve 1st Reading Ordinance # 2019-08, An Ordinance to Create Chapter 100, Article 1, Sections 1.1-1.3, Article 2, Sections 2.1-2.2, Article 3, Sections 3.1-3.19, Article 4, Sections 4.1-4.13, Article 5, Sections 5.1-5.11, Article 6, Sections 6.1-6.6, Article 7, 7.1-7.26, Article 8, Sections 8.1-8.5, Article 9, Sections 9.1-9.15, and Article 10, Sections 10-10.8, Zoning as presented. (5-0, rcv)

- K. Request Approval Resolution # 2019-33, A Resolution to Abandon the Right of Way Adjacent to the Intersection of S. Ann St. and W. Ash St.

Comments were received from City Attorney Harkness.

Reid moved, Clark supported, CARRIED, To Approve Resolution # 2019-33, A Resolution to Abandon the Right of Way Adjacent to the Intersection of S. Ann St. and W. Ash St. as presented. (5-0, rcv)

- L. Request Approval of \$10,000 Deductible to Michigan Municipal League Liability and Property Pool

Comments were received from City Attorney Harkness.

Williamson moved, Reid supported, CARRIED, To Approve \$10,000 Deductible to Michigan Municipal League Liability and Property Pool as presented. (5-0, rcv)

***Council Member Lawler called Privilege and left at 9:11 p.m.*

- M. Discussion Results of Grocery Store Desert Committee Report

Council Member Clark stated 500 printed copies of the grocery store survey were sent out and 356 collected. The #1 store residents would like to see is Aldi's and #2 is Meijers. It also showed that most items purchased at Family Fare were smaller items. She will provide Council with a more detailed report at a later date.

- N. Discussion Donation Boxes

Mayor Atchison stated that City Attorney Harkness provided Council with a sample ordinance for donation boxes as the City currently does not have one. He would also ask that the ordinance include some type of penalty.

City Attorney Harkness stated a federal court case in 2016 ruled that you cannot ban donation boxes but you can regulate them through an ordinance. He will speak with the City Manager and draft an ordinance.

Council Member Reid asked who is responsible for the donation boxes if they are on private property and whether or not the companies can be contacted to pick up the donations more frequently.

Director of Planning, Building & Code Enforcement Tracy stated the donation boxes have been a long-standing problem and that many of the boxes do not have the company name or contact information on them.

- O. Request Approval Resolution # 2019-34, A Resolution to Designate October 31 as the Annual Trick or Treat Date in Albion

Williamson moved, Reid supported, CARRIED, To Approve Resolution # 2019-34, A Resolution to Designate October 31 as the Annual Trick or Treat Date in Albion as presented. (4-0, vv)

- P. Discussion Amend Ordinance # 2018-08, Code of Ethics, Amend Section 1-28 N ii to Read "Said Public Hearing Shall Occur Within 30 Days of the Date the Three Council Members Notify the Mayor, Mayor Pro Tempe, City Attorney and City Manager in Writing, of Their Call for a Public Hearing".

Mayor Atchison asked to amend Ordinance # 2018-08, Code of Ethics, Section 1-28 N ii to Read "Said Public Hearing Shall Occur Within 30 Days of the Date the Three Council Members Notify the Mayor, Mayor Pro Tempe, City Attorney and City Manager in Writing, of Their Call for a Public Hearing".

City Attorney Harkness stated he will draft an amended Ordinance for 1st reading for the next meeting. He also mentioned that in Section 4 of the violations that Section 12-n called for a super majority vote and Section 13-n called for a majority vote. He recalled that both should have been just a majority vote.

There was no objection from Council to change Section 12-n to a majority vote.

- Q. Request Approval of Resolution # 2019-35, Designation of October 28th – November 1st, 2019 as Red Ribbon Week

Reid moved, Williamson supported, CARRIED, To Approve Resolution # 2019-35, Designation of October 28th – November 1st, 2019 as Red Ribbon Week as presented. (4-0, vv)

XII. FUTURE AGENDA ITEMS

No items were requested for 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.)

Comments were received from Andrew Sowa, Albion College student.

XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets.

Chief Kipp stated Eaton Street and Clinton Street in Albion will be closed at the north spur line railroad crossings starting Wednesday, Oct. 23 for two weeks while repairs to the crossings are completed and to please seek alternative routes during this time.

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Clark, Reid and Williamson and Mayor Atchison.

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Clark moved, Williamson supported, CARRIED, To Excuse Council Member Spicer (5). (4-0, vv)

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Shane Williamson (6) and Mayor Atchison.

***Council Member Brown called Privilege and left at 8:55 p.m.*

***Council Member Lawler called Privilege and left at 9:11 p.m.*

ABSENT: Jeanette Spicer (5)

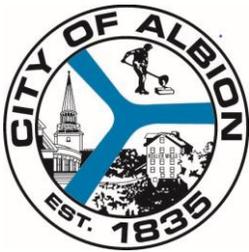
XVIII. ADJOURNMENT

Clark moved, Williamson supported, CARRIED, to adjourn the regular session. (4-0, vv)

Mayor Atchison adjourned the Regular Session at 9:35 p.m.

Date

Jill Domingo
City Clerk



Council Action Summary Sheet

Agenda Item #:	
Agenda Item Title:	<i>REQUEST FOR CONTRIBUTION TO UNION STEEL DEMOLITION PROJECT – CALHOUN COUNTY LAND BANK AUTHORITY</i>
Meeting Date:	November 4, 2019
Submitted by:	Darwin McClary, City Manager
Contact Information:	(517) 629-7172; dmcclary@cityofalbionmi.gov
Agenda Item Approvals:	<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:

The Calhoun County Land Bank Authority is requesting that the city contribute \$300,000 toward the cost of the demolition of the Union Steel building at 501 Berrien Street. The oldest section of the building was constructed in 1908 with later additions and is severely dilapidated, a safety hazard, and a blighted property. The property was subject of a tax reversion process and is now owned by the Authority. The Authority engaged an engineering firm to perform a structural review of the property, and the report concludes that the structure should be demolished due to its safety risk and being an attractive nuisance to children and others. Attached is a copy of the report.

The Authority has solicited bids for the demolition of the property. The bids range in price from \$420,000 to more than \$900,000, and the low bid expires on November 6. The Authority hopes that the city will determine what, if any contribution, the city will make toward this project in time for the Authority to make a final determination on awarding a contract for the demolition prior to the bid expiration.

The city has contributed funds to other Authority projects previously, but the contributions have been considerably smaller than the current request.

Alternatives Analysis:

No action. The city council can take no action on the request, in which case the city will make no contribution toward the project. Under this scenario, the Calhoun County Land Bank Authority would need to determine if it will proceed with the demolition and assume the full cost of the project. If the Authority does not have the financial capacity to undertake the project on its own, the demolition bids will expire, and the property will remain in its current dilapidated, blighted, and dangerous state for the time being. The bid prices of future bids is



uncertain. The blighted property would continue to have an adverse effect on the values and desirability of surrounding properties.

Authorize the requested \$300,000 contribution to the project. The city council may authorize a contribution to the project with a finding that the contribution constitutes a public purpose of eliminating blight, stabilizing the neighborhood, and reducing or eliminating a potential public safety hazard. Monies would be drawn from the city's General Fund reserves. Any contribution from General Fund reserves would result in monies being diverted from other potential capital improvement or capital purchase projects of the city. Attached is a copy of the most recent Capital Improvement Plan for council reference.

Authorize a smaller contribution to the project. The city council may authorize a contribution of less than \$300,000 to the project as deemed reasonable by the council with the same public purpose findings outlined in the previous option. The Authority would need to obtain alternative funding for the difference or determine that it does not have the financial capacity to complete the project. If the Authority determines that it does not have the financial capacity to proceed with the project, the consequences would be the same as in the first option above.

Summary of Previous Council Action:

None

Financial Impact:

The Authority is requesting a \$300,000 (approximately 71%) contribution from the city for the demolition project to cover the \$420,000 low bid demolition cost. These monies would be drawn from the city's projected FY 2019 year-end unrestricted General Fund reserves of \$1,357,386. The city should maintain 15% to 20% (\$645,000 to \$860,000 based on budgeted expenditures of \$4.3 million) unrestricted General Fund reserves at all times for cash flow purposes, leaving \$497,386 available for any potential contribution. A contribution to this project would result in the diversion of funds away from other capital needs of the city.

Recommended Motion(s):

#1 – To approve an amendment to the FY 2019 Budget to provide a supplemental appropriation in the amount of \$_____ from General Fund reserves to the appropriate revenue and expenditure accounts as determined by the Finance Director for the purpose of contributing toward the cost of the Calhoun County Land Bank Authority's demolition of the Union Steel property located at 501 Berrien Street; and

#2 – To approve a contribution from the city to the Calhoun County Land Bank Authority in the amount not to exceed \$_____ 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



and submit the same to the City Attorney for review and approval as to legality in form and content prior to final approval by the city council.

Attachments:

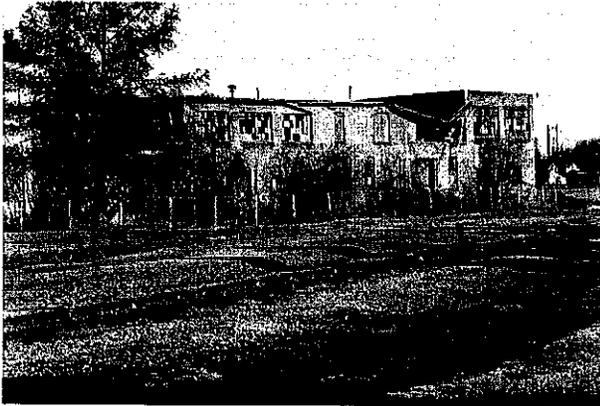
ADM Engineering, LLC, Structural Review Report – 501 Berrien Street, Albion, Michigan
(undated)

City of Albion Capital Improvement Plan 2017-2022



131 Columbia Ave, E Suite 206
Battle Creek, MI 49015

P: (888) 589-1103
W: admengineeringllc.com



STRUCTURAL REVIEW

501 Berrien Street Albion, Michigan

CUSTOMER
Calhoun County Land Bank Authority

ADM Engineering Project # 180004

PREPARED BY:
Anthony D. McCrumb, PE
President
ADM Engineering LLC

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SCOPE

The property located at 501 Berrien Street Albion, Michigan is currently vacant and in disrepair. The building is zoned M-1, Light Industrial district. This property was formally owned by Union Steel Products Incorporated, and portions of the facility date back to the early 1900's. Each area of the facility is typically a two-story structure. The main part of the building is a cast-in place concrete structure with the oldest part of the structure a timber and brick building.

ADM Engineering toured the exterior and interior of the building. The roof was not accessed during this visual inspection and lighting on the interior was poor typically. It was visually reviewed for signs of structural deterioration and potential structural problems with using the building for a new purpose. ADM Engineering uses engineering judgment and guidance from building codes & organizations that promote various construction materials, such as, the American Concrete Institute (ACI) in making practical decisions about the structural quality of the structure.

Figure 1 shows an area view of the building and labels the various areas of construction. This will be used as a reference in this report to define what area is being discussed.

AREA-A

The oldest section of the building, Area-A on figure 1, is a timber and brick building. This section is in the worst shape and beyond usability. ADM engineering suggest this section of the building should be demolished. The roof has collapsed on a portion which can be seen in Figure 1, as well as portions of the floor and South wall as shown in photos 1 through 5. The only thing possible with this area is salvage of existing timbers for use elsewhere.

AREA-B

Area-B is a combination of old and newer construction. The result however is a mixed bag of several damaged and potential reuse. This area is the smallest area and had a few items of concerns like deteriorated CMU walls as show in photo 12. In addition, there was a large utility "tunnel" that ran under the floor. ADM Engineering did not venture into this area since is was a confined space and safety conditions were a concern. This area presented the least amount of visible concerns with the concrete structure. If this area was to be repurposed for future use an engineering team would need to model the framing system to determine if the system would need future structural framing meet building codes and new loading conditions.

AREA-C

Area-C appears to be the newest area of construction. It is a combination of concrete and steel framing. The steel roof has collapsed and allowed the weather to intrude into the building structure. Weather is a destroyer of buildings when allowed to attack without protective measures. This area of the building started to show signs of concrete deterioration and possible reinforcing deterioration. This section however could be the area to preserve if the concrete framing is structurally still viable. Like area B it would require and engineering team to fully review all framing elements, model the system and possibly preform testing on the concrete to verify the strength. The time and resources to do this project would be significant.

AREA-D

The second worst area and the largest section of the building is Area-D. This is a two-story full concrete framed structure that clearly shows signs of potential structural deficiencies. There are several areas that have column reinforcing exposed, photo 16 or sign of spalling from concrete or reinforcing deterioration, photos 22, 29 & 30. The floor and roof beams are damaged, photo 19 or show signs of concrete and/or reinforcing deterioration, photos 18, 24, 26, 32 & 33. The beam to column connections around the perimeter and where visible on the interior lead ADM Engineering that they are not structural adequate for future use presently, photos 22,30 & 31. The roof and floor slab are questionable with the amount of water intrusion from a lone term reliability of strength, even some of the floor slab reinforcing is exposed and deteriorating, photo 20.

The strength and durability would be a major concern with this structure moving forward. From a life safety point of view the framing is high questionable and would require major repairs and potentially replacement. A large-scale engineering review of the framing system and a in depth testing of the concrete and reinforcing should be done to gage the full scope of repairs and reinforcing required before consideration of moving forward with repurposing of this area of the property.

CONCLUSION

The conclusion that ADM Engineering has drawn from the structural review of the property at 501 Berrien Street is that a large investment of engineering services would be required to use even part of this facility. This would not be a guarantee that it would still even be possible after the money was invested. The engineering scope could easily reach a six-figure number and the construction cost for repairs could even be in the millions depending on the engineering findings.

Based on our review of the structure ADM Engineering recommends the oldest section of the building area-A should be demolished without question. From a risk management standpoint, it is an accident waiting to happen, not to mention the open area provide access to the building (although not easy) for trespassers to enter and do more damage or become injured themselves.

The rest of the building in the option of ADM Engineering should be demolished and the property used for new development as well. Although there may be some structurally sound areas there is enough in question and not concurrent within the building that leaves enough doubt of the over structural integrity of the building. It is recommended to pursue development of the current property with this current structure.

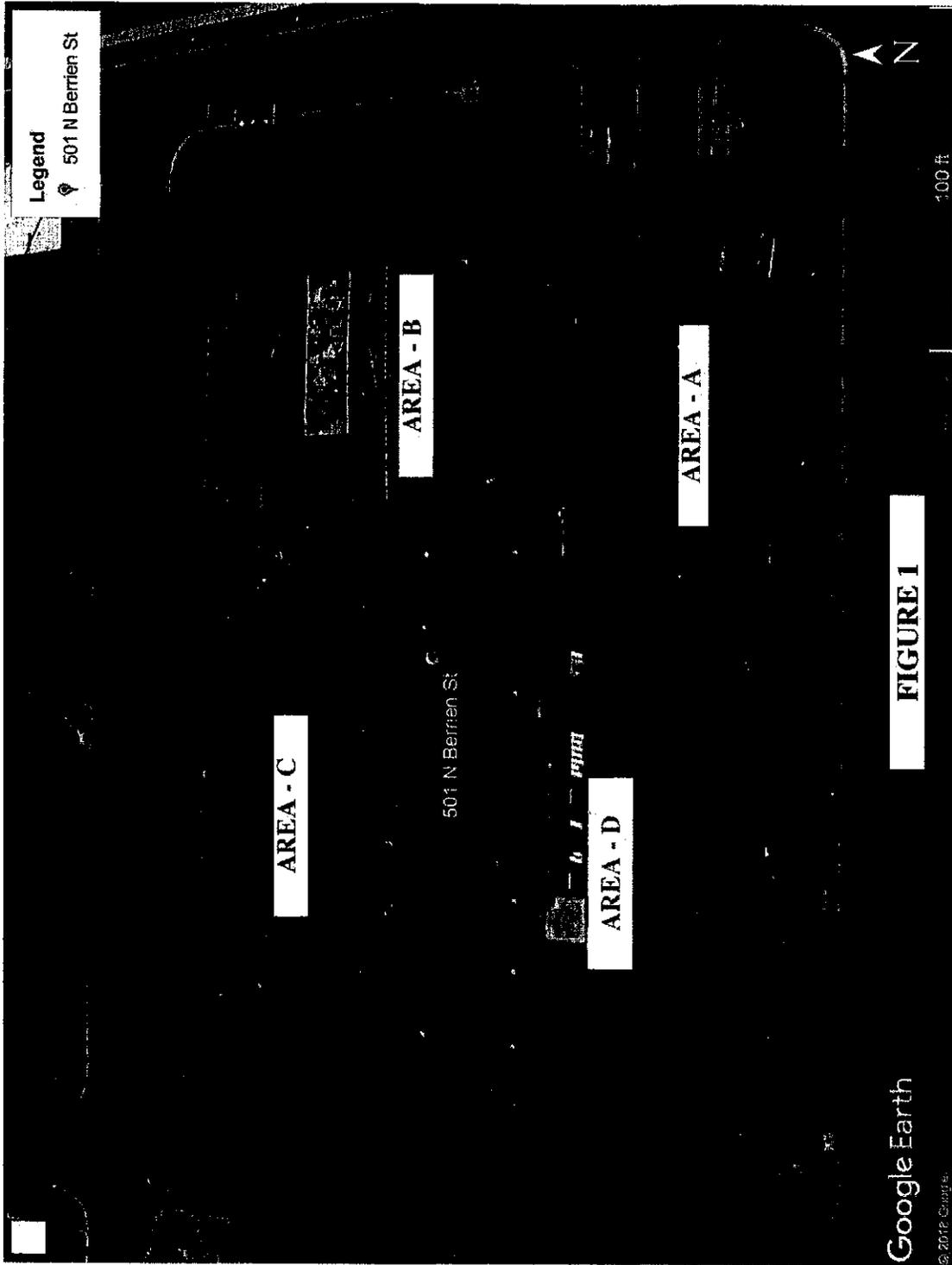


Figure 1 Overall Aerial of Property

As this photo shows that in area-A part of the roof and two sections of the South wall have collapsed.

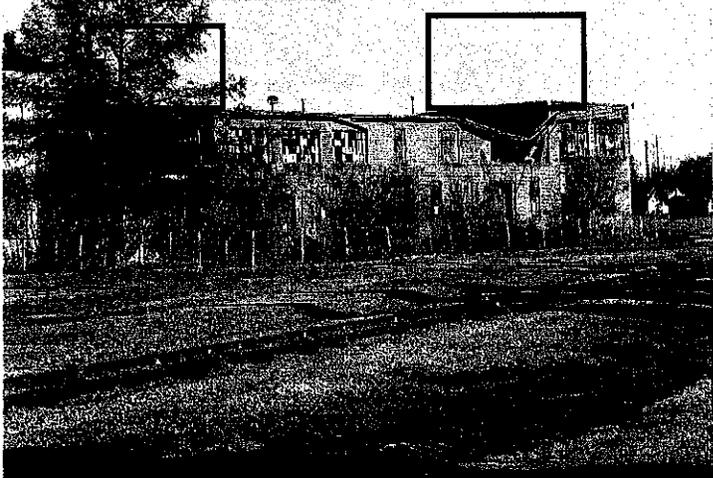


Photo 1 – Area-A South Wall

A close-up of the roof and wall collapse in area-A.



Photo 2 Area-A South Wall Roof & Wall Collapse

A close-up of the wall collapse in area-A. Notice the roof is starting to show signs of collapsing as well.



Photo 3 Area-A South Wall Collapse

Part of area-A East wall showing the deteriorated brick.

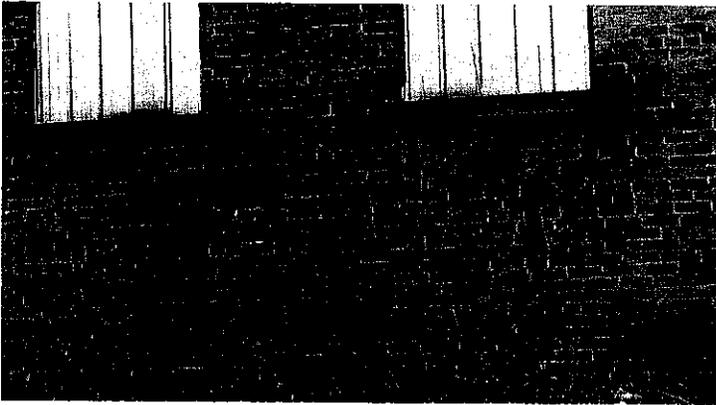


Photo 6 Area-A East Wall Brick Work

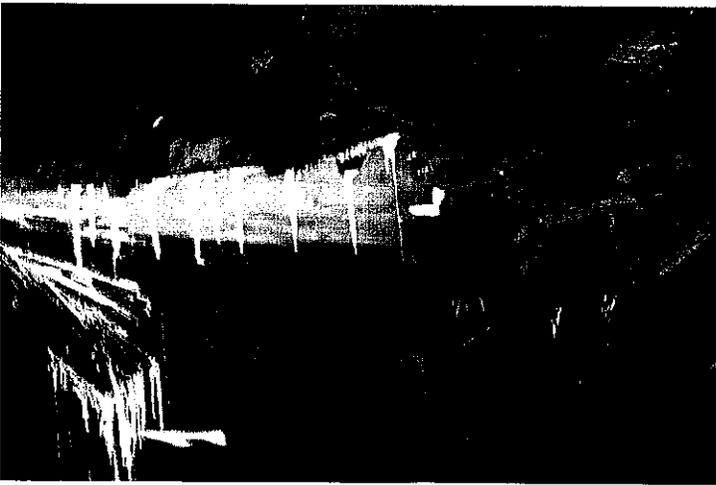


Photo 4 Area-A Roof Section

Close-up of roof collapse in area-A.

A view of the roof and wall collapse from the second floor in area-A.



Photo 5 Area-A Roof Collapse



Photo 13 Interior of Area-C



Photo 14 Interior of Area-C & D



Photo 15 Interior of Area-C

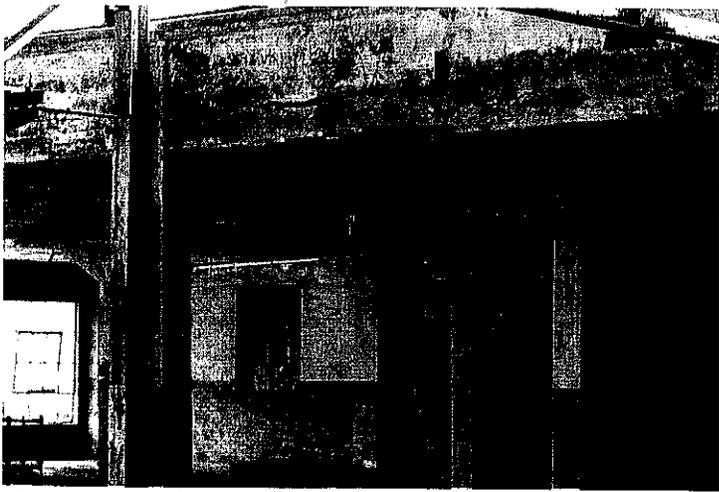


Photo 18 Interior of Areas-D

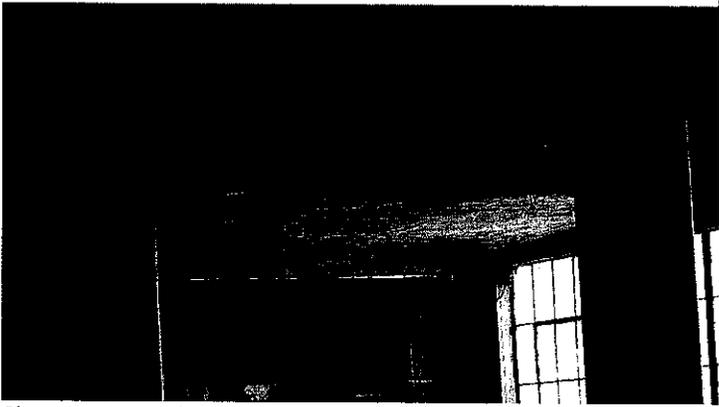


Photo 17 Interior of Area-D



Photo 16 Exposed Column Reinforcing



Photo 21 Exposed Column Reinforcing



Photo 20 Exposed Floor Slab Reinforcing Steel



Photo 19 Damaged Floor Beam Area-C & D



Photo 24 Several Cracked Roof Beam Area-D

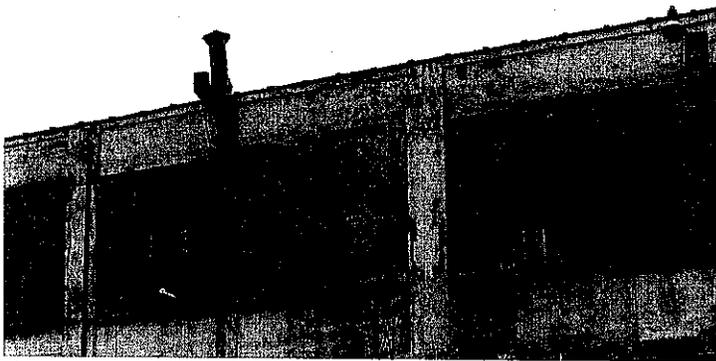


Photo 23 South Wall Area-D

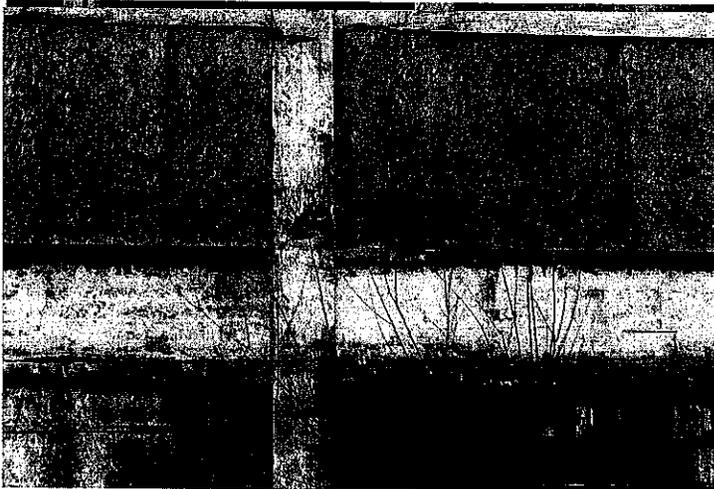


Photo 22 South Wall Deteriorated Column

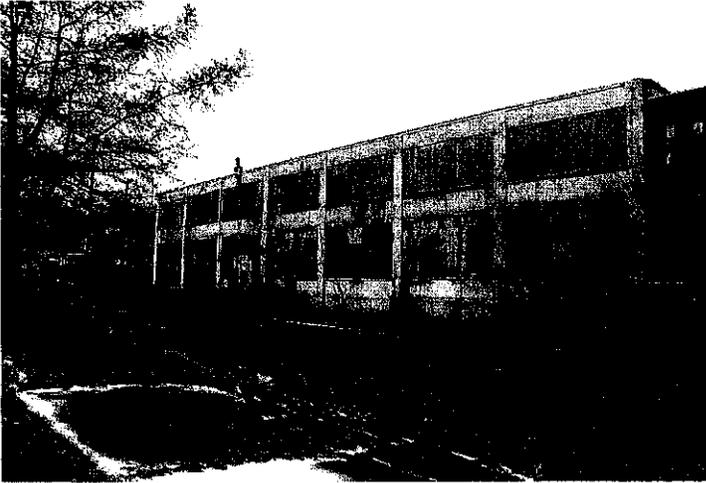


Photo 25 South Wall Area-D



Photo 26 Exterior South Wall Ground Floor Cracked Beams



Photo 27 South Wall Area-D Structural Beam Cracking



Photo 28 Area-D West Wall Looking South

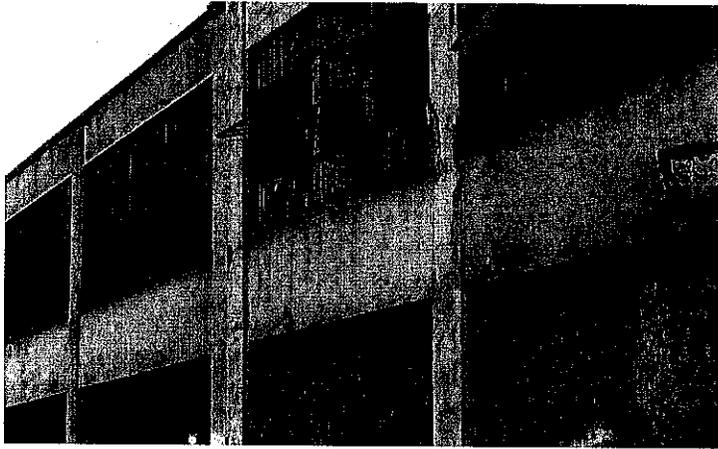


Photo 29 Area-D West Wall Looking South



Photo 30 Column Deterioration - West Wall

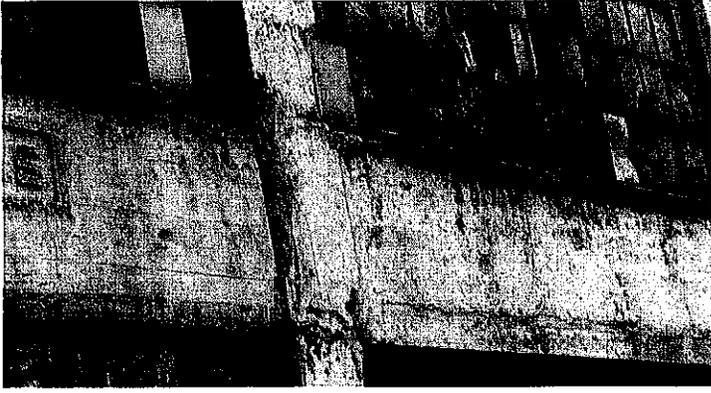


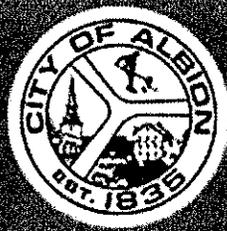
Photo 31 Column & Beam Connection Deterioration



Photo 32 Roof Beam Damage w/ Failed Repair



Photo 33 West Wall Floor Beam Cracking



The City of

ALBION

Capital Improvement Plan

FY 2017-2022

Adopted by Albion City Council:
04.03.2017

Adopted by Albion City
Planning Commission
03.21.2017

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Overview

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Albion's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive Capital Improvement Plan is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Albion residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP outlines the community's needs including details on the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- ◇ Optimize the uses of revenue
- ◇ Focus attention on community goals, needs, and capabilities
- ◇ Guide future growth and development
- ◇ Encourage efficient government
- ◇ Improve intergovernmental and regional cooperation
- ◇ Help maintain a sound and stable financial program
- ◇ Enhance opportunities for the participation in federal and/or state grant programs
- ◇ Assisting in stabilization of tax levies over a period of years

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the Albion Planning Commission, City Council, and administration .

Plans and policies include: Comprehensive Plan, Recreation Master Plan, Economic Development Plan, Downtown Development Plan, Goals and Objectives of Council, administrative policies, Non-Motorized Transportation Plan

Mission Statement

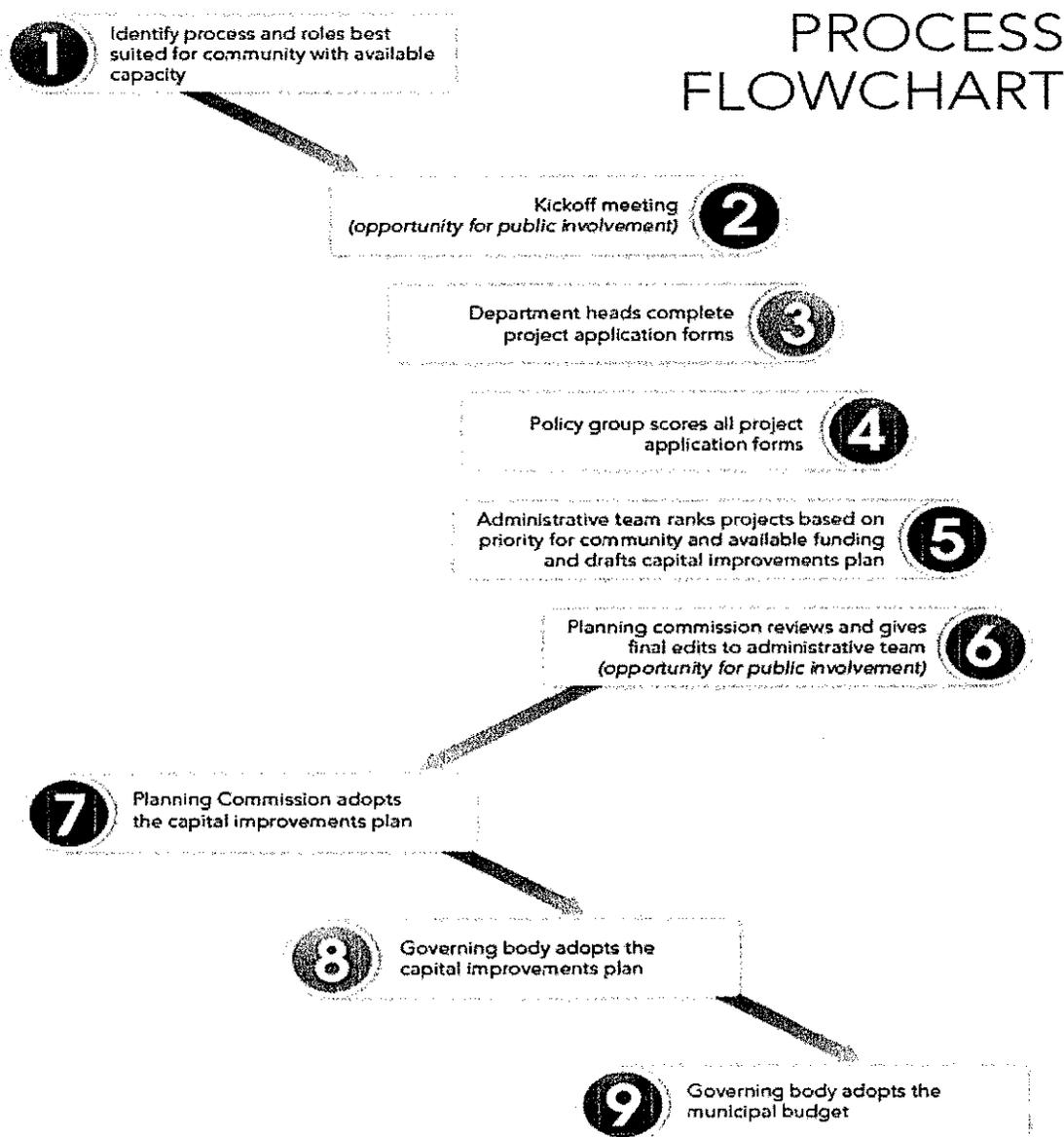
Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP should be to implement the Comprehensive Plan and to assist in the community's financial planning.

The act states, "The Capital improvements program shall show those public structures and improvements in the general order of their priority, that in the (planning) commission's judgment will be needed or desirable and can be undertaken within the ensuring 6-year period."

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

The following flowchart provides a general outline of the process that the City of Albion is following:



The Capital Improvement Plan and Budget Process

The Capital Improvement Plan (CIP) plays a significant role in the implementation of a Comprehensive Plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Planning Commission does not mean that they grant final approval of all projects contained within the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors—not only its merit, but also its location, cost, funding source, and logistics.

The community of Albion should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment.

Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

Process

Capital Improvement Plan Policy Group: reviews the policy, develops the project ranking and weighting criteria, rates and weights project applications, reviews funding options, and presents the recommendation to the Administrative Group. The following were invited to be part of the Policy Group:

- ◇ Planning Commission Representatives: George Strander & Tom Pitt
- ◇ Mayor: Garrett Brown
- ◇ City Council Representative: Sonya Brown
- ◇ City Manager: Sheryl Mitchell
- ◇ Assistant City Manager: Stacey Levin
- ◇ Director of Planning, Building, and Code Enforcement: John Tracy
- ◇ Recreation Director: Larry Williams
- ◇ Director of Public Services: Jim Lenardson
- ◇ Deputy Director of Public Services: Harry Longon
- ◇ Director of Finance: Tom Mead
- ◇ Chief of Public Safety: Scott Kipp

A wide range and variety of capital improvements are included in the CIP. Listed below are several criteria to aid in the review of potential projects:

- ◇ Required to fill any federal or state judicial administrative requirements
- ◇ Relationship to source and availability of funds
- ◇ Impact on annual operating and maintenance costs
- ◇ Relationship to overall fiscal policy and capabilities
- ◇ Project's readiness for implementation
- ◇ Relationship to overall community needs
- ◇ Relationship to other projects

2017 – 2021 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM

Project Name:		Project #:		
Department:		Total Score:		
Rater Name:	Score range	Rater score	Weight	Total points
1. Contributes to health, safety, and welfare				
Eliminates a known hazard (accident history)	5		5	
Eliminates a potential hazard	4			
Materially contributes	3			
Minimally contributes	1			
No impact	0			
2. Project needed to comply with local, state, or federal law				
Yes	5		5	
No	0			
3. Project conforms to adopted program, policy, or plan				
Project is consistent with adopted city council policy or plan	5		4	
Project is consistent with administrative policy	3			
No policy/plan in place	0			
4. Project remediates an existing or projected deficiency				
Completely remedies problem	5		3	
Partially remedies problem	3			
No	0			
5. Will project upgrade facilities?				
Rehabilitates/upgrades existing facility	5		3	
Replaces existing facility	3			
New facility	1			
No	0			
6. Contributes to long-term needs of community				
More than 30 years	5		3	
21 – 30 years	4			
11 – 20 years	3			
4 – 10 years	2			
3 years or less	1			
7. Service area of project				
Regional	5		2	
City-wide	4			
Several neighborhoods	3			
One neighborhood or less	1			
8. Department priority				
High	5		3	
Medium	3			
Low	1			
9. Project delivers level of service desired by community				
High	5		2	
Medium	3			
Low	1			

These factors are all relevant and must be considered in order to ensure that the best quality of service is delivered to our residents in the most fiscally prudent manner. Most importantly, the proposed list of capital projects has to reflect the overall goals and vision of the community's adopted Comprehensive Plan.

Administrative Group: clarifies any issues, finalizes the ratings and brings the CIP draft forward at the Planning Commission and City Council Joint Study Session and presents the CIP at the Planning Commission public hearing.

- ◇ City Manager
- ◇ Department Heads

Planning Commission: works with the Policy Group during the plan development, conducts workshops (if necessary), reviews the Policy Group's recommendation, receives public input, conducts public hearings, adopts the plan, and requests the governing body to consider incorporating funding for the first year projects into the budget plan.

Governing Body: adopts the plan, encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

Residents: encouraged to participate in plan development by working with various boards and commissions at the Planning Commission workshops, the Planning Commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, Planning Commission representatives, and staff.

Capital Improvements Projects: As used in the community of Albion Capital Improvement Program, a capital improvements project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e. a public building, water/sanitary sewer mains, storm sewers, major/local roadways, recreational facilities), an addition to or extension of such a facility, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$10,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.
6. Any acquisition of land for a public purpose that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects provided that the cost is \$25,000 or more.

The total cost for each project is based on 2017 price estimates. This amount is reflected on the compiled CIP Capital Summary sheet. The project costs on the Individual Project Description forms may differ from the CIP Capital Summary Sheet, if the project costs are spread over multiple years. The difference is the result of incorporating financing charges for loan payments on the Individual Project Descriptions. An estimated 4% finance charge is included in the projected annual cost of multiple year projects.

Codes and Abbreviations

A51	Act 51 Funding
AC	Albion College
AFFG	Assistance to Fire Fighters Grant
BCCF	Battle Creek Community Foundation
BI	Bond Issue
CF	Category F Funds
CPF	Capital Project Fund
CTF	Cemetery Trust Fund
EB	Enbridge
EPFB	Equipment Pool Fund Balance
FB	Fund Balance
FKLRSB	FireKeepers Local Revenue Sharing Board
G	Grant (unspecified)
GF	General Fund
ICE	Infrastructure Capacity Enhancement Grant
LL	Local Loan
LMF	Local Millage Fund
LSM	Local Street Millage
MDOT	Michigan Department of Transportation
MDNR NRTF	Michigan Department of Natural Resources—Natural Resources Trust Fund
OR	Operating Revenues
SAW	Stormwater, Asset Management, and Wastewater Grant
SDWRF	State Drinking Water Revolving Fund
TBD	To Be Determined
USDA-RD	United States Department of Agriculture-Rural Development Grant/Loan
WFB	Water Fund Balance

CITY OF ALBION

CAPITAL IMPROVEMENT PLAN—EXECUTIVE SUMMARY

2017 Fiscal Year		
Project	Cost	Funding Source
Watermain Replacement	\$5,316,725	BI, SDWRF, FB, USDA-RD
Parking Lots—Downtown	\$1,200,000	USDA-RD
Street Restoration/Replacement	\$209,000	A51, LMF
Albion River Trail Expansion I	\$398,000	MDNR NRTF, Enbridge, AC
Hot Patcher	\$80,000	USDA-RD, LL, EPFB, OR

2018 Fiscal Year		
Project	Cost	Funding Source
Wastewater Influent Screen	\$800,000	USDA-RD, LL, BI, OR
Digester Building & Equipment Rehabilitation	\$1,800,000	USDA-RD, BI, OR
Irwin Ave. Construction Project	\$2,230,000	ICE, CF, LSM
Replace/Restore N. Albion St. Bridge	TBD	TBD
WWTP Multiple Roof Replacements	\$120,000	USDA-RD, OR, BI
Roof Replacement at Water Plant	\$30,000	WFB
Amtrak Platform	\$300,000	Amtrak, MDOT
Street Dept. Roof Replacement	TBD	TBD
Vactor Truck Purchase	\$350,000	USDA-RD, LL, EPFB, OR
City Hall Rehab	\$1,900,000	TBD
Repair Seawall along Kalamazoo River	TBD	TBD
Replace Roof—Cemetery Office	\$20,000	CTF, FB
Front-end Loader	\$250,000	USDA-RD, LL, EPFB, OR
Street Sweeper	\$275,000	USDA-RD, LL, EPFB
Fiber Optic	TBD	TBD
Purchase Asphalt Repair Truck—Durapaver	\$147,000	USDA-RD, LL, EPFB, FB
K-9 Police Cars	\$80,000	OR

2019 Fiscal Year

Project	Cost	Funding Source
Secondary Clarifier	\$800,000	USDA-RD, BI, OR
Gravity Thickener	\$340,000	USDA-RD, SDWRF, OR, BI
Filter Building and Equipment Repairs	\$640,000	USDA-RD, OR, BI
WWTP Secondary Building Rehab	\$1,550,000	USDA-RD, OR, FB
Staking Pavilion—Victory Park	TBD	TBD
Replace Dump Truck	\$250,000	USDA-RD, LL, FB
Backhoe Replacement	\$250,000	USDA-RD, LL, EPFB, FB, OR
Motorola AX8000 Radios	\$160,000	AFFG, OR
Albion River Trail Expansion II	\$340,000	MDNR NRTF, BCCF, EB, FKLRSB, A51, PD
Safe Walks to Schools—Sidewalk Program	TBD	State Funding, Federal Funding

2020 Fiscal Year

Project	Cost	Funding Source
Sludge Holding Tanks	\$160,000	USDA-RD, SDWRF, BI, OR, FB
Ferric Feed System Replacement	\$270,000	USDA-RD, SDWRF, BI
WWTP—Multiple Roof Replacements-Pump & Filter Bldg	\$200,000	BI, FB
SCBA Pack Replacement	\$90,000	AFFG, OR
Rieger Park Staking Shelter	TBD	TBD
Purchase Used Bucket Truck	\$40,000	TBD

2021 Fiscal Year

Project	Cost	Funding Source
Fire Engine	\$500,000	GGF, AFFG, CPF

2022 Fiscal Year

Project	Cost	Funding Source
Dam & Mill Race Removal (Repair)	TBD	DEQ, MDNRT

FY 2017-2022
CAPITAL IMPROVEMENT PROJECTS

2017 PROJECTS

City of Albion Capital Improvement Plan

2017 Budget Year

Individual Project Description

Project Title		Watermain Replacement				
Department		Public Services		Funding Source	USDA-RD, BI, FB, SDWRF	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$886,120.83	\$886,120.83	\$886,120.83	\$886,120.83	\$886,120.83	\$886,120.83
Project Description and Location						
Upgrade and replace 4" watermain in various places throughout the city in conjunction with tower rehab or replacement.						
Project will be in conjunction with either a water tower rehabilitation or new tower construction.						
Project History and Plans						
Work is currently underway for application submission to the USDA-RD for a Grant/Loan funding source. Additionally, there is an engineer study underway that will construct further plans for the project.						
Project timeline: 2017-2022						
Cost estimate has been conducted by engineers/architect with Wightman & Associates Engineering.						
Project Need and Impact						
In keeping with regulations set forth in the Safe Drinking Water Act, we are to provide a safe product to the community. If, obviously we experience a major failure in our aging 4" water main there is a strong likelihood of contamination issues which potentially could put the City in a noncompliance status. Water tower replacement and watermain rehabilitation are essential to updating the City's system.						
<ul style="list-style-type: none"> • Replace worn-out equipment • Expanded service life • Increased safety • Present equipment obsolete • Reduce personnel time • Improved services to community, procedures, etc. 						
Related Costs and Future Funding Needs						
Total cost: \$5,316,725.00. Future funding will be determined based upon the needs of the project.						

City of Albion Capital Improvement Plan

2017 Budget Year

Individual Project Description

Project Title		Parking Lots—Downtown				
Department		Public Services		Funding Source		USDA-RD Loan/Grant
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00

Project Description and Location

The City of Albion is experiencing a resurgence of development in the downtown district. Safe and well-lit parking has been identified as a priority. The City has 4 lots which require upgrades and 1 City-owned lot can be converted for parking near the new hotel.

Project History and Plans

Timeline: Begin in 2017

Project Need and Impact

Safe, accessible parking is a critical amenity to support the growth of downtown businesses.

Related Costs and Future Funding Needs

Total cost: \$1.2 million

City of Albion Capital Improvement Plan

2017 Budget Year

Individual Project Description

Project Title		Street Restoration/Replacement					
Department		Public Services			Funding Source		A51, LMF
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$209,000.00						
Project Description and Location							
<p>The City of Albion has provided street replacement/repair for the most part on an as needed basis throughout the City. A review of the historical data has shown that on a ten-year average about \$600,000.00 dollars per year has been allocated to the streets program. The recommendation is to continue to allot that amount or more given funding in the next six years.</p>							
Project History and Plans							
<p>Basis of cost estimate: Cost estimate from engineer/architect</p> <p>Project timeline: Wightman & Associates Engineering has prepared several Engineering Estimates for street replacements and repairs. The intent is to continue street work forward until all potential projects have been addressed, starting in the year 2017. For 2017 we are potentially looking at two streets, Ford Rd. and Terpening St.</p>							
Project Need and Impact							
<ul style="list-style-type: none"> • Increased safety • Reduce personnel time • Improved service to community, procedures, etc. 							
Related Costs and Future Funding Needs							
<p>Total cost: \$209,000.00. Future funding will be determined based upon the needs of the project.</p>							

City of Albion Capital Improvement Plan

2017 Budget Year

Individual Project Description

Project Title	Albion River Trail Expansion I					
Department	Recreation	Funding Source	MDNR NRTF, AC, EB			
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$398,200.00					

Project Description and Location

The Albion River Trail Expansion I is a multi-use ADA-accessible trail that extends the existing Albion River Trail from Victory Park south through Albion College property to the south end of Riverside Cemetery. The project will connect the Albion River Trail to the North Country National Scenic Trail, the Great Lake-to-Lake Trail, and the Iron Belle Trail. The project includes updates to the parking lot at Victory Park next to the basketball courts.

Project History and Plans

The project is a collaboration with Albion College and the Calhoun County Trailway Alliance. The project is intended to improve recreational opportunities in the City and be used for attracting tourists, hikers, and bikers to the area. The trail will be ADA accessible and is intended for multi-use.

Project Need and Impact

The project will meet the goals outlined in the Recreation Master Plan and the Comprehensive Plan to expand the City's trail network and to work towards the "trail town" designation. The project will help to improve the health and recreational opportunities as well as tourist opportunities in the City.

Related Costs and Future Funding Needs

Total Cost: \$398,200.00. The City can work with the Calhoun County Trailway Alliance and Albion College to determine maintenance needs.

City of Albion Capital Improvement Plan

2017 Budget Year

Individual Project Description

Project Title		Hot Patcher					
Department		Public Services			Funding Source		USA-RD, LL, EPFB, OR
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$13,334.00	\$13,334.00	\$13,334.00	\$13,334.00	\$13,334.00	\$13,334.00	

Project Description and Location

The Hot Patcher is used by the Street Department to repair streets. It is a small trailer containing a heater and asphalt pulled by a truck. The asphalt is heated and then manually shoveled into potholes. The patcher is 15 years old and in need of replacement.

Project History and Plans

Equipment has been worn out and is in need of scheduled replacement.

Past replacement:

ITEM	AGE	PRIOR YEAR'S MAINTENANCE
2002 Asphalt Hot Patcher	15	\$3000

Project timeline: 2017-2018

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$80,000. Future funding will be determined based upon the needs of the project.

2018 PROJECTS

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Wastewater Influent Screen				
Department		Public Services		Funding Source	OR, LL, BI	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$133,334.00	\$133,334.00	\$133,334.00	\$133,334.00	\$133,334.00	\$133,334.00

Project Description and Location

Replace aging influent comminuters at WWTP. Remove and install new solids reduction /removal screen. There are two existing units one "original" and a second that was put in service approximately 5 years ago that was of improper design and is subject to the electric motor being submerged during high flow periods.

Project History and Plans

Contained within our NPDES discharge permit there is a requirement for all plant equipment to operate as designed for optimum plant performance. As the current "original" unit is long passed its life expectancy it is in dire need of replacement. The second unit has been submerged on a number of occasions and has a continual plugging issue. To meet the obligations set forth in the NPDES Permit we are to have optimal equipment to meet the operating standards.

In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the water influent screens are in need of replacement. This project is a HIGH priority as set forth in the SAW Grant Asset Management Program that is currently being put into place by Fleis & Vandenbrink Engineers. It is hoped that work will be initiated and completed in 2018.

ITEMS TO BE REPLACED	MAKE	AGE
Comminuter	Worthington	61 YRS
Grinder		5 YRS

Project Need and Impact

- Replace worn-out equipment,
- Increased safety,
- Present equipment obsolete,
- Reduce personnel time, improved service to community, procedures, etc.

The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include the replacement of the Waste Water influent screen.

Related Cost and Future Funding Needs

Total cost: \$800,000. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	Digester Building & Equipment Rehab						
Department	Public Services			Funding Source	USDA-RD, LL, BI, OR		
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$312,000.00	\$312,000.00	\$312,000.00	\$312,000.00	\$312,000.00	\$312,000.00	

Project Description and Location

Digester equipment and building rehabilitation, to include tank repairs, roof, mixing equipment, pumps, motors and infrastructure upgrade. The equipment and the building were built in 1977. The equipment experiences frequent failure.

Project History and Plans

Planning context: Is the community legally obligated to perform this service? YES

NPDES requirements.

Project timeline: 2018-2019.

In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the digester building and its equipment are in need of repair.

It has been listed as a HIGH priority and should be done ASAP.

Project Need and Impact

- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Improved service to community, procedures, etc.

The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include the digester building, as well as its equipment.

Related Costs and Future Funding Needs

Total cost: \$1,800,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	Irwin Ave. Construction Project						
Department	Public Services			Funding Source	ICE, CF, LSM, MLSF, A51		
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$371,667.00	\$371,667.00	\$371,667.00	\$371,667.00	\$371,667.00	\$371,667.00	

Project Description and Location

Irwin Ave. Construction Project will consist of the installation of new 12", 8" and 6" watermain, storm sewer replacement/repair, curb and gutter (both new and selective restoration) handicap accessible sidewalk where needed and road replacement.

Wightman and Associates Engineering firm has prepared an Engineers Estimate for the project. Should begin and end in 2018.

Project History and Plans

Basis of cost estimate: Cost estimate from engineer/architect

The application process for an ICE grant is underway.

Project Need and Impact

- Replace worn-out equipment
- Expanded service life
- Increased safety
- Reduce personnel time
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$2,230,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	Replace/Restore N Albion St. Bridge					
Department	Public Services			Funding Source	TBD	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD

Project Description and Location

The N. Albion St. vehicular bridge is in extreme disrepair. Decking needs to be replaced, railings need to be replaced, etc. It is the only vehicular bridge currently in service that has not been replaced in the City. It has had continual declining evaluations during inspections conducted in recent years.

Project History and Plans

The extreme disrepair of the bridge warrants immediate attention and planning. Assessments must be conducted before total cost can be determined.

Project timeline: 2018-2019

Project Need and Impact

- Replace worn-out equipment
- Expanded service life
- Increased safety
- Present equipment obsolete
- Improved services to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: TBD

Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	WWTP Multiple Roof Replacements					
Department	Public Services			Funding Source	USDA-RD, OR, BI	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

Project Description and Location
<p>Replacements of roofs on Chemical Building, Digester Building, Garage, Scum Pump Building, & Secondary Treatment Building at WWTP.</p>

Project History and Plans
<p>In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the roofs of Chemical Building, Digester Building, Garage, Scum Pump Building, & Secondary Treatment Building at WWTP are in need of repair.</p>

Project Need and Impact
<p>The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include the roof replacements.</p> <ul style="list-style-type: none"> • Expanded service life

Related Costs and Future Funding Needs
<p>Total cost: \$120,000. Future funding will be determined based upon the needs of the project.</p>

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	Roof Replacement Water Plant				WFB					
Department	Public Services			Funding Source	WF					
FY	2017	2018	2019	2020	2021	2022				
Est. Cost	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00				
Project Description and Location										
<p>The goal is to replace roof at water plant as the current roof is in need of replacement. Several repairs have occurred in the previous years. There has been some storm damage as well. This roof protects all of the drinking water treatments and all filtration equipment.</p>										
Project History and Plans										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">ITEM TO BE REPLACED</th> <th>AGE</th> </tr> </thead> <tbody> <tr> <td>Roof</td> <td>18 YRS</td> </tr> </tbody> </table>							ITEM TO BE REPLACED	AGE	Roof	18 YRS
ITEM TO BE REPLACED	AGE									
Roof	18 YRS									
Project Need and Impact										
<ul style="list-style-type: none"> • Expanded service life • Improved service to community, procedures, etc. 										
Related Costs and Future Funding Needs										
<p>Total cost: \$30,000. Future funding will be determined based upon the needs of the project.</p>										

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Amtrak Platform Repair				
Department		Public Services		Funding Source		Amtrak, M-DOT
FY	2017	2018	2019	2020	2021	2022
Est. Cost	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00

Project Description and Location

The historic Amtrak station and platform require upgrades to meet accessibility standards and address maintenance issues.

Project History and Plans

Timeline: Begin in 2018

Project Need and Impact

Meeting current code and accessibility standards.

Related Costs and Future Funding Needs

Total cost: \$300,000.00

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Street Dept. Roof Replacement					
Department		Public Services			Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD	

Project Description and Location

The goal is to replace roof of the Street Department building. The street department building houses various vehicles and equipment and is currently leaking in several places.

Project History and Plans

ITEM TO BE REPLACED
Street Dept. Roof

Project Need and Impact

Expanded service life.

Related Costs and Future Funding Needs

Total cost: TBD. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	Vactor Truck Purchase											
Department	Public Services			Funding Source	USDA-RD, LL, FB, OR							
FY	2017	2018	2019	2020	2021	2022						
Est. Cost	\$58,334.00	\$58,334.00	\$58,334.00	\$58,334.00	\$58,334.00	\$58,334.00						
Project Description and Location												
<p>The Vactor Truck is used for a variety of tasks that include sewer cleaning to prevent clogging of sewer piping, averting sewer back-ups, hydro-excavation at watermain breaks, and other tasks to insure sanitary conditions. The current truck has multiple issues including leaks and mechanical deficiencies that potentially could result in a \$55,000 expense in order to rehabilitate a 16-year-old truck.</p>												
Project History and Plans												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">ITEM TO BE REPLACED</th> <th style="width: 20%;">MAKE</th> <th style="width: 20%;">AGE</th> </tr> </thead> <tbody> <tr> <td>2001 Vactor Truck</td> <td>Sterling</td> <td>16 YRS</td> </tr> </tbody> </table>							ITEM TO BE REPLACED	MAKE	AGE	2001 Vactor Truck	Sterling	16 YRS
ITEM TO BE REPLACED	MAKE	AGE										
2001 Vactor Truck	Sterling	16 YRS										
<p>As the current unit is in extreme disrepair, it is hoped that replacement will come as early as 2018.</p>												
Project Need and Impact												
<p>A major function of the Vactor Truck is to hydro-excavate at watermain breaks to prevent the striking of other utilities in the immediate area and to gain access to the repair area of work for a more timely repair, thereby reducing the potential of contamination of the drinking water system.</p> <ul style="list-style-type: none"> • Scheduled replacement • Replace worn-out equipment • Increased safety • Reduce personnel time • Improved service to community, procedures, etc. 												
Related Costs and Future Funding Needs												
<p>Total cost: \$350,000.00. Future funding will be determined based upon the needs of the project.</p>												

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	City Hall Rehab					
Department	Public Services			Funding Source	TBD	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$316,667	\$316,667	\$316,667	\$316,667	\$316,667	\$316,667

Project Description and Location

Replacement of windows, doors, roof, boiler, HVAC retrofit, energy management system, building envelope, occupancy sensors, lighting, alarm system, upgrade security of finance department, and install new handicap ramp.

- Project History and Plans**
- The items in need of replacement (listed above) were identified through an energy audit performed by Honeywell Company.
 - Scheduled replacement
 - Replace worn-out equipment

- Project Need and Impact**
- Increased safety
 - Present equipment obsolete
 - Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$1,900,000.00.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Repair Seawall along Kalamazoo River					
Department		Public Services			Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD	
Project Description and Location							
<p>Repair failing river wall along the Kalamazoo River in the Downtown Area and rear of City Hall. Currently, there are aged areas that are collapsing into the river creating erosion and run-off areas.</p>							
Project History and Plans							
<p>Parts of the river wall are either missing or crumbling.</p> <p>Project timeline: 2018-2019</p>							
Project Need and Impact							
<ul style="list-style-type: none"> • Replace worn-out equipment • Increased safety • Improved service to community, procedures, etc. 							
Related Costs and Future Funding Needs							
TBD							

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Replace Roof- Cemetery Office					
Department		Public Services		Funding Source		Cemetery Trust Fund, FB	
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$3,334.00	\$3,334.00	\$3,334.00	\$3,334.00	\$3,334.00	\$3,334.00	

Project Description and Location

The project goal is to replace the existing roof on cemetery office building. The roof is leaking currently in three places.

Project History and Plans

Project time line: 2018-2019

Project Need and Impact

This project is a priority because the service life of the building needs to be expanded in order to last for many more years in the future. Additionally, the records of burials are stored in this office and need to be preserved.

Related Costs and Future Funding Needs

Total cost: 20,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title	Front-End Loader Replacement					
Department	Public Services			Funding Source	USDA-RD, LL, FB, OR	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$43,334.00	\$43,334.00	\$43,334.00	\$43,334.00	\$43,334.00	\$43,334.00

Project Description and Location

The Front-End Loader is part of the Street Department fleet. It is used for snow removal, salt spreading, lifting various equipment, transferring yard waste, tree removal, and storm clean up. It is 9 years old and in need of replacement.

Project History and Plans

The current Front-End Loader is a 2008 John Deere Vehicle. The engine is in disrepair with a major oil leak. Due to the amount of damage, it would be more cost effective to replace it.

Project Need and Impact

- Scheduled Replacement
- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Reduce personnel time
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$250,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$260,000.00 on this sheet.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Street Sweeper				
Department		Public Services			Funding Source	USDA-RD, LL, EPFB
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$47,667.00	\$47,667.00	\$47,667.00	\$47,667.00	\$47,667.00	\$47,667.00

Project Description and Location

The project goals is to replace the 2001 Street Sweeper. The Street Sweeper is used by the Street Department to clean streets. The street sweeper is housed at the Street Department and is used as the name implies. One of the services it provides by street cleaning is the removal of harmful contaminants which would eventually end up in the Kalamazoo River via the storm sewer system.

Project History and Plans

The goal is to have the project completed by 2018-2019.

ITEM TO BE REPLACED	MAKE	AGE
2001 Street Sweeper	Pelican	16 YRS

Project Need and Impact

- Scheduled improvement
- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$275,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$286,000.00 on this sheet.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Fiber Optic					
Department		Public Services			Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD	

Project Description and Location

A high speed fiber optic system offers the ability to interexchange information faster and more economically than current technologies. Public telecommunications facilities eliminates the problems of interpremises networking.

Project History and Plans

Timeline: Begins in 2018

Project Need and Impact

A high speed fiber optic system is critical to public safety and supporting government and business operations.

Related Costs and Future Funding Needs

Total Cost: TBD. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		Purchase Asphalt Repair Truck—Durapaver				
Department		Public Services		Funding Source		USDA-RD, LL, ER, OR
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$25,480.00	\$25,480.00	\$25,480.00	\$25,480.00	\$25,480.00	\$25,480.00

Project Description and Location

It is felt that this purchase would expedite street repair work and have more longevity of the repairs versus the current practice. The truck applies an adhesive/sealant that is then topped with a small aggregate.

Project History and Plans

New operation

Project Need and Impact

Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$147,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$152,880.00 on this sheet.

City of Albion Capital Improvement Plan

2018 Budget Year

Individual Project Description

Project Title		K-9 Police Cars				
Department		Public Safety			Funding Source	OR
FY	2017	2018	2019	2020	2021	2022
Est. Cost		\$80,000.00				

Project Description and Location

Purchase 2 new patrol cars for K-9 units. The current K-9 patrol cars have been in service 10 years and are reaching the end of their usability as a police vehicle.

Project History and Plans

The current K-9 vehicles have been in service for 10 years, which is well beyond what one can expect to get from a police vehicle. Because these vehicles are used exclusively by officers, they last much longer than other vehicles, but are at the end of their useful life as a police vehicle.

Project Need and Impact

Given the age of both vehicles, there is a need to replace them by 2018.

Related Costs and Future Funding Needs

Total Cost: \$80,000.

2019 PROJECTS

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title		Secondary Clarifier Replacement					
Department		Public Services			Funding Source		USDA-RD, BI, OR
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$133,334.00	\$133,334.00	\$133,334.00	\$133,334.00	\$133,334.00	\$133,334.00	

Project Description and Location

Project description: Rehabilitate current secondary clarifiers, all infrastructure to include mechanical equipment. Current units are 40 years old and need replacement. The secondary clarifiers are an integral part of solids removal in the final stages of the treatment of final effluent prior to its discharge into the receiving stream. In Albion’s case, this receiving stream is the Kalamazoo River.

Project History and Plans

In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the secondary clarifiers are in need of replacement.

Project timeline: Also, identified as part of the SAW Grant as a 3 to 5 year need.

Basis of cost estimate: Cost estimate from engineer/architect

ITEM TO BE REPLACED	MAKE	AGE
Secondary Clarifiers	Envirex	40 YRS

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Improved service to community, procedures, etc.

The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include replacement of the secondary clarifiers..

Related Costs and Future Funding Needs

Total cost: \$800,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title	Gravity Thickener					
Department	Public Services			Funding Source	USDA-RD, OR, BI, State Revolving Fund	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$56,667.00	\$56,667.00	\$56,667.00	\$56,667.00	\$56,667.00	\$56,667.00
Project Description and Location						
<p>The goal is to rehabilitate of one gravity thickener. The gravity thickener was built in 1977 and, due to age, is beginning to exhibit signs of failure.</p>						
Project History and Plans						
<p>In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the Envirex Gravity Thickener is in need of repair.</p> <p>Project timeline: Identified in the SAW Grant work, 2019-2020.</p> <p>Current Envirex Gravity Thickener = 40 Years Old</p> <p>Basis of cost estimate: Cost estimate from engineer/architect</p> <p>Planning context: Is the community legally obligated to perform this service? Yes</p> <p>NPDES Permit requirement of continued optimum equipment performance to avoid noncompliance.</p>						
Project Need and Impact						
<p>The unit is approximately 40 yrs old and is in need of refurbishing/replacement before it fails entirely. The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include replacements for the gravity thickener.</p> <ul style="list-style-type: none"> • Scheduled replacement • Replace worn-out equipment • Increased safety • Present equipment obsolete • Improved service to community, procedures, etc. 						
Related Costs and Future Funding Needs						
<p>Total cost: \$340,000.00. Future funding will be determined based upon the needs of the project.</p>						

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title	Filter Building & Equipment Repairs	
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Department						
Public Services			Funding Source			
			USDA-RD, OR, BI			
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$110,934.00	\$110,934.00	\$110,934.00	\$110,934.00	\$110,934.00	\$110,934.00

Project Description and Location

Rehabilitation of Filter Building to include 3 Marlow sludge pumps, electrical, piping, etc. Building restoration work is needed as well because the building, which was built in 1977, has outlived its defined reliable life. Equipment failures are frequent.

Project History and Plans

Basis of cost estimate: Cost estimate from engineer/architect

Planning context: Is the community legally obligated to perform this service? YES

NPDES Permit requirement of continued treatment effectiveness to avoid noncompliance.

ITEM TO BE REPLACED	MAKE	AGE
Sludge Pumps (4)	Marlow	40 YRS

In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the filter building and its equipment are in need of repair.

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Improved service to community, procedures, etc.

The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include the filter building and its equipment.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$640,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$665,600.00 on this sheet.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title		WWTP Secondary Building Rehabilitation				
Department		Public Services			Funding Source	USDA-RD, OR
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$258,334.00	\$258,334.00	\$258,334.00	\$258,334.00	\$258,334.00	\$258,334.00

Project Description and Location

Rehab of secondary treatment building and equipment. Replacement of pumps, blowers, electrical and building restoration. This project was identified as part of the Saw Grant Study. The building and equipment was originally installed in 1977 and is currently in dire need of replacement. Most pressing is that pumps are currently failing.

Project History and Plans

Project timeline: 2019-2020, project identified as part of the SAW Grant

Cost estimate has been given by engineer/architect as per the Saw Grant Study.

ITEMS TO BE REPLACED	MAKE	AGE
Blowers (3)	Hoffman	40 YRS
Pumps (5)	Clow	40 YRS

Project Need and Impact

Current equipment and building was put in place in 1977 and we are seeing alarming equipment failures as identified by the Saw Grant Study.

The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the SAW Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include the WWTP building rehab.

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$1,550,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title		Skating Pavilion- Victory Park					
Department		Public Services			Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD	
Project Description and Location							
Scrape, prime, paint and make any structural repairs required to the skating pavilion in Victory Park.							
Project timeline: 2019-2020							
Project History and Plans							
Pavilion is aged and in need of repair, and needs repairs in order to be put to use, and for structural longevity. There are several structural aspects (nuts, bolts, and hardware) in need of replacement due to degradation.							
Project Need and Impact							
<ul style="list-style-type: none"> • Expanded service life • Increased safety 							
Related Costs and Future Funding Needs							
TBD							

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title		Replace Dump Truck					
Department		Public Services			Funding Source	USDA-RD, FB, LL	
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$43,334.00	\$43,334.00	\$43,334.00	\$43,334.00	\$43,334.00	\$43,334.00	

Project Description and Location

Replace 1994 International Dump/Plow Truck. The current Plow Truck is used for a variety of tasks to include snow plowing and hauling loose materials. Plow/dump truck assist with street repairs, watermain, and sewer work.

Project History and Plans

Replace 1994 Dump/Plow Truck

Project timeline: 2019

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$250,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$260,000.00 on this sheet.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title	Backhoe Replacement					
Department	Public Services			Funding Source	USDA-RD, LL, EPFB, FB, OR	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$43,333.00	\$43,333.00	\$43,333.00	\$43,333.00	\$43,333.00	\$43,333.00

Project Description and Location

Replace 2001 Backhoe. Backhoe is used extensively for excavations for graves, water and sewer repairs, etc. The Backhoe has been determined to have low compression in the engine. There have been several repairs to it to include an injector pump, radiator, etc.

Project History and Plans

- Scheduled replacement
- Replace worn-out equipment

Project Need and Impact

- Backhoe is used extensively for excavations for graves, water and sewer repairs, etc.
- Increased Safety
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$250,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$260,000.00 on this sheet.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title		Motorola AX8000 Radios				
Department		Public Safety		Funding Source		AFFG, OR
FY	2017	2018	2019	2020	2021	2022
Est. Cost			\$160,000.00			

Project Description and Location

Purchase of 20 Motorola APX8000 Radios to replace current Motorola XTS5000 radios and Motorola HT750 radios.

Project History and Plans

Our current Motorola radios are over 10 years old and getting to the end of their life. We currently have 34 portable radios and 15 mobile radios in the 800mhz band. We have 14 in the VHF band. The 20 replacement radios would provide new VHF and 800mhz radios for each of our current employees. These replacements should be accomplished in the next 3 years.

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased Safety
- Present equipment obsolete
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$160,000.00. City Share (5%) = \$8,000.00.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title	Albion River Trail Expansion II					
Department	Parks/Recreation			Funding Source	MDNR-NRTF, BCCF, EB, FKLRSB, A51	
FY	2017	2018	2019	2020	2021	2022
Est. Cost			\$340,000.00			

Project Description and Location

The Albion River Trail Expansion II is a trail project that will extend the current Albion River Trail from where it crosses Albion Street, north to Austin Ave., and west until it reaches 27 Mile Road/Industrial Road which is the city limit. The project will include a 5-foot wide sidewalk along the east side of Albion Street from just south of Brownswood Road north to Austin Ave. where it will cross west into McAuliffe Park and become a 10-foot wide trail. The trail will extend west along the south side of Austin Ave. as a 10-foot wide trail until it reaches the city limit at 27 Mile Road/Industrial Road. The overall goal of this project is to establish Albion as a “hub” for biking, hiking, and outdoor recreation by improving the connections to the major trail routes that connect in Albion – the North Country National Scenic Trail, the Great Lake-to-Lake-Trail, and the Iron Belle Trail. The Albion River Trail Expansion II project is part of a larger effort to connect Albion to Marshall and Marengo Township via trail along Michigan Avenue. The project will also help to greatly improve the blighted areas and Brownfields along Albion St. and Austin Ave. while creating a safer and more attractive route from the northwest end of town to amenities like Holland Park, the Forks Senior Center, and the downtown.

Project History and Plans

The project is currently in the pre-engineering phase. The City must submit a grant to the DNR which it will do on April 1st, 2017 to secure \$255,000 in funding for the project. Construction can begin mid-2018 at the earliest and should be completed by the end of 2019 at the latest. Preliminary maps are being created by PEA Engineering, paid for by the Calhoun County Trailway Alliance.

Project Need and Impact

The Comprehensive Plan Phase I, under Goal 8 says, “Encourage walking, biking and other recreation by strengthening Albion’s non-motorized trail network within the city as well as its connections with the region’s non-motorized network (e.g. Iron-Belle Trail, North Country Trail, Kalamazoo River Water Trail, etc.),” and “Establish Albion as a ‘Trail Town.’” The Community’s 5-Year Recreation Master Plan aims to ensure that there are sufficient recreational opportunities within walking distance of low-income neighborhoods, enhance recreational opportunities associated with the Kalamazoo River and the parks along the river and associated with the river trail. According to Act 51, the City must spend at least 1% of its funding from MDOT on non-motorized transportation routes in order to continue to receive funding from MDOT for city streets. To be in compliance with these standards, the City must spend at least \$65,000 by the end of 2018 on non-motorized transportation projects.

Related Costs and Future Funding Needs

Total Cost: 340,000.00. Cost to City: Less than \$85,000.00. It is recommended that the City spend a portion of its Major Streets Fund (up to \$85,000) to contribute to the match for the DNR Trust Fund Grant. The portion of the \$85,000 match that is not funded by the City is guaranteed to be provided by the Battle Creek Community Foundation if we are awarded this grant. In conjunction with the Calhoun County Trailway Alliance, asks to the foundations listed above will be made to reach the \$85,000 match. The BCCF has agreed to back the grant application with the understanding that the City and the CCTA raise the matching funds.

City of Albion Capital Improvement Plan

2019 Budget Year

Individual Project Description

Project Title		Safe Walks to Schools—Sidewalk Program				
Department						
Public Services		Funding Source		State Funding, Federal Funding		
FY	2017	2018	2019	2020	2021	2022
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD
Project Description and Location						
Several miles of sidewalk are in need of repair or replacement.						
Project History and Plans						
In 2008, a ten (10) year special assessment was enacted to address sidewalk repairs and maintenance. Timeline for project: Begin in 2019						
Project Need and Impact						
It has been determined that there remain parcels where sidewalks do not presently exist and the City does not have the resources to allocate towards installation of new sidewalks in these areas at this time.						
<ul style="list-style-type: none"> • Increased safety • Improved service to community, procedures, etc. 						
Related Costs and Future Funding Needs						
Total cost: TBD. The Safe Walks to School Sidewalks program is funded by a fixed per parcel assessment of \$50.00 annually that generates approximately \$150,000 per year.						

2020 PROJECTS

City of Albion Capital Improvement Plan

2020 Budget Year

Individual Project Description

Project Title		Sludge Holding Tanks				
Department		Public Services		Funding Source		USDA-RD, State Revolving Fund, BI, OR, FB
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$26,667.00	\$26,667.00	\$26,667.00	\$26,667.00	\$26,667.00	\$26,667.00

Project Description and Location

Rehab of two banks of bio-solid sludge storage tanks to include valve repair/replacement, tank structure rehabilitation, etc.

Project History and Plans

2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the Sludge Holding Tanks s are in need of repair.

The City is legally obligated to perform this service as per a NPDES Permit based equipment sustainability requirement.

Basis of cost estimate: Cost estimate from engineer/architect.

Project Need and Impact

- Replace worn-out equipment
- Expanded service life
- Increased safety
- Improved service to community, procedures, etc.

The SAW Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the Saw Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include repairs to the Sludge Holding Tanks.

Related Costs and Future Funding Needs

Total cost: \$160,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2020 Budget Year

Individual Project Description

Project Title	Ferric Feed System Replacement						
Department	Public Services			Funding Source	USDA-RD, State Revolving Fund, BI		
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$46,800	\$46,800	\$46,800	\$46,800	\$46,800	\$46,800	

Project Description and Location

Replace all ferric feed equipment, pumps (2), tanks, piping, electrical and controls. The majority of the equipment listed is from 1977 and due to the corrosive nature of ferric chloride on metal, has degraded to a condition requiring immediate repair.

Project History and Plans

The community is legally obligated to perform this service . It is an NPDES Requirement. In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the Ferric Feed System is in need of replacement.

Project Need and Impact

The Saw Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the Saw Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. This includes the Ferric Feed System.

Related Costs and Future Funding Needs

The total cost for this project is based on 2017 prices and is estimated at \$270,000.00. This amount is reflected on the CIP Capital Summary sheet. The Individual Project Description for this project spreads the costs over multiple years. Recognizing the possibility that financing may be required, an estimated 4% finance charge is included in the estimated annual cost of \$280,000.00 on this sheet.

City of Albion Capital Improvement Plan

2020 Budget Year

Individual Project Description

Project Title		WWTP - Multiple Roof Replacements – Pump & Filter Bldgs.					
Department		Public Services			Funding Source		BI, FB
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	\$33,334.00	\$33,334.00	\$33,334.00	\$33,334.00	\$33,334.00	\$33,334.00	

Project Description and Location

Replace roofs on the Effluent Pump Building, Filter Building, Pole Barn, Pumping Station.

Project History and Plans

In 2015, Structure Tech Engineering company as part of the SAW Grant Study, identified that the roofs of the Effluent Pump Building, Filter Building, Pole Barn, Pumping Station at WWTP are in need of replacement.

Project Need and Impact

The Saw Grant was a State funded grant to develop an asset management plan for sanitary and storm sewers and the waste water treatment plant. The funds from the Saw Grant were exclusively used to identify infrastructure needs. Based upon the findings from the study, several recommendations for repairs and replacements were made. These include the roof replacements.

- Scheduled replacement
- Expanded service life
- Present equipment obsolete
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$200,000.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2020 Budget Year

Individual Project Description

Project Title	SCBA Pack Replacement					
Department	Public Safety			Funding Source	AFFG, OR	
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$	\$	\$	\$90,000.00	\$	\$

Project Description and Location

Purchase of 20 MSA Firehawk SCBA air packs and masks. The SCBA packs and masks are an essential part of firefighting operations and firefighter safety.

Project History and Plans

Our current packs are 15 years old and many are in need of repair. It is estimated that the packs and mask need to be replaced within the next 5 years.

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$90,000.00. Cost to City: \$4,500.00. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2020 Budget Year

Individual Project Description

Project Title		Rieger Park Skating Shelter					
Department		Public Services			Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD	

Project Description and Location

Rieger Park Skating Shelter is a historical building that provides a restroom for the swimming area. Replacement of structural deficient items, scraping and re-coating of the exterior, and interior repairs are needed.

Project History and Plans

Replacement of structural deficient items, scraping and re-coating of the exterior, and interior repairs are needed.

Project Start Date: 2020

Project Need and Impact

- Scheduled replacement
- Replace worn-out equipment
- Increased safety
- Present equipment obsolete
- Improve service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: TBD. Future funding will be determined based upon the needs of the project.

City of Albion Capital Improvement Plan

2020 Budget Year

Individual Project Description

Project Title		Purchase Used Bucket Truck				
Department/Fund		Public Services		Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$6,933.00	\$6,933.00	\$6,933.00	\$6,933.00	\$6,933.00	\$6,933.00

Project Description and Location

There is a need to purchase a bucket truck for projects requiring high reach such as tree trimming, Christmas Lights, and banner placement.

Project History and Plans

Historically, the City has utilized a bucket truck to enable the tree trimming crew to have a much higher reach.

- Project Need and Impact**
- Time saver
 - Increased safety
 - Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total cost: \$40,000.00. Future funding will be determined based upon the needs of the project.

2021 PROJECTS

City of Albion Capital Improvement Plan

2021 Budget Year

Individual Project Description

Project Title		Fire Engine				
Department/Fund		Public Services			Funding Source	GF, AFFG, CPF
FY	2017	2018	2019	2020	2021	2022
Est. Cost	\$	\$	\$500,000.00			
Project Description and Location						
Purchase a replacement fire engine for current 1989 Grumman pumper.						
Project History and Plans						
<p>The City currently has 3 major fire apparatus with a service life from 30-40 years. In order to replace these trucks it is essential the City replace them within that time frame in order to eliminate the need to replace multiple trucks at on time. The City has an obligation to provide fire services to the community. Under the current public safety format of providing those services the City must have the proper equipment to provided the service. A fire engine is essential for that service to be provided.</p> <p>The City needs to begin planning and funding the purchase of the new engine, which should be purchased between 2019 and 2024. There are grants available for this type of project and they should be looked at and every attempt made to secure grant funding.</p>						
Project Need and Impact						
<ul style="list-style-type: none"> • Scheduled replacement • Worn-out equipment • Increased Safety • Present equipment obsolete • Improved service to community, procedures, etc. 						
Related Costs and Future Funding Needs						
Total cost: \$500,000.00. Cost to City: \$25,000.00. Future funding will be determined based upon the needs of the project.						

2022 PROJECTS

City of Albion Capital Improvement Plan

2022 Budget Year

Individual Project Description

Project Title		Dam & Mill Race Removal					
Department/Fund		Public Services			Funding Source		TBD
FY	2017	2018	2019	2020	2021	2022	
Est. Cost	TBD	TBD	TBD	TBD	TBD	TBD	

Project Description and Location

There are several dams in Albion. Some are owned by the City and others by Albion College. All are in various states of disrepair and DNR has recommended removal.

Project History and Plans

Project timeline: Begins in 2022.

Project Need and Impact

Removal of dams and restoration of natural waterways. Research will need to be conducted to determine the impact on parks and flood potential.

- Improved service to community, procedures, etc.

Related Costs and Future Funding Needs

Total Cost: TBD. Future funding will be determined based upon the needs of the project.

APPENDIX

City of Albion
NOTICE OF PUBLIC HEARING ON THE PROPOSED
2017-2022 CAPITAL IMPROVEMENT PLAN

City of Albion Planning Commission will conduct a public hearing at their regularly scheduled meeting on March 21, 2017 at 7:00 p.m. at City of Albion, City Hall, 2nd Floor Council Chambers, 112 W. Cass Street, Albion, MI 49224 for the proposed 2017-2022 City of Albion Capital Improvement Plan.

Copies of the project proposal are available for inspection by the public during regular business hours (8:00 am to 5:00 pm, Monday through Friday) in the City Clerk's office, 112 West Cass Street, Albion, Michigan and online at www.cityofalbionmi.gov.

City of Albion
Jill Domingo, City Clerk

City of Albion
NOTICE OF PUBLIC HEARING ON THE PROPOSED
2017-2022 CAPITAL IMPROVEMENT PLAN

The Albion City Council will conduct a public hearing at their regularly scheduled meeting on April 3, 2017 at 7:00 p.m. at City of Albion, City Hall, 2nd Floor Council Chambers, 112 W. Cass Street, Albion, MI 49224 for the proposed 2017-2022 City of Albion Capital Improvement Plan.

Copies of the project proposal are available for inspection by the public during regular business hours (8:00 am to 5:00 pm, Monday through Friday) in the City Clerk's office, 112 West Cass Street, Albion, Michigan and online at www.cityofalbionmi.gov.

City of Albion
Jill Domingo, City Clerk

**A RESOLUTION RECOMMENDING APPROVAL OF THE
CITY OF ALBION
CAPITAL IMPROVEMENT PLAN 2017-2022
TO THE
ALBION CITY COUNCIL**

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3801 *et. Seq.* ("MPEA") authorizes the Planning Commission to prepare a Capital Improvement Plan to show public structures and improvements in the general order of their priority, that in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period; and

WHEREAS, the City of Albion issued Notice of Public Comment on the Recommendation of the Six Year (2017-2022) Capital Improvement Plan; and

NOW, THEREFORE BE IT RESOLVED that the City of Albion Planning Commission hereby:

1. **Adopts the 2017 - 2022 Capital Improvement Plan.** The City of Albion Planning Commission hereby approves and adopts the proposed Capital Improvement Plan, including all of the text, figures, charts, graphs, and other descriptive materials contained therein.
2. **Distribution to the City Council.** The Planning Commission hereby approves distribution of the proposed new Capital Improvement Plan to the City Council. The Planning Commission respectfully recommends to the City Council that the City Council give final approval to the proposed new Capital Improvement Plan.
3. **Finding of Fact.** The Planning Commission has made the foregoing determination based on a review of the existing Capital Improvement Plan provisions, input from public, as well as, elected and appointed officials, through community surveys, forums, and at the public hearing. The Planning Commission also finds that the new Capital Improvement Plan will accurately reflect and implement the City's vision, goals and objectives.
4. **Effective Date.** The new Capital Improvement Plan – Phase 1 will become effective on the date it is approved by the City Council.

Motion by Planning Commission Member Kipp and supported by Planning Commission Member Decker to approve the foregoing resolution.

AYES 7

NAYS 0

ABSENT 2

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above resolution was adopted on March 21, 2017, at a regular meeting of the Albion Planning Commission, and this is a true copy of that resolution.


Jill Domingo, Clerk

March 21, 2017

CITY OF ALBION
RESOLUTION #2017-14
ADOPTION OF CAPITAL IMPROVEMENT PLAN 2017-2022

WHEREAS, the Michigan Planning Enabling Act, (Public Act 33 of 2008) ("MPEA"), in Section 125.3865, provides that, "To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements." The MPEA further provides that capital improvements program shall show those public structures and improvements, in the general order of their priority, which in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. As part of the process to formulate the City of Albion 2017-2022 Capital Improvement Plan, each city department with authority for public structures or improvements furnished the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

WHEREAS, The Albion Planning Commission held a Public Hearing on March 21, 2017, and voted to recommend the 2017-2022 Capital Improvement Plan that provides an outline of the public structures and improvements in the general order of their priority, that in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period; and

WHEREAS, the City of Albion issued Notice of Public Comment on the Recommendation of the Six Year (2017-2022) Capital Improvement Plan.

NOW, THEREFORE BE IT RESOLVED that the City of Albion Planning Commission hereby:

1. **Adopts the 2017 - 2022 Capital Improvement Plan.** The City of Albion hereby approves and adopts the 2017-2022 Capital Improvement Plan, including all of the text, figures, charts, graphs, and other descriptive materials contained therein.
2. **Finding of Fact.** The City of Albion has made the foregoing determination based on a review of the existing Capital Improvement Plan provisions, input from public, as well as, elected and appointed officials, through community surveys, forums, and at the public hearing. The City of Albion also finds that the new Capital Improvement Plan will accurately reflect and implement the City's vision, goals and objectives.
3. **Effective Date.** The new Capital Improvement Plan will become effective on the date it is approved by the City Council.

Motion by Council Member French and supported by Council Member Brown to approve the foregoing resolution.

AYES 7

NAYS 0

ABSENT 0

RESOLUTION DECLARED ADOPTED

CERTIFICATION

I hereby certify that the above resolution was adopted on April 3, 2017, at a regular meeting of the Albion City Council, and this is a true copy of that resolution.


Jill Domingo, Clerk

April 3, 2017

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

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

Purpose and Finding:

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

THE CITY OF ALBION ORDAINS:

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

CHAPTER 100: ZONING

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

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

This Ordinance shall take effect on November 19, 2019 after publication.

First Reading:

Second Reading & Adoption:

October 21, 2019

Ayes _____
Nays _____
Absent _____

Jill Domingo,
Clerk

November 4, 2019

Ayes _____
Nays _____
Absent _____

David Atchison,
Mayor.

**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 occur 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.
- (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 _____

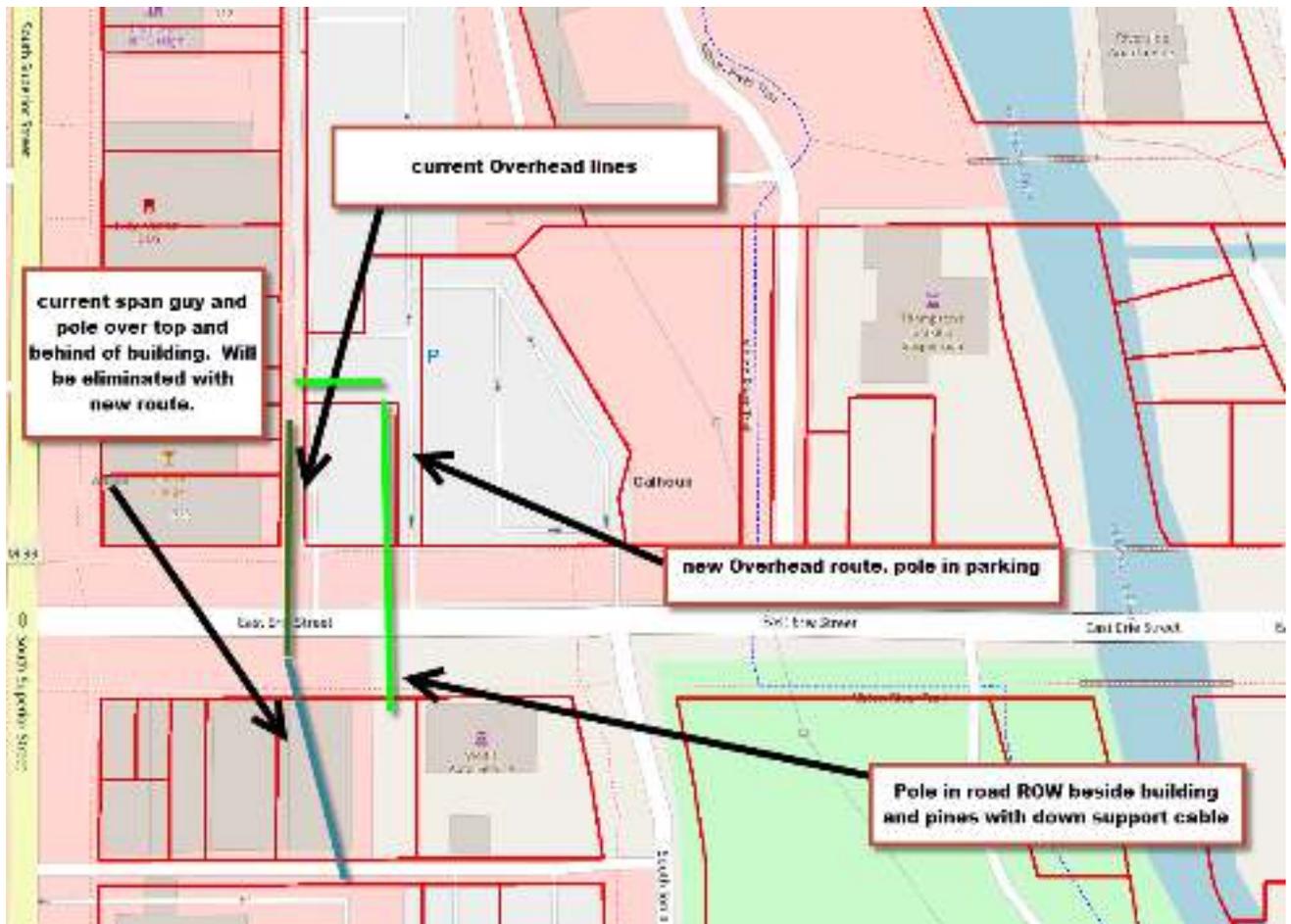
Nays _____

Absent _____

Absent _____

Jill Domingo,
Clerk

David Atchison,
Mayor.



EASEMENT FOR ELECTRIC FACILITIES

Master Tract# ROW000916058928
SAP# 1048509552
Design# 11069349
Agreement# MI00000046612

CITY OF ALBION, a Michigan municipal corporation, whose address is 112 West Cass Street Albion, Michigan 49224 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Albion, County of Calhoun, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or

man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____ Owner: CITY OF ALBION, a Michigan municipal corporation

By: Darwin D.P. McClary
Its: City Manager

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan,
on _____ by Darwin D.P. McClary, City Manager of the City of Albion, a Michigan municipal
Date
corporation, on behalf of the corporation.

Notary Public

County, Michigan
Acting in _____ County
My Commission expires: _____

**PROPERTY OWNERS MAIL
SIGNED EASEMENT TO:**

Amber Wiswell #190-4
Consumers Energy Company
311 E Michigan Avenue
Battle Creek, MI 49014

Prepared By:
Nicole Corts 10/15/19
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

REGISTER OF DEEDS OFFICE USE ONLY

Return recorded instrument to:
Carrie J. Main, EP7-287
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Land situated in the City of Albion, County of Calhoun, State of Michigan:

Lot 29, Assessor's Replat of part of Mill Reserve, being a part of the Northwest 1/4 of the Northwest 1/4 of Section 2, Town 3 South, Range 4 West, according to the recorded plat thereof Calhoun County Records.

Parcel ID: 51-002-129-00

Also known as: 111 East Erie Street, Albion, Michigan 49224

Beginning at the Southeast corner of Lot 29 of the Assessor's Replat of part of Mill Reserve and Block 48 of the Original Plat, being a part of the Northwest 1/4 of the Northwest 1/4 of Section 2, Town 3 South, Range 4 West, according to the recorded plat thereof, Calhoun County Records, described as: Thence North 00°08'14" East along the East line of said Lot 92.38 feet to the Northeast lot corner; thence West along North line of said lot 51.09 feet to a point 8.20 feet East of the East line of the public alley as shown on said plat; thence North 00°08'14" East parallel to said alley 45.96 feet; thence North 89°34'39" East along curb face 37.00 feet, thence South 00°08'36" West 188.21 feet to the North line of Erie Street; thence West along said line 15.70 feet to Point of Beginning.

Parcel ID: 51-002-128-01

Also known as: 113 East Erie Street, Albion, Michigan 49224

**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.



Memorandum

Office of the City Manager

TO: Honorable Mayor Atchison and Albion City Council
FROM: Darwin D. P. McClary, City Manager
DATE: November 4, 2019
RE: **CITY MANAGER'S REPORT**

AMENDMENTS TO CITY MANAGER EMPLOYMENT AGREEMENT

As city council is aware, City Attorney Harkness requested certain amendments to the City Manager Employment Agreement to clarify some items. The amendments that were approved by city council at your last meeting have been executed. I do not intend to seek an amendment to the moving expense provisions.

ATTENDANCE AT MEETINGS

I have attended the following meetings during past two weeks:

- 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 29 – Union to discuss several union concerns
- 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

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.

ICMA CONFERENCE

I attended the 2019 ICMA Annual Conference in Nashville from October 18 through October 23. Not only does the conference provide an excellent opportunity for city managers to network with colleagues from across the world, but it also offers many relevant training sessions in almost every aspect of municipal management. In addition, ICMA's special committees meet, and I serve on the ICMA Sustainable Communities Advisory Committee and Conference Evaluation Committee.

ICMA CREDENTIALLED MANAGER DESIGNATION

I am pleased to inform the city council that, during the ICMA conference, the ICMA Executive Board approved my designation as an ICMA Credentialed Manager (ICMA-CM). The ICMA credentialing program requires continuous professional development, annual reporting of professional development activities, and a 360^o performance evaluation of the City Manager's performance by the manager's local unit of government once every five years.

UNION STEEL PROPERTY DEMOLITION

I met with representatives from the Calhoun County Land Bank Authority on October 30 at their request to discuss the Union Steel property demolition project. The Authority owns the property. The Authority requested that the city contribute \$300,000 toward the \$420,000 cost of the demolition. The lowest bid proposal expires on November 6, and the Authority is pressed for time to determine if the city will participate in the costs. While I may recommend that the city council authority a contribution from the city for the project, the city simply does not have the financial capacity to contribute the amount requested. I am waiting for an opinion from the City Attorney as to whether the city may use its solid waste tax funds for this purpose. I anticipate adding this matter as an agenda item for Monday's meeting once I have more information.

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 in December. I am working to set up a meeting between city representatives and ACG to hear their concerns and to discuss the reasons for returning the property to the tax rolls.

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

CITY MANAGER'S RESIDENCE

I am happy to report that my husband and I closed on our home within the city last Friday, and I am hoping to move in next week once our contractors are finished with some interior improvements. I am looking forward to joining the Albion community as a resident and taxpayer!

**INFORMATION
ONLY**

The American Legion



Certificate of Appreciation

This certificate of appreciation is gratefully presented to

Mayor David Atchison & Albion City Council

*In recognition and sincere appreciation of outstanding service
and assistance which contributed to the advancement of
The American Legion programs and activities dedicated to
God and Country.*

Patrick Leo Hanlon Post 55 Albion

Department of Michigan

This 28th day of October 2019

ATTEST:

Mike Yost
ADJUTANT

Harry L Root
COMMANDER