

City of Albion  
City Council Meeting  
November 6, 2017

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

PRESENT: Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4) and Jeanette Spicer (5) and Mayor Brown. Council Member Andrew French (6) was absent.

ABSENT: Council Member Andrew French (6).

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director; Jim Lenardson, Director Public Services; Stacey Levin, Assistant City Manager; Scott Kipp, Chief Public Safety and John Tracy, Director Planning, Building & Code Enforcement.

V. Mayor and Council Member Comments

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

VI. PUBLIC HEARING

A. Public Comments on the Future Land Use & Zoning Plan

Mayor Brown opened the Public Hearing at 7:05 p.m.

City Manager Mitchell stated we are currently in the process of soliciting public comment for the Future Land Use & Zoning Plan as a part of the Redevelopment Ready Community process. This allows for residents to identify changes or would they would like to see.

Mayor Brown asked how the Future Land Use & Zoning Plan can be obtained.

City Manager Mitchell stated the Plan is available in the Clerk's Office, the City's website or they may contact City Manager Mitchell, Director John Tracy or Director Danielle Nelson to obtain a copy.

No public comments were received.

Mayor Brown closed the Public Hearing at 7:08 p.m.

## VII. PRESENTATIONS

### A. Supply Chain Projects-Albion College Students

Albion College Students presented the following Telecommunications and Technology research:

#### The agenda:

- **Security & Laptop Research:**
  - Laptop
  - Systems
  - Security Finance
- **Telecommunications:**
  - Municipals
  - Drop-fees
  - Grants
- **Laptop:**
  - HP-15.6"
  - AMD Radeon R5
  - Cloud supports lets you access you files anywhere
  - HDMI output expands your viewing options
  - **Cost \$454.99**
- **Systems-Microsoft Business:**  
Microsoft Business 365
  - Desktop and web version of Office 2016: Outlook, Word, Excel, PowerPoint and Access
  - I.T. Right provided a quote for an annual 365 package
  - Add mailboxes under the City's domain for no additional charge
    - cityofalbionmi.gov
- **Security-I.T. Right:**
  - Included in quote by I.T. Right
  - I.T. Right also includes:
    - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, intrusion Detection.

Budget-\$10,000		
<b>Implementation Costs</b>	<b>Cost of 1</b>	<b>Cost of 10</b>
HP Computer	\$454.99	\$4,549.90
Office 365 Applications (All Devices)	\$128.28	\$1,282.80
Office 365 Online Functions (All Devices)	\$2.50	\$25.00
Managed Anti-Virus	\$15.00	\$150.00
IT Support	\$15.00	\$150.00
<b>Total</b>	<b>\$615.77</b>	<b>\$6,157.70</b>

Reoccurring Costs	Cost of 1	Cost of 10
Office 365 Application (All Devices)	\$128.28	\$1,282.80
Office 365 Online Functions (All devices)	\$2.50	\$25.00
Managed Anti-Virus	\$15.00	\$150.00
IT Support	\$15.00	\$150.00
<b>Total</b>	<b>\$160.78</b>	<b>\$1,607.80</b>

Budget	Used	Savings
\$10,000.00	\$6,157.70	\$3,842.30

- **Training:**

- Office 365

- 365 Cloud Academy
    - Thousands of videos that can trouble shoot any problem
    - For individual questions and concerns about laptop troubleshooting, we feel it would be most beneficial to contact Albion College IT Department as it's very close and reliable.

- **Telecommunications Final Proposal:**

- Project structure
  - Team # 1 Contracts/Equipment
  - Team # 2 Contracts/Equipment
  - Team # 3 Grants/budget

- **Overview:**

- 1. Fiber Optics and Its Advantages
  - 2. Other Municipal Telecommunication Networks
  - 3. Current Contacts
  - 4. Grants
  - 5. Action Plan

- **What is Fiber Optics?**

- An optical fiber cable is a cable containing of one or more optical fibers that are used to carry light. It is made of glass or plastic and transmits signals in the form of light.
    - Optical Fiber, in this case, would be used for telecommunication networking because it is flexible and can be bundled with cables.

- **What would Fiber Optics Do?**

- If we switch to fiber, download and uploads speeds could go up to 50 mbps or even 100 mbps. This would solve the issue of network interruptions and create a more stable upload/download speed as a whole.

- **Other Municipal Networks:**

- **Currently running Fiber Optics:**
  - Ann Arbor, MI
  - Dexter, MI
  - Lyndon Township
  - Jackson, MI
  - Marshall, MI
  
- **Highest Rated Michigan -Based and National Fiber Optic Companies:**
  - Lansing-based: Arialink (Zayo)
  - Potterville, MI: WOW!
  - Comcast (Xfinity)
  - Verizon
  
- **Current Contracts with Drop Fees:**
  - Stated that City Hall currently works with Verizon, AT & T, Telnet and WOW
  - Current drop fees would be \$8,400 roughly (Telnet and AT&T combined). At this point, with the current stability of the network, we believe City Hall should wait until contracts are up
  
- **WOW!**
  - WOW! Currently quotes Albion City Hall at \$488.50 per month under contract. This includes fiber optics and free cable tv, with an included installation cost. Bundle.
  - WOW! Has approached the new hotel being built on Superior Street. We are waiting to learn whether or not fiber optic lines can be pulled from Albion College's Ludington Center.
  
- **Grant Ideas:**
  - City's Economic Development Director
    - Amy Deprez
  - MEDC Cat Team
    - Community assistance person assigned to Calhoun County from MEDC
    - Emily Petz (Southwest Region)
  - Southwest Michigan First
  - USDA
    - Community Facilities Direct Loan & Grant Program
      - Jason Church (Acting State Director)
  
- **Action Plan:**
  - At the moment, we believe it would be most cost effective to wait for the last contracts with AT & T and Telnet to be completed.
  - Once these contracts are up, based on our research of many telecommunications companies, we believe WOW!

Is most adequate. We will continue our research to possibly find better/more affordable options.

- The budget may be aided by grants if an adequate option is found.
- **What does City Hall still need to do?**
  - Student Challenge:
    - Reach out to WOW! And suggested grant agencies.

B. Introduction of Eric Worley, President of the Greater Albion Chamber of Commerce and Visitors Bureau

Eric Worley the new President of The Greater Albion Chamber of Commerce and Visitors Bureau introduced himself. Mr. Worley stated he plans to promote the business environment for local businesses.

The Greater Albion Chamber of Commerce, the City of Albion, and a committee of local businesspersons and community members have planned an event to bring back the Albion Aglow Parade and offer an opportunity for downtown merchants to showcase their businesses.

The family friendly event set for Friday, Dec. 1 includes:

- Downtown business open house, 5 to 9 p.m.;
- Tree lighting at Bournellis Park at the corner of Cass and Superior streets, 6 p.m.;
- Parade staging behind Kids 'N' Stuff, 7 to 7:15 p.m.; and
- Albion Aglow Parade begins at the corner of Cass and Superior streets and proceeds south on Superior Street to Erie Street.

After the parade, Santa will visit with children until 9 p.m. at Kids 'N' Stuff Museum, [301 S. Superior St.](#)

A Facebook page has been created and a press release has been sent out to local newspapers.

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.)

Public comments were received from Hannah Reimer, Albion College student.

IX. Consent Calendar (VV)

- A. Approval Regular Session Minutes – October 16, 2017
- B. Approval Budget Study Session Minutes-October 23, 2017
- C. Approval Special Session Minutes-October 30, 2017
- D. Approval Study Session Minutes-October 31, 2017

Spicer moved, Reid supported, CARRIED, to approve Consent Calendar as presented. (6-0, vv)

X. Items for Individual Discussion

A. Request Approval Resolution # 2017-44, A Resolution to Approve Expenditure for Repairs to Starr # 2 Well (RCV)

Comments were received from Council Members Brown, Spicer and Barnes; Mayor Brown; City Manager Mitchell and Jim Lenardson, Director Public Services.

Barnes moved, Brown supported, CARRIED, to Approve Resolution # 2017-44, A Resolution to Approve Expenditure for Repairs to Starr #2 Well as requested. (6-0, rcv)

B. Request Approval City Attorney Retainer Agreement (RCV)

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

Brown moved, Reid supported, CARRIED, To Approve City Attorney Retainer Agreement as presented. (6-0, rcv)

C. Request Approval Memorandum of Understanding Archival Consultant (RCV)

Comments were received from Council Members Brown and Spicer; Mayor Brown; City Manager Mitchell; City Attorney Harkness and Stacey Levin, Assistant City Manager.

Brown moved, Spicer supported, CARRIED, to Approve Memorandum of Understanding Archival Consultant as presented. (6-0, rcv)

D. Discussion-Council Training Dates with MML

Mayor Brown stated he had spoken with the President of the MML pertaining to coming to Albion with his fellow colleagues to meet with the Mayor, City Council and City Manager. As part of the City Manager's rescind of resignation, the Mayor and Council committed to governance training and information sessions for a healthy work environment. Mayor Brown asked if Saturday mornings would be a good time for the training.

Council Member Barnes asked what specific training would be required from the MML as we already have a City Charter in Place, Open Meetings Act and Council Rules of Procedure.

Council Member Brown asked for a study session so the Council could discuss specific training with the MML.

Additional comments were received from Council Member Reid.

Mayor Brown asked for a Study Session on Tuesday, November 14<sup>th</sup> at 7:00 p.m. to discuss Code Enforcement and specific MML training for the Council.

E. Request Approval Resolution # 2017-45, Resolution for Approval Contract with Abraham & Gaffney, P.C. for Fiscal Year 2017 Auditing Services (RCV)

Comments were received from Council Member Brown and Mayor Brown.

Finance Director made note of a correction to Resolution # 2017-45 in that the name should be Stevens, Kirinovic & Tucker, P.C. formerly known as Abraham & Gaffney, P.C.

Brown moved, Spicer supported, to change the name in Resolution # 2017-45 from Abraham & Gaffney, P.C. to Stevens, Kirinovic & Tucker, P.C. formerly known as Abraham Gaffney, P.C. (6-0, vv)

Barnes moved, Brown supported, CARRIED, To Approve Resolution # 2017-45, Resolution for Approval Contract with Abraham & Gaffney, P.C. for Fiscal Year 2017 Auditing Services with the above name change to Stevens, Kirinovic & Tucker, P.C. formerly known as Abraham & Gaffney, P.C. (6-0, rcv)

XI. City Manager Report

City Manager Mitchell reported the following:

- Monday, November 27, 2017 was a reserve date for a meeting. The EDC has requested to have their Budget presentation on this date. The next Budget Session is Monday, November 13<sup>th</sup>.
- Albion EDC:
  - Big Albion Plan-Working with MEDC on plan to redevelop up to 22 vacant/blighted buildings in the downtown. More details to follow shortly.
  - Job & Prep Fairs- at Marshall Opportunity High School, 225 Watson St. FREE
  - Special thanks to our partners Michigan Works!, Kellogg Community College, State Farm, Albion Economic Development Corporation and Albion College Gerstacker Institute & Career and Internship Center.
    - November 28<sup>th</sup>, December 6<sup>th</sup>-Prep Fairs
    - December 14<sup>th</sup>-Prep Fair in the morning, followed by the Job Fair in the afternoon
  - City Manager request for a Closed Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or discipling of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, or staff member of individual agent, if the named person requests a closed hearing.
- Updates:
  - Veteran's Day-City Hall will be closed on Friday, Nov. 10<sup>th</sup> in observance
  - Amazing Rake-due to weather this past weekend, the Amazing Rake has been rescheduled to Saturday, November 18<sup>th</sup> from 2pm-4pm.
  - Parent/Community Meeting-Tuesday, November 14, 6-7:30pm, Harrington School

- Albion Aglow Parade & Downtown Open House-Friday, December 1<sup>st</sup>
  - ✓ Downtown Businesses Open House, Extended Hours 5pm-9pm
  - ✓ Tree Lighting at Bournelis Park, Cass & Superior St., 6pm
  - ✓ Parade, 7:30pm
  - ✓ Santa, at Kids N Stuff, after the parade
- Decker Manufacturing Corp celebrated its 90<sup>th</sup> Anniversary and hosted a wonderful event on November 2<sup>nd</sup>.
- Lewis Chapel AME Church celebrated their 100<sup>th</sup> Anniversary this weekend and received a proclamation from Mayor Brown.
- We have increased our technology with a live stream of the Council meetings on YouTube.

Comments were received from Council Member Brown and Andrew Trexel, AmeriCorps Vista member.

XII. Future Agenda Items

- Council Member Brown would like an update on the Dalrymple site added to the next agenda.
- Mayor Brown would like a discussion on technology improvements added to the next agenda.
- City Attorney Harkness stated he will have a draft ordinance for the Medical Marijuana licensing for the December 4<sup>th</sup> agenda.

XIII. Motion to Excuse Absent Council Member (s) (VV)

Brown moved, Reid supported, CARRIED, to Excuse Absent Council Member French. (6-0, vv)

XIV. 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 Earlie Dees, 412 E. Broadwell St; Gary Tompkins, Calhoun County Commission; Emma McClelland, AmeriCorps Vista member; Wayne Arnold, 906 Hall St; Al Smith, 1209 Adams St; Stacey Levin, Assistant City Manager and Shaun Bartlett, Albion College student.

XV. Adjournment

Barnes moved, Brown supported, CARRIED, to adjourn council session. (6-0 vv)

Mayor Brown adjourned the meeting at 8:25 p.m.

\_\_\_\_\_  
Date

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Jill Domingo  
City Clerk