



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.

Garrett Brown
Mayor

Maurice Barnes, Jr.
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

Andrew French
Council Member
6th Precinct

LaTonya Rufus
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

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

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

AGENDA

COUNCIL MEETING Monday, December 3, 2018

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. SINE DIE PROCEDURE
 - A. Call to Order
 - B. Moment of Silence to be Observed
 - C. Pledge of Allegiance
 - D. Roll Call
 - E. Council Comments
 - F. Consent Calendar
 - 1. Special Session Minutes-November 26, 2018
 - 2. Special Session Minutes-November 27, 2018
 - G. Adjournment Sine Die
 - H. Reorganization of the Council
 - 1. Oath of Office
 - I. Call to Order
 - J. Roll Call
 - K. Nomination of Mayor Pro Tempore
 - L. Election of Mayor Pro Tempore
- II. PRESENTATIONS
 - A. Mayor and Council Member Proclamations
- III. PUBLIC HEARING -FY 2019 Budget
- IV. 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.)
- V. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
- VI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 2nd Reading and Adoption of Amended Council Rules & Procedures
 - B. Set Study Session Date to Discuss Rental Certification



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

- C. Request Approval of \$7,537.37 to Wex Bill for gas for City vehicles

- VII. Future Agenda Items

- VIII. Motion to Excuse Absent Council Member(s)

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

- X. CITY MANAGER REPORT
 - A. Recreation Update-Larry Williams, Recreation Director

- XI. MAYOR AND COUNCIL MEMBER COMMENTS

- XII. ADJOURN

City of Albion
Special Council Session Minutes
November 26, 2018

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Maurice Barnes (1) (via phone), Lenn Reid, (2), Sonya Brown (3), Jeanette Spicer (5), Andrew French (6) and Mayor Brown.

ABSENT: Marcola Lawler (4)

STAFF PRESENT:

LaTonya Rufus, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety; Tom Mead, Finance Director; Kent Phillips, Interim Director of Public Works; Larry Williams, Recreation Director; John Tracy, Director of Planning, Building & Code Enforcement, and Haley Snyder, Deputy Clerk/Treasurer.

V. Presentations-None

VI. Public Hearing

A. Industrial Development District-Mineral Technologies Inc. (American Colloid Company/Harvard Site)

Mayor Brown opened the public hearing at 6:03 p.m.

Comments were received from Al Smith, 1209 Adams St.

Mayor Brown closed the public hearing at 6:07 p.m.

Council continued discussion with comments received from Council Members Reid, Spicer and French; Mayor Brown and Caitlyn Bernard, EDC.

It was discovered the public hearing notice was for 7:00 p.m.

Council Member French made a motion to Postpone the Public Hearing until 7:00 p.m. per the Public Hearing notice.

French moved, Brown supported, CARRIED, to Postpone Public Hearing until 7:00 p.m. per the Public Hearing Notice (5-0, vv)

Council Member French made a motion to add postponing the Public Hearings and all supporting documents to 7:00 p.m.

French moved, Brown supported, CARRIED, To Postpone Public Hearings and All Supporting Documents to 7:00 p.m. per the Public Hearing Notice. (5-0, vv)

- VII. 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.)

No public comments were received.

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

A. November 5, 2018 Regular Session Minutes

Council Member Barnes via phone asked if he would be able to vote.
Council Member Brown asked for the City Attorney's opinion.
City Attorney Harkness stated there is no case law either way.
Mayor Brown stated it has previously been that you can participate in the discussion via phone but are unable to vote unless present at the meeting.

Additional comments were received from Council Members French, Barnes and Reid and City Manager Rufus.

French moved, Reid supported, **FAILS**, to allow Council Member Barnes to vote via phone. (2-3, rcv) (Brown, Spicer and Mayor Brown dissenting).

French moved, Reid supported, **FAILS**, to not allow Council Member Barnes to vote via phone. (3-2, rcv) (French and Reid dissenting).

Mayor Brown called for Point of Order and ruled Council Member Barnes would not be allowed to vote via phone.

Council Member French appealed Mayor Brown's ruling.

French moved, NO SECOND, **FAILS** for appeal to Mayor Brown's ruling.

Mayor Brown's ruling stands that Council Member Barnes is not able to vote via phone.

French moved, Spicer supported, CARRIED, to Approve Consent Calendar as presented. (5-0, vv).

IX. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval Resolution #2018-28, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2019 through December 31, 2019

Comments were received from City Attorney Harkness.

French moved, Spicer supported, CARRIED to Approve Resolution #2018-28, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2019 through December 31, 2019 as presented (5-0, rcv).

- B. Request Approval Resolution # 2018-29, To Adopt A Local Pavement Warranty Program

Comments were received from Council Members French and Spicer and City Manager Rufus.

Brown moved, Spicer supported, CARRIED, to Approve Resolution # 2018-29, To Adopt A Local Pavement Warranty Program as presented. (5-0, rcv)

- C. Request Approval Resolution # 2018-30, To Implement a Local Pavement Warranty Program

Brown moved, French supported, CARRIED, to Resolution # 2018-30, To Implement a Local Pavement Warranty Program as presented. (5-0, rcv)

- D. Request Approval of Contract with Moore & Bruggink for Water & Wastewater Management Assistance

Comments were received from Council Members Spicer, Brown and French; City Attorney Harkness and Interim Director Public Services Phillips.

French moved, Brown supported, CARRIED, to Approve Contract with Moore & Bruggink for Water & Wastewater Management Assistance as presented. (5-0, rcv)

- E. Request Approval of Contract with Infrastructure Alternatives, Inc. for Water Management Assistance

French moved, Brown, CARRIED, to Approve Contract with Infrastructure Alternatives, Inc. for Water Management Assistance as presented. (5-0, rcv)

- F. Request Approval Resolution # 2018-31, A Resolution to Approve Bid and Entry into Agreement with Revitalize, LLC for Administrative Consulting Services as a Third Party CDBG Grant Administrator

Comments were received from City Manager Rufus.

Council Member French asked for an amendment to the motion to assign the City Manager as the point of contact.

French moved, Brown supported, CARRIED, to Approve Amendment Assigning the City Manager as the Point of Contact.

French moved, Brown supported, CARRIED, To Approve Resolution # 2018-31, A Resolution to Approve Bid and Entry into Agreement with Revitalize, LLC for Administrative Consulting Services as a Third Party CDBG Grant Administrator making the City Manager the point of contact. (5-0, rcv)

- G. Request Approval Medical Marihuana Provisioning Center License for Greenhouse Farms Albion 1, LLC

Comments were received from Council Members Brown, French and Spicer; City Attorney Harkness, Director of Planning, Building & Code Enforcement Tracy and David Ginsburg, Greenhouse Farms Attorney.

Brown moved, Spicer supported, CARRIED, To Approve Medical Marihuana Provisioning Center License for Greenhouse Farms Albion 1, LLC as presented. (4-1, rcv) (French dissenting).

Brown moved, French supported, To Adjourn for a Five (5) Minute Recess. (5-0, vv)

Mayor Brown recessed the special meeting at 6:55 p.m.

Mayor Brown readjourned the special meeting at 7:00 p.m.

PUBLIC HEARING

- A. Industrial Development District-Minerals Technologies Inc, (American Colloid Company/Harvard Site)

Mayor Brown opened the public hearing 7:03 p.m.

Comments were received from Brian Mull, 24772 J Drive South, Homer.

Mayor Brown closed the public hearing at 7:04 p.m.

Council continued discussion with comments received from Council Members Brown and Spicer; Mayor Brown; City Manager Rufus; Krista Trout-Edwards, Director Calhoun County Land Bank; American Colloid Plant Manager and Jim Dyer, Attorney for Calhoun County Land Bank.

B. Exemption Certificate for a New Facility for Minerals Technologies Inc. (American Colloid Company/Harvard Site)

Mayor Brown opened the public hearing at 7:25 p.m.

Public comments were received from Alicia Graham, 310 E. Michigan Avenue.

Mayor Brown closed the public hearing at 7:27 p.m.

Council continued discussion with comments received from Council Member Brown; Mayor Brown; City Manager Rufus and Krista Trout-Edwards, Director Calhoun County Land Bank.

C. Request Approval Resolution # 2018-25, A Resolution to Establish Industrial Development District for Minerals Technologies Inc. (American Colloid Company/Harvard Site)

French moved, Reid supported, CARRIED, To Approve Resolution # 2018-25, A Resolution to Establish Industrial Development District for Minerals Technologies Inc. (American Colloid Company/Harvard Site) as presented. (5-0, rcv)

D. Request Approval Resolution # 2018-26, A Resolution Approving Application for American Colloid Company for Industrial Facilities Tax Exemption Certificate for a New Facility

Comments were received from Council Member Brown and Jim Dyer, Calhoun County Land Bank Attorney.

French moved, Reid supported, CARRIED, to Approve Resolution # 2018-26, A Resolution Approving Application for American Colloid Company for Industrial Facilities Tax Exemption Certificate for a New Facility as presented. (5-0, rcv)

H. Discussion-2019 General Fund Budget

Finance Director Mead discussed the following items for the 2019 General Fund budget:

- The method of allocating salaries has been changed for the 2019 budget. Salaries will now be charged only to the specific department

in which they work and administrative fees will be charged to the additional departments they may oversee/work.

- Not many changes in revenues and expenses for 2019
- Small increase in property taxes
- The City continues to work on collecting delinquent income tax and non-filers.
- Account 101-000-573 is reimbursement from the State to offset and some of the revenue decline from the personal property tax reform law
- Account 101-000-626-10 Reflects a 2% increase across the board to administrative fees
- Account 101-000-673-00 reflects sale of the incubator building. Money was paid back to the cemetery fund from the revenue for the roof repair loan
- \$3,948,592 is the total revenue amount
- Account 101-101-802 is contractual services for Council training
- Dept. 209-Assessing Dept- Slight decrease from last year
- Dept 210-City Attorney-Slight increase from last year and the City Attorney contract went from \$87,500 to \$90,000
- Dept 226-Human Resources is a part time position. The wages a portion of the City Manager's wages are no longer included
- Dept 260-Finance-The water/sewer billing position is now being charged to the Finance Department versus 50% to water and 50% to sewer
- Dept 265-Account 101-265-785 shows a significant increase for 2018 for the cost to install a new boiler system in City Hall
- Dept 276 Cemetery-Account # 101-276-676 is a \$3,000 reimbursement from St. Johns Church to cover a portion of the cemetery. This cost may need to be increased.
- Account 101-276-699 Transfer In-Beginning on 2019, no money will be transferred in from the Cemetery Trust as only investment income from the Trust should be used for perpetual care
- Dept 345-Public Safety-No big changes. Overtime has been reduced significantly
- Account # 101-345-981 Vehicles-This is the annual installment for two (2) vehicles purchased in 2018 (\$26,667) and down payment on the purchase of new vehicles in 2019 (\$19,980)
- Dept 422-Code Enforcement-Increases in wages due to a new full-time code enforcement officer
- Dept 442-City Maintenance-No significant changes
- Dept 447-Engineering-Most engineering projects are tied to specific projects so only a small amount budgeted
- Dept 448 Street Lighting is now its own department-it was previously charged to 101-442-922
- Dept 526 EPA Landfill-This cost jumps sharply every so many years because in addition to monitoring, the contractor has to replace the

monitoring wells. 2019 is a year that will require replacement so we will be billed a larger amount throughout the year. This is per contract

- Dept 775-Parks-no significant changes
- Dept 776-\$17,000 was the estimated cost of repairing/improving Rieger Park pond. The repairs were not made in 2018 so no actual year to date cost incurred. After discussing, it was decided to hold off on these repairs to see what happens to the pond dam
- Dept 895-General Appropriations All annual maintenance fees are charged to this account.
- Account 101-895-719 MERS contribution-Paid to MERS for the old hospital nurses DB pension plan. A significant jump in 2019 reflects the new invoiced amounts based on the actuarial completed by MERS
- The 2019 Ending Fund Balance as a percentage of appropriations=27.6%
- \$81,220 will be used from fund balance to balance the 2019 budget

Comments were received from Council Members French, Brown and Spicer; Mayor Brown; City Attorney Harkness and City Manager Rufus.

X. Future Agenda Items

Council Member Brown asked for additional information for the Recreation Fund.

XI. Motion to Excuse Absent Council Member (s)

French moved, Spicer supported to excuse Council Members Barnes and Lawler. (5-0, vv)

XII. 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 Todd Clark, 27484 M-60, Homer; Brian Mull, 24772 J Drive South. Homer; Terry Adkins, 18072 27 Mile Rd, Homer and Cheryl Mull. 24772 J Drive South. Homer.

XIII. City Manager Report-None

XIV. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Council Members Reid and Spicer and Mayor Brown.

XV. ADJOURNMENT

Brown moved, Reid supported, CARRIED, to ADJOURN Special Council Session. (5-0, vv).

Mayor Brown adjourned the Special Session at 9:10 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Special Council Session Minutes
November 27, 2018

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Lenn Reid, (2), Sonya Brown (3), Marcola Lawler (4), Jeanette Spicer (5), Andrew French (6) and Mayor Brown.

ABSENT: Maurice Barnes (1)

STAFF PRESENT:

LaTonya Rufus, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety; Tom Mead, Finance Director; Kent Phillips, Interim Director of Public Works; John Tracy, Director of Planning, Building & Code Enforcement, and Haley Snyder, Deputy Clerk/Treasurer.

V. Presentations-None

VI. Public Hearing-None

VII. 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; Amy Deprez, EDC President, 1002 N. Eaton St.; Dave Atchison, Mayor Elect, 108 W. Erie St and Scott Evans, President Homestead Savings Bank, 415 S. Superior St.

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

A. November 14, 2018 Special Session Minutes

B. November 19, 208 Study Session Minutes

C. November 19, 2018 Regular Session Minutes

French moved, Lawler supported, CARRIED, to Approve Consent Calendar as presented. (5-1, vv). (French dissenting)

IX. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval Boards & Commissions Appointments & Reappointments

- EDC, Initial Appointment, Term to Expire 7-1-2024
- EDC, Initial Appointment, Term to Expire 7-1-2024
- Albion Trust, Initial Appointment, Term to Expire 11-7-2022
- Albion Trust, Reappointment, Term to Expire 11-7-2023

Mayor Brown recommended the following Board selections:

- LaTonya Rufus, EDC, Initial Appointment, Term to Expire 7-1-2024
- Sonya Brown, EDC, Initial Appointment, Term to Expire 7-1-2024
- Nathaniel Bogan, Albion Trust, Initial Appointment, Term to Expire 11-7-2022
- Jessica Thomas, Albion Trust, Reappointment, Term to Expire 11-7-2023

Comments were received from Council Members Reid, French and Brown; Mayor Brown and City Attorney Harkness.

Mayor Brown called Point of Order for discussion of ethnicity.

Brown moved, Lawler supported, CARRIED to Approve the Boards & Commissions Appointments & Reappointments per the Mayor's recommendation listed above. (4-2, rcv) Reid and French dissenting).

B. Request Approval 1st Reading Amended Council Rules of Procedures

Comments were received from Council Members French and Brown; Mayor Brown and City Manager Rufus.

Council Member French made a motion to change police officers on page 9 to public safety officers.

French moved, no second, **FAILS** to change police officers on page 9 to public safety officers.

Brown moved, Lawler supported, CARRIED, To Approve 1st Reading Amended Council Rules of Procedures as presented. (6-0, rcv)

C. 2019 Budget

- Component Units – 243 Brownfield; 244 EDC; 246 Business Incubator/Food Hub; 247 TIFA; 296 Revolving Loan; 277 Maple Grove

Fund 243-Brownfield-this is a brand-new account and will be used as the Brownfield capture for the downtown hotel.

Fund 244-EDC-No significant changes. Some grant funding has changed/fluctuated. The fund balance remains unchanged. There is a transfer in from TIFA of \$33,000 to help balance the budget.

Fund 246-Incubator-The incubator building sold in 2018. No projected income/expenses for 2019. A portion of the sale proceeds paid off the roof repair loan from the Cemetery Trust.

Dept 731-Food Hub-The Food Hub is actively seeking grants. They have applied for approximately \$533,000 in grants and most have been unsuccessful. Very few grants provide funding for the operation of Food Hubs. A \$12,000 transfer in from TIFA will be used to balance the budget. The Food Hub is also researching partnerships as a source of income.

Fund 247-TIFA-Fund receives income from the tax capture. \$45,000 from the TIFA fund is being transferred out to the EDC Fund (\$33,000) and Food Hub fund (\$12,000) to balance the budget.

Fund 296-Revolving Loan Fund-Small amount of interest that goes back to the federal government.

Fund 277-Maple Grove-Fund is generating decent revenues. May receive additional funding from HUD. This fund will have a \$27,500 profit. Some capital improvement projects have been planned that are not reflected in the budget.

- Streets-202 Major Streets; 203 Local Streets; 450 Street Improvement; 452 MDOT Street Improvement

Fund 202-Major Streets-The reimbursement from the State is increasing. We need to spend money for non-motorized uses. The non-motorized monies were supposed to be spent in 2018 but if the State approves the plan the City has submitted, we can spend the money in 2019 and still be in compliance with the State.

Dept 465-traffic lights

Dept 467-this amount varies depending on the severity of weather

Dept 486-no large expenditures for this fund

Dept 487-no large expenditures for this fund

Dept 488-no large expenditures for this fund

MDOT does allow major street funds to be transferred to local street fund as needed.

Fund 203-Local Streets

Dept 465-traffic lights

Dept 467-this amount varies depending on the severity of weather

Dept 486-no large expenditures for this fund

Dept 487-no large expenditures for this fund

Dept 488-no large expenditures for this fund

MDOT does allow major street funds to be transferred to local street fund as needed.

Council Member French suggested transferring the \$25,000 overage to the local street fund to coverage the shortage and not use fund balance.

Fund 450-Street Improvement Fund-This is revenue from the street millage. We budgeted \$227,000 or 2018.

Dept 500-Used for engineering fees that are incurred for projects.

Transfer Out-\$565,000 will be transferred to MDOT Reconstruction Fund for the North St project and \$122,650 will be transferred for the Irwin Avenue St. project. These amounts represent the City's grant match for the projects.

Fund 452-MDOT Reconstruction Fund-We received a \$2 million-dollar grant for the Irwin Avenue Street project so the City's match will be \$223,000. Grant for North Street is \$375,000. Only the amount that is being spent on a project is transferred into this account. Fund balance remains unchanged.

- Public Service-226 Solid Waste; 590 Sewer Fund; 591 Water Fund; 661 Equipment Pool

Fund 226-Solid Waste:

Dept 523 Leaf Pickup-For 2018 & 2019 some money was budgeted for leaf pickup since we are still uncertain at this time what costs may be incurred by the City as we transition to the new leaf removal practice.

Dept 524-Tree Dump-no significant changes for this account.

Dept 528-Appropriations-Salaries & wages are down as we change the practice in which salaries are allocated and administrative costs are increased.

Fund 590-Sewer Fund-No revenue increases have been projected in this budget. No significant changes in expenses.

Fund 542-WWTP Energy Improvements-Payment to Honeywell for on-going energy monitoring services.

Fund 544-SAW Project-no activity for 2019

Fund 546-MEDC Grant, Digester, Pump, ETC-Received a \$950,000 grant for digester, pumps, etc. This was anticipated to be completed by year end of 2017, but bad weather and excessive water caused it to be pushed into spring 2018.

Account 590-546-801 Professional Services-There were significant cost overruns due to the high-water table at the plant that required extensive de-watering. Council was asked for approval for these overruns. Note that the expenditures reflected above do not indicate a project overrun that is because much of the expense was for new equipment, and unlike a governmental fund, the sewer fund is an enterprise fund which operates similar to a private business in that equipment is recorded on the balance sheet and depreciated over its useful life and not expensed at the time of purchase. The \$400,000 in contractual in the 2018 column represents about \$155,000 currently in dispute. If the invoice is reduced, this amount will decrease accordingly.

Fund 591-Water Fund-no significant changes. Water rates will need to be raised as the fund is not self-supporting and we are therefore not in compliance with the State.

Fund 661-Equipment Pool-this fund is used to purchase all equipment and vehicles for the Department of Public Services. All equipment is purchased through the equipment pool and departments are then billed for use. The 2016 Recreation passenger van loan matured 9-14-18.

**Council Member Brown asked for Privilege.

- Trusts-711 Cemetery Trust

Fund 711-Cemetery Trust Fund-Previously transferred funds to Cemetery for operations. Beginning with the 2019 budget year, no transfers will be made as only investment revenues should be used for perpetual care and the City will work on building up the fund balance of the trust once again.

- Misc. Funds- 265 Drug Enforcement; 367 Sidewalk Program

Fund 265-Drug Enforcement Fund-This fund is unpredictable as the funds come from forfeiture. We are expecting a sizeable forfeiture from the federal government.

Fund 367-Sidewalk Program-2017 was the last year for the sidewalk program. However, we received money from the county in 2018 from the settlement of the 2017 taxes. No major sidewalk projects were made

in 2018. Some expense is incurred as part of the street repair projects. Anticipate doing more in 2019.

- Misc. Other-Personnel, Salaries & Wages

Items were discussed throughout the budget discussion.

- Fee Schedules

City Manger Rufus stated the staff is currently working on updating and increasing the fee schedules. Public Safety's fees are extremely low.

- Budget Wrap-Up

Items were discussed throughout the budget discussion.

X. Future Agenda Items

Council Member Lawler asked if we can look into using non-motorized monies for sidewalks on 1st, 2nd and 3rd Streets to provide handicap compliance.

XI. Motion to Excuse Absent Council Member (s)

French moved, Reid supported to excuse Council Member Barnes. (5-1, vv) (Brown dissenting).

XII. 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 Stacy Stuart, 205 W. Oak St and LaVada Weeks, 907 Luther Drive.

XIII. City Manager Report

City Manager Rufus stated she will be asking the labor attorney to review City contracts and she is working on correcting things that were out of place before she came and to get things back on track.

XIV. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Council Members Brown and Spicer and Mayor Brown.

XV. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to ADJOURN Special Council Session. (6-0, vv).

Mayor Brown adjourned the Special Session at 8:41 p.m.

Date

Jill Domingo
City Clerk

**NOTICE OF PUBLIC HEARING
CITY OF ALBION, MI
DECEMBER 3, 2018**

The City Council of the City of Albion will hold a Public Hearing on the proposed FY 2019 Annual Municipal Operating Budget for all funds of the City as recommended by the City Manager at the City Council meeting on Monday, December 3, 2018 at 7:00 p.m. in the Council Chamber in the William L. Rieger Building (City Hall, 112 West Cass Street, Albion, Michigan). **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The proposed FY 2018 budget includes the levy of a general operating millage of 11.9736 mills for General Fund Operations; and the third-year levy of a voter approved 3-year renewal in the property tax rate of 2 mills for Recreation; and the third-year levy of a voter approved 5-year renewal in the property tax rate of 3.0 mills for Street Improvements. Also, to be levied is 3.0 mills for Solid Waste. The proposed 2019 budget includes the levy of the following Mills and the corresponding revenue assuming no delinquencies and before Tax Captures, based on an anticipated Taxable Value of 86,290,780:

General Operating Millage of 11.9736 Mills for General Fund Operations – Projected pre-capture revenue of \$1,033,211.

First year of a voter approved 3-year 2.0000 Mill levy for Recreation – Projected pre-capture revenue of \$172,581.

Fourth year of a voter approved 5-year 3.0000 Mill Levy for Street Improvements – Projected pre-capture revenue of \$258,872.

A 3.000 Mill levy levied under PA 298 of 1917 for Solid Waste operations – Projected pre-capture revenue of \$258,872.

Copies of the proposed budget are available for inspection by the public during regular business hours in the City Clerk's office, 112 West Cass Street, Albion, Michigan and at the Albion District Library, 501 South Superior Street, Albion, Michigan.

Jill Domingo
City Clerk

[Publication note: The sentence at the end of the first paragraph must be published in 11-point boldface type, per MCL 141.412)

The budgeted revenues and expenditures for Fiscal Year 2019, based on a proposed general levy of 11.9736 mills, are appropriated as follows:

GENERAL FUND

101	GENERAL FUND REVENUES	
	Property Tax Related	935,000
	Income Tax	1,040,000
	Sales & Use Tax	1,112,500
	Charges for Services	554,272
	All Other	525,920
	Total General Fund Revenues	4,167,692
	GENERAL FUND APPROPRIATIONS	
101-101	City Council	50,606
101-172	City Manager	208,295
101-209	Assessing	44,810
101-210	Attorney	99,150
101-215	Clerk	127,725
101-226	Human Resources	14,900
101-260	Finance/Treasurer	484,735
101-265	Municipal Building	72,175
101-276	Cemetery	165,210
101-345	Public Safety	2,105,577
101-422	Code Enforcement	253,285
101-442	City Maintenance	56,125
101-444	Tree Trimming	17,675
101-447	Engineering	15,270
101-448	Street Lighting	150,000
101-526	EPA Landfill	21,000
101-775	Parks	207,700
101-776	Rieger Park Pond Project	0
101-778	Holland Park Transformation	10,000
101-895	General Appropriation	149,674
	Total General Fund	4,253,91

Fund#		Revenue	Expenditures
SPECIAL REVENUE FUNDS			
202	Major Street	830,882	775,991
203	Local Street	401,262	393,647
450	Street Improvement	255,500	702,650
367	Sidewalk Program	(1,000)	300,000
452	M DOT Reconstruction Fund	3,283,000	3,283,000
208	Recreation	178,065	177,599
226	Solid Waste	252,725	187,551
250	CDBG	170	
265	Drug Law Enforcement	74,000	74,000
275	Albion Building Authority	38,082	37,913
277	Maple Grove	455,400	427,903
	Total Special Revenue Funds	5,768,086	6,360,254

DEBT SERVICE FUNDS

364	GO Bonds	-0-	-0-
	ABA-- Maple Grove/Amb-Fire		
369	Bond	130,499	126,053
374	DPW Building Dept	15,000	15,000
363	Energy Bond	180,400	180,400
	Total Debt Service Funds	325,899	321,453

ENTERPRISE FUNDS

590	Sewer	1,221,300	1,523,408
591	Water	952,850	1,296,723
	Total Enterprise Funds	2,174,150	2,820,131

INTERNAL SERVICE FUND

661	Equipment Fund	285,175	317,725
	Total Internal Service Fund	285,175	317,725

OTHER FUNDS

243	Brownfield Redevelopment Authority Fund	170,000	170,000
244	EDC	177,500	176,928
246	Business Incubator	80,970	80,021
247	TIFA	200,400	198,495
296	Revolving Loan	7,200	8,817
248	DDA	93,400	83,150
	Total Other Funds	729,470	717,411

Fund#	Fund	Revenues	Expenditures
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TRUST FUNDS

711	Cemetery Trust	3,750	-0-
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Fund#		Revenue	Expenditures
732	Public Safety Pension Trust	523,000	1,875,750
735	Albion Trust	17,500	
737	Retiree Health Care	520	2,500
	Total Trust Funds	541,020	1,878,250
	TOTAL ALL FUNDS	\$ 9,827,550	\$12,415,224

Also Resolved: The attached fee schedule supporting revenue estimates within the budget is approved.

Also Approved: The City of Albion designates the following depositories for investment of City Funds:

Chemical Bank Shoreline
1301 N. Eaton Street
Albion, MI 49224

Comerica Bank
PO Box 7500
Detroit, MI 48275

UBS Financial Services, Inc.
325 N. Old Woodward Avenue
Suite 200
Birmingham, MI 48009

Michigan Class Investment Pool
Administered by MBIA Asset Management
717 17th Street, Suite 1850
Denver, CO 80202

Huntington Bank
PO Box 1558
Columbus, OH 43216

SunTrust Robinson Humphrey
850 Ridge Lake Blvd, Suite 400
Memphis, TN 38120

Homestead Savings Bank
415 S. Superior Street
Albion, MI 49224

Multi-Bank Securities, Inc.
1000 Town Center, Ste. 2300
Southfield, MI 48075-1239

American Federal Credit Union
718 E. Michigan Avenue
Jackson, MI 49201

Talmer Bank and Trust
4505 Cascade Rd, Ste. 200
Grand Rapids, MI 49546

Oppenheimer & Co, Inc.
6102 Abbot Road
East Lansing, MI 48823

The Bank of New York Trust Company
719 Griswold Street, Suite 930
Detroit, MI 49226

Stifel, Nicolaus & Company, Inc.
One Financial Plaza
501 North Broadway
St. Louis, MO 63102

Loomis Sayles
39533 Woodward Ave., Suite 300
Bloomfield Hills, MI 48304

Calculations as of 10/31/2018

GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 10/31/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 MGR RECOM'D BUDGET	2019 COUNCIL APPR'D BUDGET
Fund: 101 GENERAL FUND								
ESTIMATED REVENUES								
	Totals for dept 000 - GENERAL	3,469,350	3,577,865	2,897,036	3,670,410	3,948,592	3,948,592	3,948,592
	Totals for dept 209 - ASSESSING	5	0	76	76	0	0	0
	Totals for dept 215 - CLERK	37	100	62	62	0	0	0
	Totals for dept 260 - FINANCE DEPT AND/OR ABA GEN	2,361	500	637	600	600	600	600
	Totals for dept 276 - CEMETERY	69,313	80,000	84,447	87,447	58,000	58,000	58,000
	Totals for dept 345 - PUBLIC SAFETY	59,736	81,773	27,137	85,173	36,500	36,500	36,500
	Totals for dept 422 - CODE ENFORCEMENT	71,907	96,300	79,334	93,150	101,500	101,500	101,500
	Totals for dept 758 - ALBION RIVER/BIKE TRAIL	222,612	0	76,319	76,319	0	0	0
	Totals for dept 775 - PARKS	2,625	2,750	2,390	2,400	2,500	2,500	2,500
	Totals for dept 778 - HOLLAND PARK TRANSFORMATION	80,827	25,000	4,704	4,704	10,000	10,000	10,000
	Totals for dept 930 - TRANSFER IN	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	TOTAL ESTIMATED REVENUES	3,988,773	3,874,288	3,182,142	4,030,341	4,167,692	4,167,692	4,167,692
APPROPRIATIONS								
	Totals for dept 101 - CITY COUNCIL	37,475	45,255	33,081	54,055	50,606	50,606	50,606
	Totals for dept 172 - CITY MANAGER	108,070	141,268	66,355	98,480	208,295	208,295	208,295
	Totals for dept 209 - ASSESSING	46,833	50,050	41,908	48,300	44,810	44,810	44,810
	Totals for dept 210 - ATTORNEY	92,982	95,375	89,215	110,400	99,150	99,150	99,150
	Totals for dept 215 - CLERK	87,872	132,175	91,756	129,375	127,725	127,725	127,725
	Totals for dept 226 - HUMAN RESOURCES	24,310	24,925	20,309	29,579	14,900	14,900	14,900
	Totals for dept 260 - FINANCE DEPT AND/OR ABA GEN	292,688	369,465	253,786	371,682	484,735	484,735	484,735
	Totals for dept 265 - MUNICIPAL BLDG AND/OR 201 N	84,546	71,450	67,298	151,370	72,175	72,175	72,175
	Totals for dept 276 - CEMETERY	159,188	164,494	121,827	172,126	165,210	165,210	165,210
	Totals for dept 345 - PUBLIC SAFETY	2,039,571	2,122,100	1,679,650	2,110,453	2,105,577	2,105,577	2,105,577
	Totals for dept 422 - CODE ENFORCEMENT	163,040	207,409	133,462	194,817	253,285	253,285	253,285
	Totals for dept 442 - CITY MAINTENANCE	191,592	60,423	40,629	64,182	56,125	56,125	56,125
	Totals for dept 444 - TREE TRIMMING	14,920	15,615	14,206	20,615	12,675	12,675	17,675
	Totals for dept 447 - ENGINEERING	10,737	9,653	14,530	28,737	15,270	15,270	15,270
	Totals for dept 448 - STREET LIGHTING	0	142,500	121,163	169,500	150,000	150,000	150,000
	Totals for dept 526 - EPA LANDFILL	8,285	8,800	7,660	8,600	21,000	21,000	21,000
	Totals for dept 758 - ALBION RIVER/BIKE TRAIL	222,612	0	76,319	76,319	0	0	0
	Totals for dept 775 - PARKS	211,485	213,758	166,471	226,335	207,700	207,700	207,700
	Totals for dept 776 - RIEGER PARK POND PROJECT	0	17,000	0	0	0	0	0
	Totals for dept 778 - HOLLAND PARK TRANSFORMATION	80,827	25,000	48	4,704	10,000	10,000	10,000
	Totals for dept 895 - GENERAL APPROPRIATION	172,862	129,650	111,941	136,650	149,674	149,674	149,674
	TOTAL APPROPRIATIONS	4,049,895	4,046,365	3,151,614	4,206,279	4,248,912	4,248,912	4,253,912
	NET OF REVENUES/APPROPRIATIONS - FUND 101	(61,122)	(172,077)	30,528	(175,938)	(81,220)	(81,220)	(86,220)
	BEGINNING FUND BALANCE	1,497,901	1,436,785	1,436,785	1,436,785	1,260,847	1,260,847	1,260,847
	ENDING FUND BALANCE	1,436,779	1,264,708	1,467,313	1,260,847	1,179,627	1,179,627	1,174,627

		Calculations as of 12/31/2018						
GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 MGR RECOM'D BUDGET	2019 COUNCIL APPR'D BUDGET
Fund: 202 MAJOR STREETS FUND								
ESTIMATED REVENUES								
	TOTAL TRANSFERS-IN	0	0	1,202	1,202	0	0	0
	TOTAL REVENUE	738,937	740,170	723,316	882,359	830,882	830,882	830,882
	TOTAL ESTIMATED REVENUES	738,937	740,170	724,518	883,561	830,882	830,882	830,882
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	203,000	193,000	193,000	193,000	93,000	93,000	128,000
	TOTAL EXPENDITURE	440,419	504,949	402,648	567,735	637,991	647,991	647,991
	TOTAL APPROPRIATIONS	643,419	697,949	595,648	760,735	730,991	740,991	775,991
	NET OF REVENUES/APPROPRIATIONS - FUND 202	95,518	42,221	128,870	122,826	99,891	89,891	54,891
	BEGINNING FUND BALANCE	460,143	555,663	555,663	555,663	678,489	678,489	678,489
	ENDING FUND BALANCE	555,661	597,884	684,533	678,489	778,380	768,380	733,380
Fund: 203 LOCAL STREETS FUND								
ESTIMATED REVENUES								
	TOTAL TRANSFERS-IN	200,000	190,000	190,000	190,000	90,000	90,000	125,000
	TOTAL REVENUE	228,196	232,262	278,268	326,819	276,262	276,262	276,262
	TOTAL ESTIMATED REVENUES	428,196	422,262	468,268	516,819	366,262	366,262	401,262
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	TOTAL EXPENDITURE	361,285	403,648	309,512	441,409	390,647	390,647	390,647
	TOTAL APPROPRIATIONS	364,285	406,648	312,512	444,409	393,647	393,647	393,647
	NET OF REVENUES/APPROPRIATIONS - FUND 203	63,911	15,614	155,756	72,410	(27,385)	(27,385)	7,615
	BEGINNING FUND BALANCE	142,337	206,248	206,248	206,248	278,658	278,658	278,658
	ENDING FUND BALANCE	206,248	221,862	362,004	278,658	251,273	251,273	286,273
Fund: 208 RECREATION FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	171,065	160,665	141,131	142,636	178,065	178,065	178,065
	TOTAL ESTIMATED REVENUES	171,065	160,665	141,131	142,636	178,065	178,065	178,065
APPROPRIATIONS								
	TOTAL EXPENDITURE	122,951	160,387	122,542	153,687	177,599	177,599	177,599
	TOTAL APPROPRIATIONS	122,951	160,387	122,542	153,687	177,599	177,599	177,599
	NET OF REVENUES/APPROPRIATIONS - FUND 208	48,114	278	18,589	(11,051)	466	466	466
	BEGINNING FUND BALANCE	57,819	105,933	105,933	105,933	94,882	94,882	94,882
	ENDING FUND BALANCE	105,933	106,211	124,522	94,882	95,348	95,348	95,348
Fund: 226 SOLID WASTE FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	273,493	221,400	244,796	251,488	252,725	252,725	252,725
	TOTAL ESTIMATED REVENUES	273,493	221,400	244,796	251,488	252,725	252,725	252,725
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	25,500	25,500	25,500	25,500	25,500	25,500	25,500
	TOTAL EXPENDITURE	109,714	184,858	115,919	177,580	157,051	157,051	162,051
	TOTAL APPROPRIATIONS	135,214	210,358	141,419	203,080	182,551	182,551	187,551
	NET OF REVENUES/APPROPRIATIONS - FUND 226	138,279	11,042	103,377	48,408	70,174	70,174	65,174
	BEGINNING FUND BALANCE	117,706	255,986	255,986	255,986	304,394	304,394	304,394
	ENDING FUND BALANCE	255,985	267,028	359,363	304,394	374,568	374,568	369,568
Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND								
ESTIMATED REVENUES								
	TOTAL TRANSFERS-IN	0	0	0	75,760	80,000	80,000	80,000
	TOTAL REVENUE	0	0	0	85,530	90,000	90,000	90,000
	TOTAL ESTIMATED REVENUES	0	0	0	161,290	170,000	170,000	170,000
APPROPRIATIONS								
	TOTAL EXPENDITURE	0	0	0	161,290	170,000	170,000	170,000

		Calculations as of 12/31/2018						
GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 MGR RECOM'D BUDGET	2019 COUNCIL APPR'D BUDGET
Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND								
APPROPRIATIONS								
	TOTAL APPROPRIATIONS	0	0	0	161,290	170,000	170,000	170,000
NET OF REVENUES/APPROPRIATIONS - FUND 243								
	BEGINNING FUND BALANCE	0	0	0	0	0	0	0
	ENDING FUND BALANCE	0	0	0	0	0	0	0
Fund: 244 ECONOMIC DEVELOPMENT FUND								
ESTIMATED REVENUES								
	TOTAL TRANSFERS-IN	0	0	0	0	33,000	33,000	33,000
	TOTAL REVENUE	181,196	178,400	166,855	167,839	144,500	144,500	144,500
	TOTAL ESTIMATED REVENUES	181,196	178,400	166,855	167,839	177,500	177,500	177,500
APPROPRIATIONS								
	TOTAL EXPENDITURE	124,534	174,180	119,800	146,020	176,928	176,928	176,928
	TOTAL APPROPRIATIONS	124,534	174,180	119,800	146,020	176,928	176,928	176,928
NET OF REVENUES/APPROPRIATIONS - FUND 244								
	BEGINNING FUND BALANCE	17,031	73,693	73,693	73,693	95,512	95,512	95,512
	ENDING FUND BALANCE	73,693	77,913	120,748	95,512	96,084	96,084	96,084
Fund: 246 INCUBATOR FUND								
ESTIMATED REVENUES								
	TOTAL TRANSFERS-IN	35,000	0	13,100	13,100	12,000	12,000	12,000
	TOTAL REVENUE	92,263	127,934	86,170	107,325	68,970	68,970	68,970
	TOTAL ESTIMATED REVENUES	127,263	127,934	99,270	120,425	80,970	80,970	80,970
APPROPRIATIONS								
	TOTAL EXPENDITURE	112,973	127,727	105,875	120,415	80,021	80,021	80,021
	TOTAL APPROPRIATIONS	112,973	127,727	105,875	120,415	80,021	80,021	80,021
NET OF REVENUES/APPROPRIATIONS - FUND 246								
	BEGINNING FUND BALANCE	16,163	30,450	30,450	30,450	30,460	30,460	30,460
	ENDING FUND BALANCE	30,453	30,657	23,845	30,460	31,409	31,409	31,409
Fund: 247 TIFA FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	158,884	139,002	261,102	271,512	200,400	200,400	200,400
	TOTAL ESTIMATED REVENUES	158,884	139,002	261,102	271,512	200,400	200,400	200,400
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	35,000	0	13,100	13,100	45,000	45,000	45,000
	TOTAL EXPENDITURE	173,499	154,126	140,514	162,756	153,495	153,495	153,495
	TOTAL APPROPRIATIONS	208,499	154,126	153,614	175,856	198,495	198,495	198,495
NET OF REVENUES/APPROPRIATIONS - FUND 247								
	BEGINNING FUND BALANCE	209,818	160,206	160,206	160,206	255,862	255,862	255,862
	ENDING FUND BALANCE	160,203	145,082	267,694	255,862	257,767	257,767	257,767
Fund: 248 DDA FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	11,830	594,600	943,112	1,369,600	93,400	93,400	93,400
	TOTAL ESTIMATED REVENUES	11,830	594,600	943,112	1,369,600	93,400	93,400	93,400
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	0	0	0	75,760	76,000	76,000	76,000
	TOTAL EXPENDITURE	5,026	585,487	869,944	1,285,486	7,150	7,150	7,150
	TOTAL APPROPRIATIONS	5,026	585,487	869,944	1,361,246	83,150	83,150	83,150
NET OF REVENUES/APPROPRIATIONS - FUND 248								
	BEGINNING FUND BALANCE	47,720	54,525	54,525	54,525	62,879	62,879	62,879
	ENDING FUND BALANCE	54,524	63,638	127,693	62,879	73,129	73,129	73,129
Fund: 250 CDBG FUND								

		Calculations as of 12/31/2018						
GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 MGR RECOM'D BUDGET	2019 COUNCIL APPR'D BUDGET
Fund: 250 CDBG FUND								
	ESTIMATED REVENUES							
	TOTAL REVENUE	18,260	120	137	150	170	170	170
	TOTAL ESTIMATED REVENUES	18,260	120	137	150	170	170	170
NET OF REVENUES/APPROPRIATIONS - FUND 250								
	BEGINNING FUND BALANCE	14,965	33,225	33,225	33,225	33,375	33,375	33,375
	ENDING FUND BALANCE	33,225	33,345	33,362	33,375	33,545	33,545	33,545
Fund: 265 DRUG LAW ENFORCEMENT FUND								
	ESTIMATED REVENUES							
	TOTAL REVENUE	57,016	47,950	24,276	37,830	74,000	74,000	74,000
	TOTAL ESTIMATED REVENUES	57,016	47,950	24,276	37,830	74,000	74,000	74,000
APPROPRIATIONS								
	TOTAL EXPENDITURE	96,698	54,750	36,129	40,246	74,000	74,000	74,000
	TOTAL APPROPRIATIONS	96,698	54,750	36,129	40,246	74,000	74,000	74,000
NET OF REVENUES/APPROPRIATIONS - FUND 265								
	BEGINNING FUND BALANCE	48,879	9,197	9,197	9,197	6,781	6,781	6,781
	ENDING FUND BALANCE	9,197	2,397	(2,656)	6,781	6,781	6,781	6,781
Fund: 275 ALBION BUILDING AUTHORITY FUND								
	ESTIMATED REVENUES							
	TOTAL REVENUE	53,651	37,805	178,042	178,145	38,082	38,082	38,082
	TOTAL ESTIMATED REVENUES	53,651	37,805	178,042	178,145	38,082	38,082	38,082
APPROPRIATIONS								
	TOTAL EXPENDITURE	44,621	41,630	77,226	97,875	37,913	37,913	37,913
	TOTAL APPROPRIATIONS	44,621	41,630	77,226	97,875	37,913	37,913	37,913
NET OF REVENUES/APPROPRIATIONS - FUND 275								
	BEGINNING FUND BALANCE	112,039	121,069	121,069	121,069	201,339	201,339	201,339
	ENDING FUND BALANCE	121,069	117,244	221,885	201,339	201,508	201,508	201,508
Fund: 277 ABA SEC 8 MAPLE GROVE								
	ESTIMATED REVENUES							
	TOTAL REVENUE	459,533	443,000	352,694	450,400	455,400	455,400	455,400
	TOTAL ESTIMATED REVENUES	459,533	443,000	352,694	450,400	455,400	455,400	455,400
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	62,488	64,750	64,750	64,750	61,750	61,750	61,750
	TOTAL EXPENDITURE	329,425	347,250	257,744	368,450	366,153	366,153	366,153
	TOTAL APPROPRIATIONS	391,913	412,000	322,494	433,200	427,903	427,903	427,903
NET OF REVENUES/APPROPRIATIONS - FUND 277								
	BEGINNING FUND BALANCE	499,132	566,754	566,754	566,754	583,954	583,954	583,954
	ENDING FUND BALANCE	566,752	597,754	596,954	583,954	611,451	611,451	611,451
Fund: 296 REVOLVING LOAN FUND								
	ESTIMATED REVENUES							
	TOTAL REVENUE	8,824	4,095	6,762	5,600	7,200	7,200	7,200
	TOTAL ESTIMATED REVENUES	8,824	4,095	6,762	5,600	7,200	7,200	7,200
APPROPRIATIONS								
	TOTAL EXPENDITURE	6,383	1,626	4,323	5,350	8,817	8,817	8,817
	TOTAL APPROPRIATIONS	6,383	1,626	4,323	5,350	8,817	8,817	8,817
NET OF REVENUES/APPROPRIATIONS - FUND 296								
	BEGINNING FUND BALANCE	686,194	688,636	688,636	688,636	688,886	688,886	688,886
	ENDING FUND BALANCE	688,635	691,105	691,075	688,886	687,269	687,269	687,269
Fund: 363 ENERGY/425/GENERATOR BONDS								
	ESTIMATED REVENUES							
	TOTAL TRANSFERS-IN	180,600	180,600	180,600	180,600	180,400	180,400	180,400

		Calculations as of 12/31/2018						
GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 MGR RECOM'D BUDGET	2019 COUNCIL APPR'D BUDGET
Fund: 450 STREET IMPROVEMENTS FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	302,778	268,300	246,105	254,120	255,500	255,500	255,500
	TOTAL ESTIMATED REVENUES	302,778	268,300	246,105	254,120	255,500	255,500	255,500
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	30,500	0	0	0	687,650	687,650	687,650
	TOTAL EXPENDITURE	383,907	268,300	1,139	20,000	15,000	15,000	15,000
	TOTAL APPROPRIATIONS	414,407	268,300	1,139	20,000	702,650	702,650	702,650
NET OF REVENUES/APPROPRIATIONS - FUND 450								
		(111,629)	0	244,966	234,120	(447,150)	(447,150)	(447,150)
	BEGINNING FUND BALANCE	391,166	279,537	279,537	279,537	513,657	513,657	513,657
	ENDING FUND BALANCE	279,537	279,537	524,503	513,657	66,507	66,507	66,507
Fund: 452 MDOT RECONSTRUCTION FUND								
ESTIMATED REVENUES								
	TOTAL TRANSFERS-IN	30,500	0	0	0	908,000	908,000	908,000
	TOTAL REVENUE	0	0	0	0	2,375,000	2,375,000	2,375,000
	TOTAL ESTIMATED REVENUES	30,500	0	0	0	3,283,000	3,283,000	3,283,000
APPROPRIATIONS								
	TOTAL EXPENDITURE	30,500	0	67,574	91,000	3,283,000	3,283,000	3,283,000
	TOTAL APPROPRIATIONS	30,500	0	67,574	91,000	3,283,000	3,283,000	3,283,000
NET OF REVENUES/APPROPRIATIONS - FUND 452								
		0	0	(67,574)	(91,000)	0	0	0
	BEGINNING FUND BALANCE	141,105	141,105	141,105	141,105	50,105	50,105	50,105
	ENDING FUND BALANCE	141,105	141,105	73,531	50,105	50,105	50,105	50,105
Fund: 590 SEWER FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	2,702,350	1,140,800	1,200,055	1,314,678	1,221,300	1,221,300	1,221,300
	TOTAL ESTIMATED REVENUES	2,702,350	1,140,800	1,200,055	1,314,678	1,221,300	1,221,300	1,221,300
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	148,400	148,400	148,400	148,400	148,400	148,400	148,400
	TOTAL EXPENDITURE	2,019,087	1,327,762	1,372,147	1,756,608	1,375,008	1,375,008	1,375,008
	TOTAL APPROPRIATIONS	2,167,487	1,476,162	1,520,547	1,905,008	1,523,408	1,523,408	1,523,408
NET OF REVENUES/APPROPRIATIONS - FUND 590								
		534,863	(335,362)	(320,492)	(590,330)	(302,108)	(302,108)	(302,108)
	BEGINNING FUND BALANCE	4,522,289	5,057,155	5,057,155	5,057,155	4,466,825	4,466,825	4,466,825
	ENDING FUND BALANCE	5,057,152	4,721,793	4,736,663	4,466,825	4,164,717	4,164,717	4,164,717
Fund: 591 WATER FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	959,872	918,250	1,358,761	1,430,714	952,850	952,850	952,850
	TOTAL ESTIMATED REVENUES	959,872	918,250	1,358,761	1,430,714	952,850	952,850	952,850
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	11,450	11,450	11,450	11,450	231,800	231,800	231,800
	TOTAL EXPENDITURE	955,387	999,020	1,457,565	1,627,759	1,064,923	1,064,923	1,064,923
	TOTAL APPROPRIATIONS	966,837	1,010,470	1,469,015	1,639,209	1,296,723	1,296,723	1,296,723
NET OF REVENUES/APPROPRIATIONS - FUND 591								
		(6,965)	(92,220)	(110,254)	(208,495)	(343,873)	(343,873)	(343,873)
	BEGINNING FUND BALANCE	5,484,467	5,477,506	5,477,506	5,477,506	5,269,011	5,269,011	5,269,011
	ENDING FUND BALANCE	5,477,502	5,385,286	5,367,252	5,269,011	4,925,138	4,925,138	4,925,138
Fund: 661 EQUIPMENT POOL FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	296,887	268,575	253,503	271,252	285,175	285,175	285,175
	TOTAL ESTIMATED REVENUES	296,887	268,575	253,503	271,252	285,175	285,175	285,175
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	17,850	17,850	17,850	17,850	17,850	17,850	17,850
	TOTAL EXPENDITURE	263,187	294,928	253,538	315,854	299,875	299,875	299,875

		Calculations as of 12/31/2018						
GL NUMBER	DESCRIPTION	2017 ACTIVITY	2018 ORIGINAL BUDGET	2018 ACTIVITY THRU 12/31/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET	2019 MGR RECOM'D BUDGET	2019 COUNCIL APPR'D BUDGET
Fund: 661 EQUIPMENT POOL FUND								
APPROPRIATIONS								
	TOTAL APPROPRIATIONS	281,037	312,778	271,388	333,704	317,725	317,725	317,725
NET OF REVENUES/APPROPRIATIONS - FUND 661								
		15,850	(44,203)	(17,885)	(62,452)	(32,550)	(32,550)	(32,550)
	BEGINNING FUND BALANCE	230,634	246,481	246,481	246,481	184,029	184,029	184,029
	ENDING FUND BALANCE	246,484	202,278	228,596	184,029	151,479	151,479	151,479
Fund: 711 CEMETERY TRUST FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	3,399	2,550	4,404	3,000	2,650	3,750	3,750
	TOTAL ESTIMATED REVENUES	3,399	2,550	4,404	3,000	2,650	3,750	3,750
APPROPRIATIONS								
	TOTAL TRANSFERS-OUT	20,000	30,000	30,000	30,000	0	0	0
	TOTAL APPROPRIATIONS	20,000	30,000	30,000	30,000	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 711								
		(16,601)	(27,450)	(25,596)	(27,000)	2,650	3,750	3,750
	BEGINNING FUND BALANCE	280,242	263,641	263,641	263,641	236,641	236,641	236,641
	ENDING FUND BALANCE	263,641	236,191	238,045	236,641	239,291	240,391	240,391
Fund: 732 PUBLIC SAFETY PENSION TRUST								
ESTIMATED REVENUES								
	TOTAL REVENUE	2,234,389	1,321,000	274,243	442,873	523,000	523,000	523,000
	TOTAL ESTIMATED REVENUES	2,234,389	1,321,000	274,243	442,873	523,000	523,000	523,000
APPROPRIATIONS								
	TOTAL EXPENDITURE	1,038,455	1,320,250	963,220	1,913,750	1,875,750	1,875,750	1,875,750
	TOTAL APPROPRIATIONS	1,038,455	1,320,250	963,220	1,913,750	1,875,750	1,875,750	1,875,750
NET OF REVENUES/APPROPRIATIONS - FUND 732								
		1,195,934	750	(688,977)	(1,470,877)	(1,352,750)	(1,352,750)	(1,352,750)
	BEGINNING FUND BALANCE	21,276,762	22,536,247	22,536,247	22,536,247	21,065,370	21,065,370	21,065,370
	FUND BALANCE ADJUSTMENTS	63,550	0	0	0	0	0	0
	ENDING FUND BALANCE	22,536,246	22,536,997	21,847,270	21,065,370	19,712,620	19,712,620	19,712,620
Fund: 735 ALBION TRUST								
ESTIMATED REVENUES								
	TOTAL REVENUE	29,275	20,500	9,899	15,500	17,500	17,500	17,500
	TOTAL ESTIMATED REVENUES	29,275	20,500	9,899	15,500	17,500	17,500	17,500
NET OF REVENUES/APPROPRIATIONS - FUND 735								
		29,275	20,500	9,899	15,500	17,500	17,500	17,500
	BEGINNING FUND BALANCE	1,067,155	1,096,431	1,096,431	1,096,431	1,111,931	1,111,931	1,111,931
	ENDING FUND BALANCE	1,096,430	1,116,931	1,106,330	1,111,931	1,129,431	1,129,431	1,129,431
Fund: 737 RETIREE HEALTH CARE FUND								
ESTIMATED REVENUES								
	TOTAL REVENUE	428	300	370	520	520	520	520
	TOTAL ESTIMATED REVENUES	428	300	370	520	520	520	520
APPROPRIATIONS								
	TOTAL EXPENDITURE	2,400	2,500	2,200	2,500	2,500	2,500	2,500
	TOTAL APPROPRIATIONS	2,400	2,500	2,200	2,500	2,500	2,500	2,500
NET OF REVENUES/APPROPRIATIONS - FUND 737								
		(1,972)	(2,200)	(1,830)	(1,980)	(1,980)	(1,980)	(1,980)
	BEGINNING FUND BALANCE	47,796	45,824	45,824	45,824	43,844	43,844	43,844
	ENDING FUND BALANCE	45,824	43,624	43,994	43,844	41,864	41,864	41,864
ESTIMATED REVENUES - ALL FUNDS		9,840,323	7,383,776	7,335,352	8,665,405	9,792,450	9,792,550	9,827,550
APPROPRIATIONS - ALL FUNDS		7,666,713	7,974,031	7,513,312	10,436,733	12,115,224	12,375,224	12,415,224
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		2,173,610	(590,255)	(177,960)	(1,771,328)	(2,322,774)	(2,582,674)	(2,587,674)
BEGINNING FUND BALANCE - ALL FUNDS		36,295,444	38,532,618	38,532,618	38,532,618	36,761,290	36,761,290	36,761,290
FUND BALANCE ADJUSTMENTS - ALL FUNDS		63,550	0	0	0	0	0	0
ENDING FUND BALANCE - ALL FUNDS		38,532,604	37,942,363	38,354,658	36,761,290	34,438,516	34,178,616	34,173,616

CITY OF ALBION, MICHIGAN
2019 FEE SCHEDULES
December 3, 2018

<i>Description</i>	<i>Fee</i>
GENERAL	
Comprehensive Master Plan 2017	\$50.00
Copy of City Charter	\$15.00
Ordinance Book – Soft Bound Copy	\$50.00
Ordinance Book – Hard Bound Copy	\$75.00
Ordinance Supplements	\$20.00
Non-Sufficient Funds (Bad Check) Charge	\$25.00
Notary Services (per document)	\$10.00
Criminal Background Checks	\$10.00
Audio Recordings	\$10.00
Video Recordings	\$20.00
Copying Charges for the Public (items brought in by public for copies)	\$1/1 st page +15 cents ea add'tl pg
Assessment Cards Copying Charges (3)	\$3/1 st page + 50 cents ea add'tl pg
Balance Request Form (Taxes, Water, etc.)	\$10.00/parcel
Faxing Charges	\$3/1 st page + 50 cents ea add'tl pg
Bicycle Licenses (no charge)	--
Wedding –Mayor Officiating	\$50.00
BUSINESS LICENSE	
1-7 Employees	\$100.00
8-14 Employees	\$175.00
15-21 Employees	\$250.00
22-29 Employees	\$325.00
30+ Employees	\$450.00
Liquor License Fee	\$50.00
Contractor's License/Registration Fee	\$25.00
CLERK	
Trash Haulers Annual License Fees	\$75.00
All Vehicles for Hire Annual License Fees	\$75.00
Taxi Drivers Annual License Fees	\$20.00
Bed & Breakfast Annual License Fee	\$50.00
Establishment Mechanical Amusement Device, 1 st Device, Fee	\$75.00
Establishment Mechanical Amusement Device, 2-4 Devices, Fees	\$100.00
Establishment Mechanical Amusement Device, 5-9, Annual Fees	\$250.00
Establishment Mechanical Amusement Device, 10 or More, Fees	\$500.00
Establishment Musical Device Fees	\$75.00
Peddler/Transient Merchant License	
30 days – Resident	\$50.00
30 days – Non Resident	\$100.00
90 days – Resident	\$100.00
90 days – Non Resident	\$200.00
1 Year – Resident	\$250.00
1 Year – Non Resident	\$400.00
Freedom of Information Requests (2)	Actual Costs (2)
Publishing Public Notices for Development Projects	\$75.00
Copies of Accident Reports & Police Reports (4)	\$3/1 st page + 50 cents ea add'tl pg
Voter Registration List	30 cents per page
Voter Registration List Mailing Labels	50 cents per page

PUBLIC SAFETY	
Sex Offender Registration	\$50.00
Fingerprinting	\$25.00
PBT for Probationers	Resident \$5.00 Non-Resident \$10.00
License to Purchase Weapon	\$5.00
Housing Loose or Vicious Dog	\$25/day
Housing Loose or Vicious Dog – Extended Stay	\$35/day
Description	Fee
CEMETERY	
Lot Purchase (Cemetery) – Full Burial Plot (38”x96”), Albion Resident	\$650.00
Lot Purchase (Cemetery) – Half Burial Plot (38”x48”), Albion Resident	\$500.00
Lot Purchase (Cemetery) – Columbarium Niche, Albion Resident	\$500.00
Lot Purchase (Cemetery) – Full Burial Plot (38”x96”), Non-Resident	\$1300.00
Lot Purchase (Cemetery)-Half Burial Plot (38”x48”), Non-Resident	\$1,000.00
Lot Purchase (Cemetery)-Columbarium Niche, Non-Resident	\$1,000.00
Lot Transfers:	
Resident to Non-Resident (Excluding Immediate Family)	\$600.00
All other Transfers	\$50.00
Perpetual Care	\$250.00
Interment, Overtime Fee (Per Hour)	\$100.00
Grave Opening/Closing, Weekday – Full Burial Adult	\$650.00
Grave Opening/Closing, Saturday – Full Burial Adult	\$1,000.00
Grave Opening/Closing, Sunday/Holiday – Full Burial Adult	\$1350.00
Grave Opening/Closing, Weekday-Half Burial (Infant, Child Pet)	\$350.00
Grave Opening/Closing, Saturday-Half Burial (Infant, Child Pet)	\$500.00
Grave Opening/Closing, Sunday/Holiday-Half Burial (Infant, Child Pet)	\$700.00
Grave Opening/Closing, Weekday – Cremation	\$250.00
Grave Opening/Closing, Saturday – Cremation	\$400.00
Grave Opening/Closing, Sunday/Holiday-Cremation	\$450.00
Grave Opening/Closing Weekday – Cremation (Urn Vault)	\$350.00
Grave Opening/Closing Saturday-Cremation (Urn Vault)	\$550.00
Grave Opening/Closing, Sunday/Holiday – Cremation (Urn Vault)	\$700.00
Scatter of Cremation-Weekday	\$200.00
Scatter of Cremation-Saturday	\$300.00
Scatter of Cremation-Sunday/Holiday	\$450.00
Columbaria, Weekday	\$350.00
Columbaria, Saturday	\$550.00
Columbaria, Sunday/Holiday	\$750.00
Disinterment (Plus Cost of Vault Company Services), Weekday	\$1,000.00
Disinterment (Plus Cost of Vault Company Services), Saturday	\$1450.00
Disinterment (Plus Cost of Vault Company Services), Sunday/Holiday	\$2000.00
Disinterment of Cremations, Weekday	\$550.00
Disinterment of Cremations, Saturday	\$850.00
Disinterment of Cremains, Sunday/Holiday	\$1150.00
Foundations (per square inch) (Cemetery) (Monument)	\$0.61/sq. inch with min. of \$75.00
Removal of Old Foundation at Request of Owner	\$0.61/sq. inch with min. of \$75.00
PARKS & RECREATION	
Pavilion or Shelter Reservations – Resident	\$100.00
Pavilion or Shelter Reservations – Non-Resident	\$150.00
Bandshell and Other Park Reservations – Resident	\$100.00
Bandshell and Other Park Reservations – Non-Resident	\$150.00
Weddings – Resident	\$200.00
Weddings – Non-Resident	\$300.00
Providing Additional Picnic Tables/Barricades, etc. (limited # of extra tables available)	\$200.00
Baseball Fields – (Must Have Insurance)	

a.) Daytime Usage (No Lights)	\$200.00 per day
b.) Night-time Usage (With Lights)	\$300.00 per day
Rent of Parks for Events and Tournaments	\$150.00 per day – resident \$250.00 per day – non-resident
Dept. of Public Services – After Hours Non-Emergency Call-In Fee	\$75.00

<i>Description</i>	<i>Description Fee</i>
WATER & SEWER	
Water/Sewer Collection Cost Recovery Fee	\$60.00
Meter Removal/Install Fee	\$25.00
Payment Extension/Modification Fee	\$10.00
After Hours Non-Emergency Call-In Fee	\$75.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 5/8"	\$250.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 3/4"	\$375.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 1"	\$625.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"	\$875.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"	\$1,250.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 2"	\$2,000.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 3"	\$4,000.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 4"	\$6,250.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 6"	\$12,500.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 8"	\$20,000.00
Water Connection (Capacity) Charge, Based on Water Meter Size, 10"	\$28,750.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 5/8"	\$250.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3/4"	\$375.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1"	\$625.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"	\$875.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"	\$1,250.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 2"	\$2,000.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3"	\$4,000.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 4"	\$6,250.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 6"	\$12,500.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 8"	\$20,000.00
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 10"	\$28,750.00
Sewer Connection Permit/Inspection Fee	\$30.00
Water Demand Charge Per Billing (4 times/year or quarterly), 5/8" Service	\$24.00
Water Demand Charge Per Billing (4 times/year or quarterly), 3/4" Service	\$36.00
Water Demand Charge Per Billing (4 times/year or quarterly), 1" Service	\$60.00
Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/4" Service	\$84.00
Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/2" Service	\$120.00
Water Demand Charge Per Billing (4 times/year or quarterly), 2" Service	\$192.00
Water Demand Charge Per Billing (4 times/year or quarterly), 3" Service	\$384.00
Water Demand Charge Per Billing (4 times/year or quarterly), 4" Service	\$600.00
Water Demand Charge Per Billing (4 times/year or quarterly), 6" Service	\$1,200.00
Water Demand Charge Per Billing (4 times/year or quarterly), 8" Service	\$1,920.00
Water Demand Charge Per Billing (4 times/year or quarterly), 10" Service	\$2,760.00
Water Consumption Charge (per 100 cubic feet) Non-Resident, Non-Franchise Area (See rate schedule in Treasurer's Office)	
Water Consumption Charge (per 100 cubic feet) (01-01-12) Resident, Franchise Area	\$1.42
Sewer Demand Charge per billing (4 times/year), 5/8" Service (06-30-06)	\$24.00
Sewer Demand Charge per Billing, 3/4" Service (06-30-06)	\$36.00
Sewer Demand Charge per Billing, 1" Service (06-30-06)	\$60.00
Sewer Demand Charge per Billing, 1 1/4" Service (06-30-06)	\$84.00
Sewer Demand Charge per Billing, 1 1/2" Service (06-30-06)	\$120.00
Sewer Demand Charge per Billing, 2" Service (06-30-06)	\$192.00
Sewer Demand Charge per Billing, 3" Service (06-30-06)	\$384.00
Sewer Demand Charge per Billing, 4" Service (06-30-06)	\$600.00
Sewer Demand Charge per Billing, 6" Service (06-30-06)	\$1,200.00
Sewer Demand Charge per Billing, 8" Service (06-30-06)	\$1,920.00

Description	Fee
Sewer Demand Charge per Billing, 10" Service (06-30-06)	\$2,760.00
Sewer Consumption Charge (per 100 cubic feet), City Resident (01-01-12)	\$2.36
Sewer Consumption (Flat Rate), City Resident, (See rate schedule in Treasurer's office)	
Sewer Consumption Charge (per 100 cubic feet), Non Resident, Non Franchise Area (See rate schedule in Treasurer's Office)	
DEPARTMENT OF PUBLIC WORKS	
Driveway Entrance Permit	\$100.00
Right of Way Excavation Permit (Proof of Insurance required)	\$100.00
Soil Erosion Control Permit (obtained from Calhoun County)	--
Annual Tree Dump Pass (Residents Only)	\$10.00
Contractor Pass Annual	\$250.00
PLANNING DEPARTMENT:	
Permit to Raise Chickens (Good for 2 years)	\$30.00
Zoning Permits:	
<i>Single Family Residential Uses:</i>	
New Home	\$45.00
Addition/Alteration	\$45.00
Accessory Structure	\$45.00
Change in Use	\$45.00
Signs/Billboards	\$45.00
Fences/Screening	\$45.00
Home Occupation	\$45.00
Other	\$45.00
<i>Multiple Family Uses:</i>	
New Construction	\$45.00
Addition/Alteration	\$45.00
Accessory Structure	\$45.00
Change in Use	\$45.00
Signs/Billboards	\$45.00
Fences/Screening	\$45.00
Home Occupation	\$45.00
Other	\$45.00
<i>Commercial and Industrial Uses:</i>	
New Construction	\$45.00
Addition/Alteration	\$45.00
Accessory Structure	\$45.00
Change in Use	\$45.00
Signs/Billboards	\$45.00
Fences/Screening	\$45.00
Home Occupation	\$45.00
Outdoor or Sidewalk Café	\$45.00
Other	\$45.00
Rezoning Applications:	
Rezoning Application	\$375.00
Text Amendment	\$275.00
Site Plan Review:	
Subdivision/Site Condo/PUD Review	
Base Fee	\$350.00
Plus Consultant Charges	Actual Costs
Other Uses Review	
Base Fee (for small rehab projects City Manager can adjust fee)	\$275.00
Plus Consultant Charges	Actual Costs

<i>Description</i>	<i>Fee</i>
Special Use Permits	
Base Fee	
Single Family Uses	\$250.00
Other Uses	\$250.00
Plus Consultant Charges	Actual Costs
Zoning Board of Appeals:	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$250.00
Other Uses	\$250.00
Sign Appeals Board	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$250.00
Other Uses	\$250.00
Publications, Maps, Copies:	
Zoning Ordinance	\$50.00
Zoning District Maps	
8 ½ x 11	\$25.00
Other Blueprints (per page)	\$50.00
Other GIS Maps (per page)	\$50.00
Rental Registration	\$25.00
Medicinal Marijuana Facilities Licensing Fees	\$5000.00/Per License
BUILDING DEPARTMENT (** <i>permit fees increase by \$2.00, effective 9/1/2017</i>)	
Building Inspection Fees – SAFEbuilt (5)	CIS*
Michigan Plumbing Code (1)	Current Price from Supplier
Michigan Electrical Code (1)	Current Price from Supplier
* Plus 10% Admin Fee	
Michigan One & Two Family Residential Code (1)	Current Price from Supplier
Michigan Mechanical Code (1)	Current Price from Supplier
Michigan Property Maintenance Code (1)	Current Price from Supplier
Demolition Fees, Single Family Residential (Issued by CIS) (5)	CIS
Demolition, Multi-Family, Commercial, Industrial (Issued by CIS) (5)	CIS
Property Maintenance Inspection Fee	\$56.00
Abatement Fee for Code Violations	\$100.00
BUILDING BOARD OF APPEALS	
Tree Ordinance Appeal	\$100.00
Outdoor Café or Sidewalk Café Appeal	\$100.00
All Other Appeals	
(1) Residential	\$100.00
(2) Multi-family, Commercial, Industrial	\$100.00
ASSESSING DEPARTMENT	
Property Transfer Affidavit Fine	\$5.00 per day up to \$200.00
Land Division/Combination	
Property Splits & Combos	\$55.00 per lot
Meet & Bounds Description	\$90.00
Lot Line Adjustment	\$55.00
(1) Available at reference section of Albion District Library	
(2) Subject to 50% deposit of estimated costs for costs exceeding \$50.00	
(3) Property owner provided one copy of the assessment information on their property at no charge.	
(4) Individuals involved in an accident/or other incident provided one copy of the police report at no charge.	
(5) SAFEbuilt/Cornerstone Inspection Services. This company handles building inspections for the City.	
(6) Infant – one year old or less	

CITY OF ALBION MICHIGAN

CITY COUNCIL RULES OF PROCEDURE

TABLE OF CONTENTS

Rule	Title	Page
1	Authority.....	1
2	Roles and Responsibilities of City Officials.....	2
3	Oath of Office; Duties Assumed; Mayor Pro-Tempore Appointed.....	5
4	Meetings of the City Council.....	5
5	Standing Committees.....	7
6	Quorum.....	7
7	Conduct of Meetings.....	8
8	Publication of Notices.....	9
9	Public Participation.....	10
10	Agendas and Order of Business.....	12
11	Resolutions.....	14
12	Ordinances.....	15
13	Motions.....	16
14	Points of Order.....	17
15	Appeals.....	18
16	Rescind.....	18
17	Suspending the Rules.....	18
18	Reconsideration.....	18
19	Voting.....	19
20	Amendments; Repeal the Rules.....	20
Appendix A	Basic Parliamentary Information.....	22
Appendix B	Adjournment Sine Die Procedure.....	25

RULE 1. AUTHORITY

- (a) City Council meetings shall comply with the state constitution, the Open Meetings Act, the Home Rule City Act, the City Charter and all other pertinent law.
- (b) Regular and special meetings of the City Council shall be open to the public and the rules of procedure of the City Council shall provide citizens with reasonable opportunity to be heard. City Charter § 5.6(g).
- (c) These rules of procedure (i) provide for constructive and democratic meetings, (ii) establish common rules and procedures for deliberation and debate, (iii) are intended to help, not hinder, the business of the City Council, and (iv) expedite and facilitate the transaction of the business of the City Council in an orderly fashion. The failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by, the City Council.
- (d) The following words or phrases shall have the following meanings:
 - (1) *Administration* means the duly appointed and acting City Manager or that person's designee.
 - (2) *City Council or Council* means the duly elected or appointed and serving Mayor and Council Members.
 - (3) *Council Member or member* are used interchangeably and means members of the City Council.
 - (4) *Dates* - whenever a date in these rules for the doing or completion of an act falls on a Saturday, Sunday or holiday, such act shall be done or completed on the next succeeding day which is not a Saturday, Sunday or holiday.
 - (5) *Decision* means a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance or measure on which a vote by City Council has occurred.
 - (6) *Meeting* means the convening of a public body (the City Council) at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.
 - (7) *Procedural matters* mean votes upon motions having no other purpose than to adjourn, to receive and file, to refer a matter, to approve the minutes or accept or decline an invitation may be taken by a voice vote and the Chair shall announce the result of the voting. Upon any such matter, a majority of the quorum present shall be sufficient to

carry such a motion, unless the Charter or other rule shall specifically require a greater majority in any such matter.

(8) *Unanimous* means that all the members of the City Council who are present voted the same way.

(e) On all matters of procedure not addressed in these rules, the Council shall refer to the most current edition of Robert's Rules of Order for guidance in developing procedures for the conduct of meetings and shall not be inconsistent with the standing rules and order of the Council and not contrary to the Albion City Charter or any existing laws of the State of Michigan.

(f) The Mayor shall hold regular, weekly meetings or conference calls with the City Manager, typically on Wednesdays, to confer on city business and upcoming agendas. These conferences may include one or two other Council Members and may also include other City staff members. It is expected that the City Attorney shall be present, as needed to provide legal counsel and perspective. Flexibility shall be allowed from meeting to meeting.

RULE 2. ROLES AND RESPONSIBILITIES OF CITY OFFICIALS

(a) The City Council's duties and authority, as established in the City Charter and other law is as follows:

(1) Generally, the City Council is to "exercise all of the legislative and policy-making powers of the city and...provide for the performance of all duties and obligations imposed upon the city by law." City Charter §§ 5.1; 6.1.

(2) The Council works only through ordinances, resolutions, or motions. Ordinances (i) may be required by law (e.g., to establish some types of authorities or to issue some type of bonds), (ii) are required for all acts for which there is a penalty for violation (e.g., city health, safety, traffic codes, etc.), and (iii) are needed for acts where the city wishes to regulate actions or conduct of persons other than city officers, employees and agents. Resolutions are normally limited to internal affairs or concerns of the city government (e.g., approval of contracts), though resolutions may be specifically authorized for other purposes. Motions, by themselves, as opposed to motions to approve a resolution or an ordinance, are generally limited to routine procedural matters and to making decisions placed before the body.

- (3)** The City Council, including the Mayor, acts as a body. The City Charter refers to the powers of the City Council, as opposed to the powers of individual Council members, or the Mayor. Therefore, individual Council members have no authority to act on behalf of or represent the city except as approved by an ordinance, resolution, or motion approved by the Council (e.g., designation to serve as a delegate to an MML body or to serve as the city's representative on another body).
- (4)** The city Council sets policy by its actions. The following actions all set policy but are not the only City Council actions that can establish policy: (i) budget approval, (ii) tax levies, (iii) approving borrowing, (iv) setting city utility rates and other fees and charges, (v) specially assessing for projects, (vi) approving contracts, (vii) adopting or amending ordinances, (viii) adopting resolutions, (ix) appointing members of boards and commissions, (x) appointing the City Manager and City Attorney, setting their compensation, and providing regular reviews, and (xi) assigning duties to, changing and consolidating city departments.
- (b)** The Mayor's duties and authority are as follows:
- (1)** The Mayor is the ceremonial head and chief executive officer of the city and shall perform all duties provided or required of...[the Mayor] by law or by the council." City Charter § 5.4(a). The Mayor therefore serves when state or federal law specifies roles or responsibilities for a city's "chief executive officer" or the Mayor, or when the City Council by ordinance, resolution or motion authorizes or directs the Mayor to act.
- (2)** The Mayor serves as the presiding officer of the Council but is a member of the Council with all the powers and duties of a Council member, including the right and duty to vote on questions before the Council. The Mayor advises the Council concerning the public affairs of the City and makes recommendations thereon. As a member of the City Council with voting rights, the Mayor does not have veto power. (This contrasts with strong-mayor governments in which the mayor is not a member of the council/commission and has no voting rights.)
- (3)** In emergencies, the Mayor has powers conferred by law upon peace officers and shall exercise such powers to prevent disorder, to preserve the public peace and health, and to provide for the safety of persons and property. City Charter § 5.4(e).

(4) The Mayor makes all appointments, subject to Council approval, unless law or ordinance requires appointment by another officer or agency. City Charter §§ 5.4(f), 8.2(b). Stated slightly differently, whenever a City appointment is to be made, the Mayor is empowered to make that appointment, subject to the City Council's approval, unless state or federal law, the City Charter, or a City ordinance delegates the appointment to others. This generally applies to City bodies and City-related bodies.

(c) The City Manager's duties and authority are as follows:

(1) The City Manager serves as "...the chief administrative office of the city." The City Manager therefore serves when state or federal law specifies roles or responsibilities for a city's "chief administrative officer." The City Manager exercises and performs all administrative functions of the City that are not imposed by law, the Charter or ordinance upon another official. No other city officer may perform the City Manager's duties. City Charter § 7.2(e).

(2) The role of chief administrative officer includes broad authority including responsibility for all City administrative departments and personnel. The City Manager is to implement City personnel policies and enter into employment agreements with City employees.

(3) The City Manager is to advise the Council and recommend to the Council adoption of such measures the Manager deems necessary or expedient.

(4) The City Manager attends Council meetings with the right to take part in discussion, but without the right to vote.

(5) More specific duties and responsibilities of the City Manager include:

(i) Enforcing all ordinances unless otherwise provided in the Charter, in the ordinance or by law.

(ii) Appointing the emergency preparedness coordinator and the planning and community development director. City Code § 2-148.

(iii) Proposing an annual budget to the City Council and administering the annual budget approved by the City Council.

(iv) Performing other duties as may be prescribed by ordinance or by direction of the Council.

(v) Adopting administrative regulations. City Code § 2-61.

- (vi) Acting as the City’s purchasing agent or designating another purchasing agent and overseeing purchasing. City Code § 2-383.
- (vii) Recommending to the Council to prescribe by ordinance additional powers and duties to city officers and departments. City Charter § 8.17.
- (6) The City Manager serves at the pleasure of and is accountable to the City Council. Note, if there is a vacancy in the office of City Manager, the City Council must appoint non-elected person to serve as an interim City Manager. City Charter § 7.2(f).
- (d) The City Attorney’s duties and authority are as follows:
 - (1) The City Attorney serves as legal adviser to: (i) the City Council concerning the performance of its functions and duties, (ii) the Clerk, Treasurer, Assessor and City Manager concerning their statutory and Charter duties, and (iii) City boards. The City Attorney attends Council meetings.
 - (2) The City Attorney prosecutes violations of City ordinances and represents the City in civil and administrative proceedings.
 - (3) The City Attorney prepares or reviews ordinances, regulations, contracts, bonds and other instruments.
 - (4) The City Attorney provides legal opinions regarding the documents the City Attorney reviews and on such other matters as requested, filing a copy with the Clerk.
 - (5) The City Attorney performs other duties as prescribed by law, the Charter or the Council.
- (e) The Director of Public Safety or a public safety officer designated by the Director of Public Safety shall serve as sergeant-at-arms for the City Council during its meetings to assist in the preservation of order and, while serving that role, shall serve at the direction of the Mayor or other chair of the meeting.

RULE 3. OATH OF OFFICE; DUTIES ASSUMED; MAYOR PRO TEM APPOINTED

- (a) On the first Monday in December following their election, newly elected members of City Council shall take the oath of office and assume the duties of their office. City Charter § 5.3. See Appendix B: Sine Die Procedure.
- (b) On the first Monday in December after each City general election, the City Council shall appoint one of its elected members to serve as Mayor Pro Tem. City Charter § Section 5.5.

RULE 4. MEETINGS OF THE CITY COUNCIL

- (a) *Regular Meetings* - Regular meetings of the City Council shall be held each month on the days prescribed by resolution beginning at 7:00 p.m. Each calendar year there shall be posted within 10 days after the first meeting of the Council a public notice stating the dates, times and places of the regular meetings. If there is a change in the schedule of regular meetings, a notice shall be posted within 3 days after the meeting at which the change is made listing the new dates, times and places of the regular meetings. Open Meetings Act; City Charter § 5.6.
- (b) *Special Meetings* - Special meetings of the council shall be held at the regular meeting place of the council or at an alternate meeting place when notice of such alternate meeting place is posted at the main entrance to the city hall during such meeting. Special meetings shall be called by the clerk on the written request of the mayor, or of any two (2) members of the council. If the capacity of the Council chambers is deemed insufficient to hold the audience that wishes to attend the council meeting, council may decide to move the meeting to a larger venue. City Charter § 5.6.

At least eighteen 18 hours written notice shall be given designating the time and purpose of a special meeting. Such notice shall be given personally by the clerk to each member of the council or written notice may be left at their usual place of residence or business by the clerk or by someone designated by him. A copy of such notice shall also be delivered at the place of business of each newspaper printed and published in the city, but this requirement shall not be jurisdictional to the holding of any such meeting. Such notice shall also be posted on the City's website.

- (c) *Study Sessions* - In addition to regular and special meetings, the Council may hold study sessions from time to time for gathering information and for deliberating towards a decision on any matter. All actions and final decisions shall be made only at a subsequent regular or special meeting. The study sessions shall be open to the public and shall comply with the posting requirements of Act 267, Michigan Public Acts for 1976, as may be amended. For the purpose of posting only, the study sessions shall be considered as special meetings.
- (d) *Closed Sessions* - In accordance with the Open Meetings Act, MCL 15.268, the council may meet in a closed session only for one or more of the permitted purposes following a roll call vote:

- (1) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing (that request may be withdrawn at any time)
- (2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing
- (3) Upon a 2/3 vote of the members elected or appointed, to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (4) Upon a 2/3 vote of the members elected or appointed, to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the city.
- (5) Upon a 2/3 vote of the members elected or appointed, to review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by the city for employment or appointment to a public office shall be held in an open meeting pursuant to the Open Meetings Act.
- (6) Upon a 2/3 vote of the members elected or appointed, to consider material exempt from discussion or disclosure by state or federal statute. (This is the basis for a closed session discussion of written legal opinions.)

RULE 5. STANDING COMMITTEES

There shall be no standing committees of the City Council. This does not, however, prohibit the designation of three (3) or fewer Council Members working together, without compensation, to gather information and/or research a specific subject and to report back to the full City Council at a later date. City Charter § 5.6(b).

RULE 6. QUORUM

At any regular or special meeting, four (4) members of the City Council shall be a quorum for the transaction of business. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting. City Charter § 5.6(h). Regular

meetings that have been adjourned due to a lack of a quorum shall have the agenda material carried over to the next regular meeting unless a special meeting is scheduled prior to that time to deal with those items. Special meetings adjourned due to a lack of quorum shall be rescheduled to a date determined by the authority who called for the meeting. Notices shall be posted in accordance with state law.

RULE 7. CONDUCT OF MEETINGS

- (a) *Chair* - The Mayor, or in the Mayor's absence, the Mayor Pro Tempore, shall be the Chair and preside over the meetings. If both the Mayor and Mayor Pro Tempore are absent, the City Clerk shall call the City Council to order and call the roll. If a quorum is present, the Council shall elect, by a majority of those members present, a temporary Chair to act until the Mayor or the Mayor Pro Tempore appear.
- (1) The Chair's role is to serve the Council by implementing these rules of procedure to facilitate the orderly conduct of Council business.
 - (2) The Chair represents the Council during the meeting, declaring the Council's will and obeying the Council's commands resulting from motions and other actions in accordance with these rules of procedure.
 - (3) The role as Chair is in addition to any other roles the Chair may have as Mayor, Mayor Pro Tem, or as another Council Member.
- (b) *Preservation of Order* - The Chair shall conduct the meeting, arrange the seating, preserve decorum, and decide, subject to appeal, questions of order and the interpretation of these rules. Appeals of such interpretation may be made by any Council Member present. The City Attorney normally shall be the advisor of the Chair on any point of order or procedure under these rules. Council Members shall remain seated, unless needing to leave the Council chamber on an urgent matter, refrain from private discourse, and refrain from electronic communication while the Council is in session. A Council Member speaking may be interrupted only: (i) when the Chair determines the speaking Council Member is out of order, (ii) for a point of order, (iii) when asked to yield, or (iv) when such interruption is needed to restore order due to the inappropriate conduct of others.

If attempts to restore order by calls to do so, instruction, and use of the gavel are unsuccessful, the Chair may: (i) call a recess, (ii) adjourn the meeting, or (iii) request that the

police officer serving as sergeant-at-arms for that meeting remove any person(s) engaging in conduct that is out of order. Rule § 2(e).

(c) *Council Members* - When a Council Member wishes to speak, the Council Member shall respectfully request the Chair's recognition. If two or more Council Members wish to speak, the Chair shall normally first recognize the Council Member who asked the item to be placed on the agenda, then recognize the maker of the motion, and then recognize Council Members in the order they requested to speak. The Council Member seeks recognition by raising their hand. Council Members shall confine their comments and statements to the question under consideration. No Council Member shall speak more than twice on any question until every other Councilperson has had an opportunity to speak at least once on the subject under debate. No Council Member shall speak for more than ten minutes on an agenda item without approval from the Council which may be granted by the Chair if there are no objections from other Council Members or by a majority vote of the members present. A Council Member may participate in a meeting via telephone or other comparable telecommunications equipment, however, no Council Member may vote on any item of business or parliamentary matter unless the Council Member is physically present at the meeting.

(1) *Calling A Member To Order* - If any Council Member, in speaking or otherwise, fails to comply with these, the Chair shall, either unilaterally or following a point of order by another Council Member, call the offending Council Member to order. The question of order shall be decided by the Chair, without debate, subject to appeal.

(2) Personal comments about, attacks against, or imputing the motive of other Council Members, City Staff members, or members of the public are out of order.

(d) *Legal Counsel* - The Chair, on the Chair's own initiative or at the request of a Council Member, may call upon the City's legal counsel in any meeting of the Council, to advise the Council upon any pertinent question of law. A decision by the Chair not to seek the advice of the City's legal counsel when sought by a Council Member may be appealed.

(e) As outlined in the City Charter, the City Manager may participate in Council discussions but may not vote on any matter. City Charter § 7.2(d)(2).

RULE 8. PUBLICATION OF NOTICES

Official notices or proceedings requiring publication or posting shall be displayed on the bulletin board located in City Hall or on the City's official web site. In the event publication is required by law in a newspaper of general circulation, The Recorder, and the Albion E-News which are circulated in Albion, are designated as the official newspapers for the City of Albion.

RULE 9. PUBLIC PARTICIPATION

Members of the audience attending regular or special meetings shall have a reasonable opportunity to be heard, except as otherwise may be provided by law, as follows:

- (a) *Regular and Special Meetings*** - The Chair will recognize each person wishing to make comments and the person shall state the person's name, address and group affiliation (if appropriate) prior to speaking. No citizen shall speak more than once during each of the following segments unless permission is given either by the Chair, if there is no objection from any Council Member, or upon a motion of the Council.

 - (1) *Public Hearings*** - When a public hearing on a matter has been scheduled, City Council will hear and consider any comments presented by interested parties or audience members on the specific subject of the hearing. The Chair may, if appropriate, limit the amount of time per person based on the requests and determine when the public has had its opportunity to be heard. Public speakers may address the council on the issue of the public hearing for one three (3) minute period.
 - (2) *Public Comment*** - At the appointed times at the beginning of regular and special meetings, speakers may address the City Council on agenda items only, for one three (3) minute period. Additionally, at the conclusion of the agenda, speakers may address the council on any issue they wish to speak, also for one three (3) minute period.
- (b) *Study Sessions*** - At the conclusion of the Special Meeting agenda, speakers may address the council on any issue they wish to speak, also for one three (3) minute period.
- (c) *No Response*** - Public hearings and public comment periods are times to hear from the public. Therefore, the Chair and other Council Members shall refrain from answering questions, correcting speakers or otherwise responding or reacting to any comments until after the public hearing or public comment period is closed and Council comments are appropriate under the agenda item.

- (d) *Time Deviation* - Time allowed for a speaker during a public hearing or public comment period may be extended beyond the three (3) minute limit for good reason either by the Chair if there is no objection from any Council Member or upon a motion of the Council. Good reason for allowing more time includes, for example and not for limitation, that a speaker is representing a group and the extension of time granted the speaker will reduce the numbers of persons who speak and the overall time expended, the complexity of the issue addressed, and other reasons as determined by the Council. The time allowed for speaking may for good reason also be further limited, either by the Chair if there is no objection from any Council Member or upon a motion of the Council. Good reason for further limiting the time allowed includes, for example and not for limitation, the number and complexity of agenda items and the number of persons wishing to address the City Council.
- (e) *Conduct of Speakers and Audience Members* - Comments (i) are to be loud enough to be audible but not so loud as to be inappropriate for a meeting, (ii) must avoid coarse language or cursing, (iii) may not include personal attacks, (iv) may not be addressed to anyone other than the Council or the Chair, and (v) may involve a single speaker (except when the speaker requires assistance). Comments may not include demonstrations, or materials that, when used, could be hazardous or unduly disruptive to the meeting. To preserve the order and decorum of Council meetings, the audience shall refrain from cheering and applauding during the course of the meeting.
- (f) *Disorderly Conduct* - The Chair may call to order any person or persons who are being disruptive, disorderly, speaking out of turn or beyond the allotted time, etc. Such persons shall promptly obey the rulings of the Chair if called to order. If the person fails to obey the ruling, the Chair may direct the removal of the person from this meeting.
- (g) *Written Communication*: The Council shall accept written comments and copies of any submitted materials will be distributed to all Council Members. Individuals or groups are encouraged to submit written comments to the City Council via mail, e-mail or delivered to the City Clerk's office for distribution. If requested by the writer, the communication may be added to the appropriate agenda for receipt and/or action as deemed appropriate by the City Council. Written comments may be submitted during the meeting. They may, with permission of the Chair, be handed to the Clerk for distribution to the Council.

(h) *Handouts, Supporting Materials, Photographs, Etc.* - Persons wishing to provide copies of comments, handouts, presentations, supporting materials, photographs, etc., are encouraged to submit such items to the City Clerk's office prior to the start of the meeting for distribution to the City Council. The use of audio or electronically displayed materials by citizens during public comment segments is not allowed. An exception may be given if prior permission is given by the chair and the material is provided to the City Clerk's office at least two (2) business days prior to a meeting. Materials shall be appropriate for viewing by all and consistent with the public comment requirements in Rule 9(e). Electronic materials shall be compatible with City equipment and software.

RULE 10. AGENDAS AND ORDER OF BUSINESS

(a) *Regular Meeting Agendas* - The City Clerk, with the City Manager and supporting staff, shall be responsible for the preparation of the agenda and supporting material for each regular meeting as follows:

- (1) Requests by the Mayor, City Council Members, or the Administration for resolutions and documents to come before the City Council at any regular meeting shall be submitted to the City Clerk and City Manager before 12:00 p.m. EST on the Wednesday prior to the next council meeting.
- (2) As permitted by the City Charter, the Mayor, City Council Members, or the Administration may add items to the agenda at any time before noon on the day of the Council meeting. Agenda items added to the agenda after 12:00 p.m. EST on the Wednesday prior to the City Council meeting shall generally be considered **only for discussion** at that meeting. If the item is a matter of urgency or emergency due to circumstances arising after the Wednesday preceding the meeting or if the item is a matter that requires no additional research or background and has general consensus from Council Members, the item added after the general agenda deadline may be considered for action by the City Council during that meeting.
- (3) The agenda shall be furnished to the City Council on the Thursday prior to the regular meeting. On the day following delivery of the agenda to the City Council, if practicable, the agenda will be available on the City's web site and a paper copy can be viewed at the City Clerk's office during normal business hours.

(4) The City Council may by an affirmative vote of at least five (5) members approve the addition, modification, or removal of agenda items. Motions to add, modify, or remove an item or topic on the agenda shall occur during the Approval of the Agenda portion of the meeting.

(5) Except for routine items, an agenda shall not request final action on any item for which that agenda is the first communication about that item.

(b) *Special Meeting Agendas* - When necessary, the City Clerk shall prepare an agenda for special meetings, in consultation with the Mayor or requesting City Council Members, and the Administration, based on a written request for a special meeting. No additional Agenda items can be added during a Special Meeting.

(c) *Order of Business for Regular Meetings* - The order of business at any regular meeting, not a special meeting or study session, shall be as follows:

- Call to Order
- Moment of Silence
- Pledge of Allegiance
- Roll Call
- Approval of the Agenda (*Includes any proposed additions, deletions, or other changes to the agenda*)
- Presentations and Recognitions (*These items include proclamations, commendations and recognitions or items prepared by the administration, City boards and commissions, or other City-related agencies. Presentations shall be limited to 10 minutes or less unless the extended either by the Chair if there is no objection from any Council Member or upon a motion of the Council.*)
- Public Hearings (*Resolutions and/or ordinances applicable to a public hearing shall be considered immediately following the hearing.*)
- Agenda Public Comment - Persons addressing the City Council shall limit their comments to agenda items only, and to no more than 3 minutes. Proper decorum is required. Please state your name and address.
- Closed Session
- Consent Agenda (*Includes approval of all minutes of meetings called by council—i.e. regular, special, study session—routine permits and other routine approvals, routine bid awards, routine approvals of bills and payments, scheduling of special meetings or study sessions, scheduling of public hearings, and other routine matters. At the request of any Council Member a consent agenda item*

shall be removed from the consent agenda and considered under the Items for Individual Action or Discussion section of the agenda.)

- **Items for Individual Action or Discussion** *(The work of the council; approval of resolutions, ordinances, postponed items, action of the City Manager that requires approval of Council, Council items of discussion, approval of board appointments, Approval of contracts, etc.)*
- **Future Agenda Items** *(The Mayor, City Council Members, or the Administration may request or propose items or topics for action or discussion by the City Council at a future meeting.)*
- **Public Comment - Persons addressing the City Council shall limit their comments to not more than three (3) minutes. Proper decorum is required. Please state your name and address.**
- **City Manager Report**
- **Mayor and Council Member Comments**
- **Motion to Excuse Absent Council Member(s)**
- **Roll Call** *(Unless they are present for both roll calls or excused, Council Members will be recorded as inexcusably absent from the meeting.)*
- **Adjournment**

(d) Order of Business for Special Meetings - The order of business at any special meeting shall be the same as the order of business at any regular meeting, except that no items may be added to the agenda if the items were not included in the notice of the special meeting. A special meeting agenda may be modified to the extent that items may be tabled, postponed, or removed from the agenda.

(e) Order of Business for Study Sessions - The order of business at any study session shall be as follows:

- **Call to Order**
- **Roll Call**
- **Items for Individual Discussion** *(No action shall be taken by council, but a consensus may be sought)*
- **Public Comment - Persons addressing the City Council shall limit their comments to not more than three (3) minutes. Proper decorum is required. Please state your name and address.**
- **City Manager Report**
- **Mayor and Council Member Comments**

- Adjournment

RULE 11. RESOLUTIONS

- (a) A resolution or motion shall be limited to matters required or permitted to be done by the Charter, or by state or federal laws, or pertaining to the internal affairs, or concerns of the city government. Except when it is impractical to do so or for procedural motions, all resolutions, and long or complicated motions or amendments, shall be in writing before being acted upon by the City Council.
- (b) Upon the reading by the Mayor of the title of the resolution, and a brief summary, it shall be for any member of the City Council to move for its adoption. City Council Members can request the Mayor to allow for explanatory or clarifying comments from the City Manager or relevant staff member before an initial motion is made. Before the question is put to a vote, an opportunity for debate, amendment or other appropriate action shall be afforded the City Council.
- (c) A resolution is an official City Council action in the form of a motion adopted by an affirmative vote of at least four (4) members, unless otherwise provided by law. A resolution becomes effective on the same day on which it is adopted unless a subsequent date is contained within the resolution.

RULE 12. ORDINANCES

- (a) An ordinance is a legislative act establishing a more permanent influence on the City other than a resolution and requires greater formalities in its adoption. In addition to other acts required by law or by specific provision of the City Charter to be adopted by ordinance, acts which do any of the following shall be by ordinance:
- (1) Each proposed ordinance shall be introduced in written form. The style of all ordinances passed by the council shall be, "The City of Albion Ordains:"
 - (2) No ordinance shall be passed at the same meeting at which it is introduced, unless it is declared to be an emergency ordinance by a vote of not less than five (5) members of the council.
 - (3) An ordinance may be repealed or amended only by an ordinance passed in the manner provided in this section.

- (4) An ordinance may be repealed by reference to its number or title only.
- (5) If a section of an ordinance is amended, such section shall be re-enacted and published at length. This requirement shall not apply to zoning ordinance amendments or to the schedules of one-way streets and of parking limitations contained in any traffic ordinance.
- (6) Each ordinance, after adoption, shall be identified by a number.
- (7) Each ordinance shall be recorded by the clerk forthwith in the ordinance book, and the enactment of such ordinance shall be certified by him therein by his signature.

RULE 13. MOTIONS

- (a) *Generally* - All motions shall be moved and seconded before being considered. All motions, especially long or complicated motions shall be put in writing, except when it is impractical to do so or for procedural motions. An opportunity for debate, amendments, or other appropriate action, shall be afforded the members of the City Council, except as otherwise stated in these rules. Each amendment proposed shall be considered a separate question.
- (b) *Debate* - Council Members wishing to speak during debate shall first obtain the approval of the Chair and each member who speaks shall address the Council. A Council member cannot speak against his or her own motion, but may vote in the negative. The member making the motion may speak on it first, if he or she expresses a desire to do so.
- (c) *Withdrawal* - A Council Member, with the consent of the supporting Council Member, may modify or withdraw his or her motion provided no member objects if the motion is modified or withdrawn. If a member objects to the withdrawal of a motion and a second is received, a vote is immediately taken on the request to withdraw the motion. Friendly revisions to motions agreed to by the Council Member moving and seconding the motion may be made.
- (d) *Passage* - Passage of all procedural motions or appeals of the Chair shall be on the affirmative vote of at least a majority of those Council Members present, unless otherwise provided for by law, the Albion City Charter, or by these rules. Approvals of any ordinance, resolution or other official Council action requires the affirmative vote of at least four (4) Council Members, unless a larger majority is required by law.
- (e) *Motion Under Consideration* - Whenever a main motion or question is under consideration, no other motion can be made except:

- to adjourn - undebatable
- to rise to a question or privilege - undebatable
- to lay on the table - undebatable
- to call for the previous question - undebatable
- to limit or extend limits of debate - undebatable
- to postpone to a certain day - undebatable
- to commit or refer, or recommit, to a committee - undebatable
- to amend - debatable
- to postpone indefinitely – debatable

See Appendix A: Basic Parliamentary Information for further details regarding handling the various types of motions.

- (f) *Division of Question*** - On the call of any member, supported by a majority vote of the members present, a division of any question shall be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision.
- (g) *Ask for Previous Question*** - When the previous question is moved, it shall be put in these words: “I move the previous question.” This shall be ordered only by 2/3 majority of the members present. The effect of the previous question shall be to put an end to all debate and to bring the Council to a direct vote on the pending question or questions in their order down to, and including, the main question. If the previous question is not ordered, the consideration of the subject shall be resumed as though no motion for the previous question has been made.
- (h) *Questions Put and Calling Roll*** - Questions shall be distinctly put in the following form: “All in favor say ‘Yes’.” And after the affirmative vote is expressed, “All opposed, ‘No’.” The Mayor may order a roll call vote, but a roll call vote is mandatory upon the request of any member or on the following actions of Council or a Committee of the Council: ordinances, resolutions, the appointment or election of officers, except as provided otherwise by law or the rules of the Council. The calling of the roll shall be on a rotating basis, so as to permit Council Members to first vote on an equal basis. It shall be the privilege of any member of the council to change his or her vote upon any question prior to the announcement of the vote by the Mayor.

(i) *Debate During Roll* - While the Mayor is putting any question, or once roll call voting has started, there shall be no interruption.

RULE 14. POINT OF ORDER

When a member believes the rules are not being followed, a member may demand the ruling of the Chair. The Chair shall promptly rule and enforce the rules, if appropriate. The Chair's ruling on a Point of Order may be appealed.

RULE 15. APPEALS

Any Council Member may appeal a ruling/decision of the Chair and the appeal is debatable. The Chair shall then put the question, generally phrased as, "Shall the decision of the Chair stand as the decision of the Council?" If adopted, the ruling of the Chair is sustained (stands); otherwise, it is overruled (ruled against). If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal.

RULE 16. RESCIND

Any vote taken may be rescinded, unless something has been done as a result of the vote that the Council cannot undo. Legal counsel shall determine whether or not reconsideration creates a potential legal liability for the city and will advise accordingly.

RULE 17. SUSPEND THE RULES

Any rule may be temporarily suspended by an affirmative vote of at least five (5) members, unless a different number of votes are specifically stated in a rule. Rule 20 shall not be suspended, nor shall any rule be suspended if it is a restatement of a requirement of state law, the City Charter or City Code.

RULE 18. RECONSIDERATION.

(a) A motion to reconsider a vote, including a vote resulting in a tie, or other action that has been taken by the Council may be made, provided no action has been taken in reliance upon such vote or action in accordance with the following:

- (1) A Council Member on the prevailing side on a vote or action may move for reconsideration of such vote or action at the same meeting the vote or action was made or at the next regular Council meeting, but at no other subsequent meeting.
- (2) No vote or other action shall be reconsidered more than once. A motion to reconsider shall require the affirmative vote of a majority of Council Members serving.
- (3) If a motion to reconsider fails, it cannot be renewed.
- (4) This does not preclude the Council from again dealing with an issue, policy, decision or other action based upon significant new information unavailable to the Council when the decision or other action was initially taken.

RULE 19. VOTING

- (a) The Chair determines when to close debate after determining if all Council Members have been given an opportunity to be heard and to call for a voice vote or a roll call vote of the question. Roll call votes shall be taken when required by law or by these rules of procedure. If a voice vote is taken, and the vote is less than unanimous, either the Chair or any Council Member may request a show of hands to verify the motion was approved. Any Council Member voting against a motion may request that the minutes reflect his or her “no” vote.
- (b) Council Members in attendance shall have a duty to vote for or against all measures before the City Council, unless there is a financial conflict of interest and they have been excused by the remaining council members. Conflicts shall be governed as follows:
 - (1) Except for public contracts governed by the Contracts of Public Servants with Public Entities Act (Act 317 of 1968), no member of the City Council shall have an interest, directly or indirectly, in any contract, job or work with the City. No member of the City Council shall be financially interested directly or indirectly in the sale to the City of any land, materials, supplies or services. This does not apply to the official services of his or her office.
 - (2) The foregoing prohibitions of paragraph (a) above, as they apply to a Council Member or Council Members, shall not apply if the City Council shall declare on its records by an affirmative vote of five (5) of the remaining members of the City Council that the best interests of the City are served despite a personal interest, direct or indirect, and if in

compliance with the Contracts of Public Servants with Public Entities Act (Act 317 of 1968).

- (3) If a Council Member shall have a conflict or believes he/she may have a potential conflict of interest as shown in paragraph (a), the member shall immediately disclose the nature and extent of his or her interest prior to the consideration of the agenda item involved. If it is determined, in consultation with legal counsel and review of the Charter and state law that a conflict does not exist, or the City Council has declared on its record the best interests are served despite the personal interest, the member may participate in the deliberations and shall vote on such matter.
- (c) Roll call votes shall be called by the City Clerk in a rotating order and entered upon the record, except that when the vote is unanimous, it shall only be necessary to so state. The Chair shall always vote last. Once voting begins, no Council Member shall be entitled to speak on the question, nor shall any motion be in order, until the roll call is finished, and the results declared.
- (d) Procedural matters may be decided by a voice vote if declared by the Chair. Such procedural matters include motions to adjourn, receive and file, refer a matter, approve the minutes or to accept or decline an invitation. The Chair shall announce the result of the voting. Upon any such matter, a majority of the quorum present shall be sufficient to carry such a motion, unless the Charter or other rule herein specifically requires a greater majority.
- (e) All resolutions, ordinances, motions or declarations shall be adopted or passed by an affirmative vote of at least four (4) members, unless otherwise provided by law.
- (f) A Council Member may change their vote if he or she makes a request to do so immediately following the vote and prior to the time that the next item in the order of business is taken up. The vote shall be changed and the record shall reflect the Council Member's changed vote. Such member shall not be permitted to make any other change of vote upon the same question, except upon a properly introduced motion to reconsider.

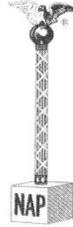
RULE 20. AMEND/REPEAL RULES

These rules may be amended or repealed by resolution of the City Council and shall not be finally passed at the same meeting at which it is introduced, and such resolution shall be

postponed for final consideration until the next regular meeting or until such further time as the City Council shall determine. This rule shall not be suspended.

APPENDIX A. BASIC PARLIAMENTARY INFORMATION

BASIC PARLIAMENTARY INFORMATION
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
 213 South Main Street, Independence, MO 64050-3808
 (888) NAP-2929 • Fax (816) 833-3893 • Email: hq@nap2.org
 www.parliamentarians.org
 Prepared by the NAP Educational Resources Committee
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PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
Obtaining and assigning the floor		
A member rises when no one else has the floor		"Mr./Madam President/Chairman"
	Recognizes the member by name, title or nodding	
How the motion is brought before the assembly		
Member sits after		"I move that (or "to")..."
Another member believes the motion is worth discussing		"I second the motion" or just "Second"
"Is there any debate?" is a less formal alternative to "Are you ready for the question?"	"It is moved and seconded that (or "to") ... Are you ready for the question?"	
Consideration of the motion		
See rules for debate (sidebar)		Debate
The chair puts the question to a vote of the assembly		
	"Are you ready for the question?"	Further debate
After debate is ended, or if the formal motion Previous Question has been moved and adopted to stop debate, a vote is taken	"The question is on the adoption of the motion that ..." "Those in favor of the motion, say aye." (Pause) "Those opposed say no." (Pause)	Members vote
The chair announces the results of the vote		
	"The ayes have it, the motion is adopted, and ... (indicating the effect of the vote or ordering its execution)." OR "The noes have it and the motion is lost."	

PRINCIPLES UNDERLYING PARLIAMENTARY LAW

As stated in *Robert's Rules of Order Newly Revised*, rules of parliamentary law balance the rights of individuals or groups within an organization's total membership. These rules are based on a regard for the rights:

- of the majority,
- of the minority, especially a strong minority greater than one third,
- of individual members,
- of absentees, and
- of all these together.

Ultimately the will of the majority decides matters, but only after full and free discussion. The rights of all (even those absent) must be protected. This pamphlet will help you run meetings more efficiently and effectively and help protect the rights of all members.

RULES FOR DEBATE

1. Members first obtain the floor.
2. The maker of the motion may speak first.
3. Debate is made to the chair; it is confined to the merits of the motion and not the motives or personalities of other members.
4. Amendments may be offered to improve the motion. They must be approved by the body, and the motion must still be adopted as amended.
5. Debate can be closed only by the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

PERTINENT FACTS

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion.
- A **privileged motion** deals with matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation so that it must be decided before business can proceed.

MEANING OF SYMBOLS

- # Main motion when no other motion is pending.
- I In order when another has the floor; may interrupt.
- S Requires a second.
- D Is debatable.
- A Can be amended.
- M Requires a majority vote (i.e. more than half of votes cast).
- $\frac{2}{3}$ Requires a 2/3 vote (twice as many in the affirmative as in the negative).
- + Usually no vote is taken; the chair decides.
- N No vote; chair responds.
- R Vote may be reconsidered.
- * See *Robert's Rules of Order Newly Revised*, current edition, for specific rules.

¹TYPES OF AMENDMENTS

- To insert (within) or add (at the end of a sentence or paragraph) a word, consecutive words, or paragraph.
- To strike out a word, consecutive words, or a paragraph.
- To strike out and insert (which applies to words) or to substitute (which is applied to at least a paragraph of one or more sentences.)
- To strike out a word or paragraph and insert it in a different place.

RANKING MOTIONS

Motions on this page are listed in rank order, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order but not lower ranking

motions except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
PRIVILEGED MOTIONS						
# Fix the Time to Which to Adjourn		S		A	M	R
# Adjourn		S			M	
# Recess		S		A	M	
Raise a Question of Privilege	I				+	
Call for the Orders of the Day	I				+	
SUBSIDIARY MOTIONS						
Lay on the Table		S			M	R*
Previous Question		S			$\frac{2}{3}$	R*
# Limit or Extend the Limits of Debate		S		A	$\frac{2}{3}$	R*
Postpone to a Certain Time (or Definitely)		S	D	A	M	R*
# Commit or Refer		S	D	A	M	R
Amend ¹		S	D	A*	M	R
Postpone Indefinitely		S	D		M	R*
MAIN MOTIONS						
		S	D	A	M	R

NON-RANKING MOTIONS	Interrupt	Second	Debate	Amend	Vote	Reconsider
INCIDENTAL MOTIONS						
Appeal Chair's Decision	I	S	D*		M*	R
Close Nominations or Close the Polls		S		A	$\frac{2}{3}$	
Consider by Paragraph or Seriatim		S		A	M	
Create a Blank		S			M	
Division of the Assembly	I				N	
Division of the Question		S*		A	M*	
Object to Consideration of a Question	*				$\frac{2}{3}$ *	R*
Parliamentary Inquiry	I				N	
Point of Order	I		*		+	
Reopen Nominations or Reopen the Polls		S		A	M	R*
Request for Information	I				N	
² Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY						
Take from the Table		S			M	
³ Rescind or Amend Something Previously Adopted		S	D	A	*	R*
³ Discharge a Committee		S	D	A	*	R*
⁴ Reconsider	*	S	D*		M	

NOTES

² Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After it has been stated by the chair, it can be withdrawn or modified only by unanimous consent or by a majority vote of the assembly.

³ An Incidental Main Motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority vote of the entire assembly/membership.

⁴ Hasty or ill-advised action can be corrected through the motion to Reconsider. This motion can be made only by one who voted on the prevailing side and made only on the same day the original vote was taken. In a session of more than one day, a reconsideration can also be moved on the next succeeding day within the session on which the meeting is held.

FORMS OF VOTING

- A **voice vote** is the most commonly used form of voting (ayes and noes).
- A **rising vote** is the normal method of voting on motions requiring a 2/3 vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a Division of the Assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small boards, committees, or very small assemblies, or for a rising vote in very small assemblies, but only if no member objects.
- Some conventions use **voting cards**, provided to delegates, to raise for voting.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **Unanimous consent** is a vote of silent agreement without any objection.
- A **ballot** or **roll call** vote can be ordered by a majority of the assembly.

APPENDIX B. ADJOURNMENT SINE DIE PROCEDURE

The City Council biennially adjourns the former City Council *sine die*, Latin for indefinitely, after each regular November general City election. The following is a recommended procedure for the transfer of power between City Councils.

1. Call To Order (*By current Mayor*)
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Mayor and Council Member Comments (*This time is offered for outgoing Council Members to make final comments prior to the expiration of their term of office.*)
6. Adjournment Sine Die (*Mayor requests a motion and support to adjourn “sine die.” Once voted, the Council is adjourned “indefinitely”.*)
7. Reorganization of the City Council
 - a. Outgoing Mayor or Council Members step down from their places.
 - b. City Clerk offers oath of office to each new Council Member.
 - c. City Clerk offers oath of office to new Mayor.
 - d. New Mayor or Council Members take their places at the City Council dais.
 - e. City Clerk presents the Albion City Council to the Mayor and requests a “Call to Order.”
8. Call To Order (*By new Mayor*)
9. Roll Call
10. Nomination of the Mayor Pro Tempore
 - a. A motion to receive nominations is made and supported.
 - b. Nominations are received. No support for each nomination is required.
 - c. A motion to close nominations is made and supported.
11. Election of the Mayor Pro Tempore (*A motion to elect the first nominee is made. If there is support, discussion is requested. If none, a vote is made, generally a roll call vote. If approved by the vote the nominee is elected Mayor Pro Tempore. If the motion fails, a motion to elect the second nominee is made and supported, discussed if needed and voted. If approved, the nominee is elected Mayor Pro Tempore— and so on.*)



City of Albion Requisition Form

Department: Many City Depts.	Request For:	Personnel <input type="checkbox"/>	Purchase <input checked="" type="checkbox"/>	Service <input type="checkbox"/>	Other <input type="checkbox"/>
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For Reference Call 517-629-5535	Extention	Dept. Code	Expense Code Multiple see attached	Date 10/31/18
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Deliver to:
Wex Bank

Stock or Other Invoice Number	Description	Quantity Required	Cost	
			Unit	Total
	Fuel for City Departments			7537.37
			Total	\$7537.37

Requested by Dept. Head	Date	Approved by Finance Director	Date
Approved by City Manager	Date	Purchase Order No: Contract	Date Of Purchase
Received by Accts. Payable:	Date	Current Line Item Balance:	\$
Date Approved by Council	New Line Item Balance:	\$	

Oct-18

Additional Adjustment for Speedway Gas Cards				Credit	Xtra Credit	New Total
Public Safety	101-345-778	2270.36	0.299676	\$11.59		\$2,258.77
Det Bureau	265-333-778	818.86	0.108085	\$4.18		\$814.68
Waste Water	590-536-778	643.7	0.084965	\$3.29		\$640.41
Water	591-536-778	700.8	0.092502	\$3.58		\$697.22
Parks	101-775-778	481.56	0.063564	\$2.46		\$479.10
Cemetery	101-276-778	0	0	\$0.00		\$0.00
Recreation	208-780-778	44.78	0.005911	\$0.23		\$44.55
Streets	661-770-778	2557.61	0.337592	\$13.05		\$2,544.56
Code	101-422-778	58.37	0.007705	\$0.30		\$58.07
		7576.04		\$38.67		\$7,537.37
Extra Fee	590-536-778					\$7,537.37
	661-770-778					
				38.67	credit	

**Speedway Fueling
City of Albion Fuel Report
October 2018**

Department	Account #	Gallons	Amount
Public Safety	101-345-778	1041.19	\$2,270.36
Detective Bureau	265-333-778	314.55	\$818.86
Sewer / Wastewater	590-536-778	280.39	\$643.70
Water	591-536-778	317.36	\$700.80
Parks	101-775-778	211.88	\$481.56
Cemetery	101-276-778	0	\$0.00
Recreation	208-780-778	20.88	\$44.78
Streets	661-770-778	1023.73	\$2,557.61
Code Enforcement	101-422-778	23.85	\$58.37
Assessing	101-209-778	0	\$0.00
Planning	101-400-778	0	\$0.00
Totals		3233.83	\$7,576.04
Credits			-\$38.67
Grand Total			\$7,537.37



Invoice Statement

INVOICE NUMBER: 56490162
ACCOUNT NAME: City of Albion

PAGE 1 OF 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0462-00-394564-9	47,200.00	31	OCT-31-2018	NOV-21-2018	7,537.37

DATE	ACTIVITY DESCRIPTION	CHARGES/DEBITS	PAYMENTS/CREDITS
OCT-24-2018	Payment - Thank You		6,908.40
OCT-31-2018	Fuel Purchases	7,574.79	
OCT-31-2018	Other Adjustments this Period	1.25	
OCT-31-2018	Rebates and Rebate Reversals		38.67

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
6,908.40	6,908.40	7,576.04	38.67	7,537.37

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

ACCOUNT NAME	City of Albion
ACCOUNT NUMBER	0462-00-394564-9
INVOICE NUMBER	56490162
BILL CLOSING DATE	OCT-31-2018
AMOUNT DUE	7,537.37
AMOUNT ENCLOSED	
PAYMENT DUE DATE	NOV-21-2018

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO LATE FEES.

Speedway Universal

Fax change of address request to 1-800-395-0809.
Make check payable to: WEX BANK
Use enclosed envelope or send to:



WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

04620039456492000000753737 181121

Balance Subject to Finance Charges:

Finance charges will be calculated by determining the total balance due on the date your account becomes delinquent, as follows: adding the total amount due on your Account on the payment due date together with any purchases posted to your Account from the end of the last billing cycle through the date the past due payment is applied or the close of the next business cycle, whichever happens first, and subtracting from that amount of any payments and/or credits entered during that period. The total balance due will then be multiplied by the applicable periodic rate to determine your finance charge. If your payment is not received and posted by the invoice payment due date, you may be charged a finance charge or other fees in accordance with the terms in your Business Charge Card Account Agreement.

How to Dispute Your Invoice

Charges must be disputed in writing no later than sixty (60) days from the billing date or they will be considered final and binding.

Card Issuer

The card is issued and payable to WEX Bank under a Business Charge Account Agreement with the cardholder named on the reverse.

Customer Service

For account inquiries and correspondence regarding account service or billing:

- Call 1-866-885-5346, or
- Fax to 1-800-395-0809, or
- Mail to P.O. Box 639, Portland, ME 04104

Be sure to include your account number on all correspondence

Payment Options

Mail

Be sure to include bottom portion of invoice with your payment. Write your account number or invoice number on the check to help avoid delays in payment processing if the check and remit stub become separated.

Allow 10 business days prior to the due date for mailing to help avoid late fees.

Online

Authorized users can elect to receive an email notification when an invoice is ready for online viewing and payment. Log in or register to set up an online account at www.speedwayuniversalmanager.com.

Online payments scheduled by 3:00 PM ET (on business days) are credited to your account on the same day. There is no fee for online payments.

Phone

Call Customer Service and select the menu option for Billing Inquiries. In addition to scheduling a payment, you can also check your balance.

Payments scheduled by 3:00 PM ET (on business days) are credited to your Account on the same day.

Be prepared with your fleet card account number and a sample check to enter your bank account number and routing number. There is no fee for phone payments.



PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

PAGE 1

Purchase Activity Report

CARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT
1031	JOHN TRACY	JOHN TRACY				CODE ENFORCEMENT
10-04	08:17	1501 N Eaton St, Albion, MI				
10-12	16:05	1501 N Eaton St, Albion, MI				
		PREVIOUS ODOMETER				
		J TRACY	20,864			
		J TRACY	49,159 UNL	15,004	2,999	45.00
		J TRACY	100,739 UN+	8,851	3,139	27.78
		PERIOD TOTALS		23,855		72.78
		YTD TOTALS		104,736		307.12
		PERIOD AVG: PPU			3,051	
		YTD AVG: PPU			2,932	
DEPARTMENT TOTALS FOR: CODE ENFORCEMENT						
		TOTAL FUEL - PERIOD		23,855	3,051	72.78
		YTD		104,736	2,932	307.12
		TOTAL PURCHASES - PERIOD		23,855		72.78
		YTD		104,736		307.12
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.						
		EXEMPT TAX		-14.41		-14.41
		TRAN FEE		-63.37		-63.37
		NET \$		58.37		58.37
		REPORTED TAX		243.75		243.75
		EXC. CODES				



PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

DATE	TIME	SITE ADDRESS	PREVIOUS ODOMETER	PROMPT	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
09-28	14:33	1501 N Eaton St, Albion, MI	11,763	B Brown	OP	19 UNL	11,763	2,859	33.63			-6.97		26.66		
10-01	15:07	1501 N Eaton St, Albion, MI	8,445	B Brown	OP	16 UNL	8,445	2,829	23.89			-5.00		18.89		
10-02	15:03	1501 N Eaton St, Albion, MI	13,929	B Brown	OP	19 UNL	13,929	3,099	43.17			-8.45		34.72		
10-03	15:05	1501 N Eaton St, Albion, MI	8,276	B Brown	OP	16 UNL	8,276	2,999	24.82			-4.97		19.85		
10-04	15:01	1501 N Eaton St, Albion, MI	9,561	B Brown	OP	16 UNL	9,561	2,999	28.67			-5.74		22.93		
10-05	14:59	1501 N Eaton St, Albion, MI	14,219	B Brown	OP	19 UNL	14,219	2,959	42.07			-8.51		33.56		
10-08	15:06	1501 N Eaton St, Albion, MI	7,194	B Brown	OP	16 UNL	7,194	2,839	20.42			-4.26		16.16		
10-09	15:02	1501 N Eaton St, Albion, MI	8,775	B Brown	OP	16 UNL	8,775	2,839	24.91			-5.20		19.71		
10-10	14:58	1501 N Eaton St, Albion, MI	14,534	B Brown	OP	19 UNL	14,534	2,839	41.26			-8.60		32.66		
10-11	15:04	1501 N Eaton St, Albion, MI	6,826	B Brown	OP	16 UNL	6,826	2,839	19.38			-4.05		15.33		
10-15	14:56	1501 N Eaton St, Albion, MI	8,993	B Brown	OP	16 UNL	8,993	2,789	25.08			-5.31		19.77		
		PERIOD TOTALS	112,515				112,515		327.30			-67.06		260.24		
		YTD TOTALS	1,115,483				1,115,483		3,254.25			-666.82		2,587.43		
		PERIOD AVG: PPU						2,909								
		YTD AVG: PPU						2,917								

***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.



PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

YARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT									
0003	07-2K9	07-2K9				PUBLIC SAFETY									
DATE	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
PREVIOUS ODOMETER															
09-28	07:13	1501 N Eaton St, Albion, MI	0.	OP	1,033	7,207	2,899	20.89					16.59		
09-29	11:33	503 N James St, Grayling, MI	0.	OP-EN	1,033	12,120	3,039	36.84			-4.30		31.43		
09-30	16:09	1000 M 32 W, Alpena, MI	0.	OP-EN	1,033	6,355	2,918	18.55			-5.41		14.76		
10-02	19:24	1260 M 32 W, Alpena, MI	0.	OP-EN	1,033	9,592	2,919	28.00			-3.79		22.28		
10-04	10:22	1041 W M 32, Gaylord, MI	0.	OP-EN	1,033	7,745	3,039	23.54			-5.72		18.86		
10-04	15:10	1501 N Eaton St, Albion, MI	0.	OP	1,033	12,966	2,999	38.89			-4.68		31.10		
10-07	06:30	1501 N Eaton St, Albion, MI	0.	OP	1,033	9,359	2,859	26.76			-7.79		21.21		
10-08	05:41	1501 N Eaton St, Albion, MI	0.	OP	1,033	6,052	2,839	17.18			-5.55		13.60		
10-09	14:52	18720 Parcello Rd, Marshall, MI	0.	OP-EN	1,033	11,810	2,899	34.24			-3.58		27.21		
10-09	22:17	39880 44th St SW, Grandville, MI	0.	OP-EN	1,033	7,360	2,849	20.97			-7.03		16.60		
10-11	05:49	1501 N Eaton St, Albion, MI	0.	OP	1,033	10,712	2,839	30.41			-4.37		24.07		
10-15	08:36	1501 N Eaton St, Albion, MI	0.	IP	1,033	13,402	2,789	37.38			-6.34		29.48		
10-18	15:55	8386 S State Road 67, Pendleton, IN	0.	IP	1,033	12,553	2,759	34.63			-7.89		32.33		
10-18	20:30	1816 N Main St, London, KY	0.	IP	1,033	13,114	2,659	35.00			-2.30		32.60		
10-19	11:20	1065 Deep Springs Rd, Dandridge, TN	0.	IP	1,033	11,630	2,659	30.92			-2.40		32.60		
10-22	14:09	7802 Idlewild Rd, Indian Trail, NC	0.	OP-EN	1,033	14,760	2,699	39.84			-2.13		28.79		
10-24	08:33	11130 E Independence Blvd, Matthews, NC	0.	OP-EN	1,033	6,600	2,649	17.51			-2.70		37.14		
10-26	10:52	11130 E Independence Blvd, Matthews, NC	0.	OP-EN	1,033	7,130	2,649	18.90			-1.21		16.30		
10-26	14:36	1009 Wilson St, Tarboro, NC	0.	OP-EN	1,033	13,890	2,629	36.32			-1.30		17.60		
10-26	21:30	948 J Clyde Morris Blvd, Newport News, VA	0.	OP-EN	1,033	14,190	2,499	35.47			-2.34		33.98		
10-28	13:50	3359 Urbana Pike, Jamsville, MD	0.	OP-EN	1,033	14,370	2,539	36.50			-2.60		32.87		
10-28	17:43	3500 E South Range Rd, New Springfield, OH	0.	OP-EN	1,033	13,298	2,638	35.09			-2.43		33.87		
10-28	22:26	1501 N Eaton St, Albion, MI	0.	OP	1,033	14,920	2,729	40.72			-8.73		32.66		
10-30	06:39	1501 N Eaton St, Albion, MI	0.	OP	1,033	5,748	2,729	15.69			-3.36		12.33		
PERIOD TOTALS															
YTD TOTALS															
PERIOD TOTALS															
YTD TOTALS															
PERIOD AVG: PPU															
YTD AVG: PPU															
***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE. *****															



PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

CARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT	EXC. CODES								
0007	ENGINE 1	ENGINE 1				PUBLIC SAFETY									
DATE MM-DD	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/ UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	
10-14	08:36	27815 C Dr N, Albion, MI	E 1	OP EN	2,581	10,611	3,358	35.64			-7.23		28.41		
10-21	07:12	1501 N Eaton St, Albion, MI	E 1	OP EN	2,583 DSL 1,234 DSL	10,310	3,299	34.01			-6.99		27.02		
		PERIOD TOTALS			*****	20,921		69.65			-14.22		55.43		
		YTD TOTALS			*****	140,060		462.68			-94.99		367.69		
		PERIOD AVG: PPU			*****		3,329	*****							
		YTD AVG: PPU			*****		3,303	*****							
<p>***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.</p>															

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PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

CARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT									
2011	15-6	15-6				PUBLIC SAFETY									
DATE	TIME	SITE ADDRESS	PROMPT	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
02-47	15:01	N Eaton St, Albion, MI	16	OP	76,456 UNL	9,890	2,829	27.98			-5.85		22.13		
10-05	02:35	1501 N Eaton St, Albion, MI	16	OP	76,524 UNL	9,004	2,899	27.00			-5.41		21.59		
10-09	02:36	1501 N Eaton St, Albion, MI	16	OP	46,655 UNL	10,567	2,839	30.00			-6.25		23.75		
10-10	02:40	1501 N Eaton St, Albion, MI	16	OP	76,691 UNL	3,337	2,839	9.47			-1.98		7.49		
10-10	14:55	1501 N Eaton St, Albion, MI	16	OP	76,799 UNL	5,315	2,839	15.09			-3.14		11.95		
10-17	18:21	1501 N Eaton St, Albion, MI	16	OP	76,975 UNL	16,128	2,759	44.50			-9.47		35.03		
10-19	01:43	1501 N Eaton St, Albion, MI	16	OP	77,081 UNL	9,548	2,759	26.34			-5.61		20.73		
		PERIOD TOTALS				63,789		180.38			-37.71		142.67		
		YTD TOTALS				1,015,702		2,933.98			-592.40		2,341.58		
		PERIOD AVG: PPU					2,828								
		YTD AVG: PPU					2,899								
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PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

CARD NUMBER	CARD EMBOSSED	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT										
2016	SCOTT KIPP	SCOTT KIPP				PUBLIC SAFETY										
DATE	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD	UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
10-03	18:51	1501 N Eaton St, Albion, MI	S Kipp	OP	152,555	UNL	19,296	2,999	57.87			-11.59		46.28		
10-21	11:11	1501 N Eaton St, Albion, MI	S Kipp	OP	153,019	UNL	20,595	2,719	56.00			-12.05		43.95		
		PERIOD TOTALS					39,891		113.87			-23.64		90.23		
		YTD TOTALS					297,873		866.79			-177.46		689.33		
		YTD AVG: PPU						2,855								
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PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

PAGE 13

Purchase Activity Report

2ARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT										
0018	17-7	17-7				PUBLIC SAFETY										
DATE	TIME	SITE ADDRESS	PROMPT	TRAN	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES	
05-11	1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	6,557	2,899	19.01	-3.90	15.11				15.11			
10-02	1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	6,766	2,829	19.14	-4.00	15.14				15.14			
10-03	1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	3,763	3,099	11.66	-2.28	9.38				9.38			
10-06	1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	6,896	2,959	20.41	-4.12	16.29				16.29			
10-08	1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	4,832	2,839	13.72	-2.85	10.87				10.87			
10-09	1501 N Eaton St, Albion, MI	17	OP	28,208 UNL	8,975	2,839	25.48	-3.31	20.17				20.17			
10-11	1501 N Eaton St, Albion, MI	17	OP	28,292 UNL	6,735	2,839	19.12	-3.98	15.14				15.14			
10-14	1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	5,475	2,839	15.54	-3.24	12.30				12.30			
10-14	22-22 101 E Michigan Ave, Albion, MI	17	OP-EN	111 UNL	4,050	2,790	11.30	-2.39	8.91				8.91			
10-16	06-23 1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	2,987	2,789	8.33	-1.77	6.56				6.56			
10-17	05-15 1501 N Eaton St, Albion, MI	17	OP	1,223 UNL	4,641	2,759	12.80	-2.73	10.07				10.07			
10-22	06-31 1501 N Eaton St, Albion, MI	17	OP	1,234 UNL	10,164	2,719	27.64	-5.94	21.70				21.70			
10-24	08-58 1501 N Eaton St, Albion, MI	17	OP	28,629 UNL	5,260	2,859	15.04	-3.11	11.93				11.93			
10-24	15-17 1501 N Eaton St, Albion, MI	17	OP	28,740 UNL	5,818	2,799	16.28	-3.43	12.85				12.85			
10-25	14-48 1501 N Eaton St, Albion, MI	17	OP	28,781 UNL	4,468	2,759	12.33	-2.63	9.70				9.70			
10-29	13-36 1501 N Eaton St, Albion, MI	17	OP	2,838 UNL	6,370	2,729	17.38	-3.74	13.64				13.64			
PERIOD TOTALS					93,757		265.18		209.76				209.76			
YTD TOTALS					780,674		2,252.65		1,789.70				1,789.70			
PERIOD AVG: PPU							2.828									
YTD AVG: PPU							2.886									
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PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

PAGE 15

Purchase Activity Report

CARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT									
2027	13-1	13-1				PUBLIC SAFETY									
DATE	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
10-12	23:59	1501 N Eaton St, Albion, MI	11	OP	113,325	12,125	2,839	34.42			-7.18		27.24		
10-29	10:48	1501 N Eaton St, Albion, MI	11	OP	113,475 UNL 80,652 UNL	11,422	2,729	31.17			-6.68		24.49		
		PERIOD TOTALS			*****	23,547		65.59			-13.86		51.73		
		PERIOD AVG: PPU			*****	624,896	2,785	1,808.58			-365.38		1,443.20		
		YTD AVG: PPU			*****		2,894								
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PARENT ACCOUNT:
State of Michigan Non Stais

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

WARD NUMBER	CARD EMBOSSING	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT	STREETS								
0058	RAY CHULIS	RAY CHULIS													
DATE	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
10-03	13:18	1501 N Eaton St, Albion, MI	R Chulis	OP	2	292 DSL	3,299	75.01			-15.41		59.60		
10-15	08:08	101 E Michigan Ave, Albion, MI	R Chulis	OP EN		297 DSL	3,359	42.02			-8.52		33.50		
10-17	09:16	1501 N Eaton St, Albion, MI	R Chulis	OP		239 UNL	2,759	66.00			-14.05		51.95		
10-18	14:03	101 E Michigan Ave, Albion, MI	R Chulis	OP EN		2 DSL	8,637	29.01			-5.88		23.13		
10-22	15:11	101 E Michigan Ave, Albion, MI	R Chulis	OP EN		161 DSL	3,359	43.96			-8.91		35.05		
PERIOD TOTALS							80,889	256.00			-52.77		203.23		
YTD TOTALS							406,284	1,230.27			-243.42		986.85		-10.41
PERIOD AVG: PPU															
YTD AVG: PPU															
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PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

PAGE 29

Purchase Activity Report

CARD NUMBER	CARD EMBOSSED	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT	WASTE WATER	EXC. CODES				
0040	PATRICK MILLER	PATRICK MILLER										
08-20	1501 N Eaton St, Albion, MI	S.	OP	15	15 UNL	26,565	2,839	75.42	-15.72	59.70		
09-04	1501 N Eaton St, Albion, MI	S.	OP		15 UNL	19,329	2,729	52.75	-11.32	41.43		
PERIOD TOTALS						45,894		128.17	-27.04	101.13		
YTD TOTALS						567,958		1,689.40	-348.43	1,340.97		
PERIOD AVG: PPU							2,793					
YTD AVG: PPU							2,975					
<p>***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.</p>												



PARENT ACCOUNT:
State of Michigan Non Stals

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

CARD NUMBER	CARD EMBOSSED	VEHICLE/ASSET IDENTIFIER	VEHICLE DESCRIPTION	PLATE (ST)	VIN	DEPARTMENT									
057	KENT PHILLIP	KENT PHILLIP				WASTE WATER									
DATE	TIME	SITE ADDRESS	PROMPT INFO	TRAN CODE	ODOM.	PROD UNITS	COST/UNIT	FUEL \$	SERVICE \$	OTHER \$	EXEMPT TAX	TRAN FEE	NET \$	REPORTED TAX	EXC. CODES
10-08	11:13	1501 N Eaton St, Albion, MI	K Phillip	OP	15	26,241	2,839	74.50			-15.53		58.97		
10-18	07:46	1501 N Eaton St, Albion, MI	K Phillip	OP	14 UNL	22,837	2,759	63.01			-13.42		49.59		
		PERIOD TOTALS				49,078		137.51			-28.95		108.56		
		YTD TOTALS				549,923		1,597.26			-327.51		1,269.75		
		YTD AVG: PPU					2,802								
							2,905								
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PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Purchase Activity Report

PAGE 37
END OF REPORT

If an adjustment is shown here and in the detail above, the amount listed here is a summed value of those individual charges.

DATE	TRANSACTION DESCRIPTION	FUNDED BY	REBATE PERIOD UNITS/DOLLARS	PERIOD AMT	REBATE YTD UNITS/DOLLARS	REBATE YTD AMT
31-OCT-18	OTHER ADJUSTMENTS THIS PERIOD Truck Stop Transaction Fee			1.25		
		Subtotal		1.25		
	REBATES AND REVERSALS	Partner			8,561,379	-568.43
31-OCT-18	Rebate Adjustment			-38.67		-183.05
31-OCT-18		Subtotal		-38.67		-751.48
		Total		-37.42		-751.48
	The Finance Charge is determined by applying a periodic rate of 0%					



PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Financial Summary

DEPARTMENT	DESCRIPTION	FEES			PURCHASES			TOTAL FEES & PURCHASES		
		QTY	COST/FEE	TOTAL FEES	FUEL \$	SERVICE \$	OTHER \$		EXEMPTED TAX	TRANS FEE
CEMETERY	PERIOD YTD			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Unleaded Regular	15.00	2,999	0.00	1,418.01	0.00	0.00	0.00	0.00	1,126.56
CODE ENFORCEMENT	Unleaded Plus	8.85	3,139	0.00	45.00	0.00	0.00	9.02	35.98	35.98
	Unleaded Plus			0.00	27.78	0.00	0.00	5.39	22.39	22.39
PARKS	PERIOD YTD			0.00	72.78	0.00	0.00	14.41	0.00	58.37
	Unleaded Regular	211.88	2,875	0.00	307.12	0.00	0.00	63.37	0.00	243.75
PUBLIC SAFETY	PERIOD YTD			0.00	607.30	0.00	0.00	125.74	0.00	481.56
	Unleaded Regular			0.00	5,065.98	0.00	0.00	1,039.62	0.00	4,026.36
RECREATION	PERIOD YTD			0.00	3,685.52	0.00	0.00	716.03	0.00	2,969.49
	Unleaded Regular	1,308.51	2,820	0.00	72.31	0.00	0.16	8.01	0.00	64.30
SEWER	PERIOD YTD			0.00	69.65	0.00	0.00	14.22	0.00	55.43
	Unleaded Regular	20.88	2,729	0.00	3,827.48	0.00	0.00	738.26	0.00	3,089.22
STREETS	PERIOD YTD			0.00	25,129.81	0.00	0.00	4,928.14	0.00	20,201.83
	Unleaded Regular	63.95	2,799	0.00	57.00	0.00	0.00	12.22	0.00	44.78
STREETS	PERIOD YTD			0.00	389.76	0.00	0.00	79.48	0.00	310.28
	Unleaded Regular	52.79	3,359	0.00	178.31	0.00	0.00	37.65	0.00	140.66
STREETS	PERIOD YTD			0.00	177.33	0.00	0.00	35.96	0.00	141.37
	Regular Diesel #2	622.28	3,340	0.00	355.64	0.00	0.00	73.61	0.00	282.03
STREETS	PERIOD YTD			0.00	1,898.20	0.00	0.00	393.46	0.00	1,504.74
	Unleaded Regular	401.45	2,828	0.00	2,078.57	0.00	0.00	423.24	1.25	1,656.58
					1,136.21			235.18		901.03



PARENT ACCOUNT:
State of Michigan Non Stats

REPORT FOR:
City of Albion
0462-00-394564-9
OCT-01-2018 TO OCT-31-2018

Financial Summary

DEPARTMENT	DESCRIPTION	FEES					PURCHASES					TOTAL FEES & PURCHASES
		QTY	COST/FEE	TOTAL FEES	FUEL \$	SERVICE \$	OTHER \$	EXEMPTED TAX	TRANS FEE	NET \$		
WASTE WATER	Unleaded Regular	163.655	2.799	0.00	458.16	0.00	0.00	96.49	0.00	361.67	2,557.61	14,441.52
	PERIOD YTD			0.00	3,214.78	8.00	0.00	3,724.32	1.25	14,441.52		
WATER	Unleaded Regular	317.36	2.801	0.00	887.85	0.00	0.00	187.05	0.00	700.80	361.67	2,623.54
	PERIOD YTD			0.00	4,731.10	0.00	0.00	978.77	0.00	3,752.33	700.80	3,752.33
UNASSIGNED	Rebate Adj			38.67	0.00	0.00	0.00	0.00	0.00	0.00	38.67	729.98
	PERIOD YTD			38.67	0.00	0.00	0.00	0.00	0.00	0.00	38.67	729.98
ACCOUNT TOTALS	Unleaded Regular	2,502.68	22.650	0.00	7,055.35	0.00	0.00	1,419.38	1.25	5,635.97	2,557.61	14,441.52
	Regular Diesel #2	695.99	10.028	0.00	2,325.55	0.00	0.00	473.42	1.25	1,853.38	361.67	2,623.54
	Unleaded Ethanol (10% blend)	26.31	2.769	0.00	72.31	0.00	0.00	8.01	0.00	64.30	700.80	3,752.33
	Unleaded Plus	8.85	3.139	0.00	27.78	0.00	0.16	5.39	0.00	22.39	38.67	729.98
ACCOUNT'S RECEIVABLE SUMMARY - Invoice 56490162	PERIOD YTD			0.00	9,480.99	8.00	0.00	12,178.46	1.25	7,576.04	2,557.61	14,441.52
PREVIOUS BALANCE				0.00	60,399.96	0.00	0.16	1,906.20	1.25	48,230.91	7,576.04	48,230.91
PAYMENTS					6,908.40							
PURCHASES					7,574.79							
DEBITS					1.25							
CREDITS					0.00							
ANCLLARIES					0.00							
AMOUNT DUE					7,537.37							

**INFORMATION
ONLY**

Certificate of Appreciation

Presented in gratitude to

Albion City Hall

For Outstanding Support of

United States Marine Corps Reserve



December 10, 2018
Date

American Legion Post 55 Albion, Mi.

CHECK REGISTER FOR CITY OF ALBION
 CHECK DATE FROM 11/01/2018 - 11/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Number	Amount
						1,820.17
11/08/2018	1	424621	005845	CRYSTAL FLASH	20276614 200276544	192.71 796.01 <u>988.72</u>
11/08/2018	1	424622	000007	CULLIGAN WATER CONDITIONING	11/2018 FIRESIDE 11/2018 ADPS	9.00 50.00 <u>59.00</u>
11/08/2018	1	424623	004255	ELECTION SOURCE	2018-42022 2018-42071 2018-42053	104.28 46.14 96.79 <u>247.21</u>
11/08/2018	1	424624	006323	GM FINANCIAL LEASING	10/2018 16 IMPALA 10/2018 17 CRUZE	454.66 324.75 <u>779.41</u>
11/08/2018	1	424625	001848	INNOVATIVE SOFTWARE SERV INC	1987 19998 2009	2,616.67 3,986.99 2,059.25 <u>8,662.91</u>
11/08/2018	1	424626	006199	INTERNATIONAL CODE COUNCIL	1000965822	83.90
11/08/2018	1	424627	001320	JOHN J. HAWKINS	02406 02405	166.53 166.54 <u>333.07</u>
11/08/2018	1	424628	002801	LAKELAND ASPHALT CORP.	34219 34228	163.20 153.00 <u>316.20</u>
11/08/2018	1	424629	005301	MARK'S BODY SHOP	107138	214.95
11/08/2018	1	424630	003683	MASTIN, VINCENT	11/2018 BOOT ALLOW	141.72
11/08/2018	1	424631	002950	MML WORKERS COMP FUND	2693205	28,543.00
11/08/2018	1	424632	003627	NAPA AUTO PARTS OF ALBION	428940 428806	7.29 15.69 <u>22.98</u>
11/08/2018	1	424633	001989	NAPOLEON LAWN & LEISURE INC	01-18136	2,478.49
11/08/2018	1	424634	006158	OFFICE360	1183931	49.26
11/08/2018	1	424635	004617	ON DUTY GEAR LLC	18496	477.99
11/08/2018	1	424636	005238	PERFORMANCE AUTO NORTHWEST	1977851	81.74
11/08/2018	1	424637	005210	PRINTER SOURCE PLUS	164452	199.98
11/08/2018	1	424638	000799	PSI PRINTING SYSTEMS INC	205648	30.74
11/08/2018	1	424639	004139	REPUBLIC SERVICES #249	0249-006141217	111.53
11/08/2018	1	424640	001953	RILEY'S APPARATUS SERVICES	4315	1,858.17
11/08/2018	1	424641	000083	SEMCO ENERGY	10/2018 112 E ERIE	102.43

CHECK REGISTER FOR CITY OF ALBION
 CHECK DATE FROM 11/01/2018 - 11/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Number	Amount
					10/20181104 IND	82.47
						<u>184.90</u>
11/08/2018	1	424642	006335	SHERIDAN TOWNSHIP	11/2018 425 PROP TAX	1,345.20
11/08/2018	1	424643	002569	UWC/UNION WORKER COMMUNICATION	11/2018 GEN STATE	14.52
11/08/2018	1	424644	004966	VERIZON WIRELESS	9817399841	1,555.21
11/16/2018	1	424645	004841	ANGLIN, BONNIE	11/2018 ELECTIONS	165.00
11/16/2018	1	424646	004292	ARMSTRONG, JR., ELIJAH	11/2018 ELECTIONS	216.00
11/16/2018	1	424647	006616	BAUCKHAM, SPARKS, THALL, SEEBER	1079	200.00
11/16/2018	1	424648	002680	BENAVIDEZ, BARBARA	11/2018 ELECTIONS	170.00
11/16/2018	1	424649	001431	BERG, JUNE	11/2018 ELECTIONS	165.00
11/16/2018	1	424650	000979	BEST WAY INC	078801	290.00
11/16/2018	1	424651	006624	BYRD, DORA	11/2018 ELECTIONS	165.00
11/16/2018	1	424652	006625	CALDWELL, LASHAWN	11/2018 ELECTIONS	160.00
11/16/2018	1	424653	006667	CHEMICAL BANK	11/2018 RET TO PEN	1,949.56
11/16/2018	1	424654	005687	CINTAS CORP #725	725481258	84.74
					725483672	84.74
					725481257	76.61
					725483671	76.61
						<u>322.70</u>
11/16/2018	1	424655	005501	CITIZENS LEGG LUMBER	SR 42506	39.99
11/16/2018	1	424656	004245	CONLEY, JILL	11/2018 ELECTIONS	210.00
11/16/2018	1	424657	002884	CRAMER, PHYLLIS	11/2018 ELECTIONS	160.00
11/16/2018	1	424658	004431	CRITTENDEN, JACQUELINE	11/2018 ELECTIONS	160.00
11/16/2018	1	424659	000012	D & D MAINTENANCE SUPPLY	149610	30.75
11/16/2018	1	424660	005476	DUNKLIN, MAE OLA	11/2018 EXP REIM	82.00
11/16/2018	1	424661	004255	ELECTION SOURCE	2018-42781	2,580.00
11/16/2018	1	424662	006627	ETCHISON, WENDOLYN	11/2018 ELECTIONS	172.50
11/16/2018	1	424663	000146	ETNA SUPPLY COMPANY	S102822932.001	270.00
					S102834039.001	541.00
						<u>811.00</u>
11/16/2018	1	424664	004271	FRAZIER-TWYMAN, MAMIE	11/2018 ELECTIONS	175.00
11/16/2018	1	424665	004842	GAMBLE, PHYLLIS	11/2018 ELECTIONS	175.00
11/16/2018	1	424666	006629	GONZALES, WANDA	11/2018 ELECTIONS	172.50
11/16/2018	1	424667	004392	GUENIN-LELLE, DIANNE	11/2018 EXP REIMB	396.43
11/16/2018	1	424668	004844	HARRIS, JACQUELYN	11/2018 ELECTIONS	175.00
11/16/2018	1	424669	006630	HARRIS, SHARON	11/2018 ELECTIONS	175.00
11/16/2018	1	424670	004796	HOWARD, EMMA	11/2018 ELECTIONS	160.00
11/16/2018	1	424671	005358	HOWELL, RITHA	11/2018 ELECTIONS	228.00
11/16/2018	1	424672	006277	HUMPHREY, JANET	11/2018 ELECTIONS	219.00
11/16/2018	1	424673	006631	HUNTER, JOSHUA	11/2018 ELECTIONS	160.00
11/16/2018	1	424674	006069	HYDROCORP	0049987-IN	546.00
11/16/2018	1	424675	000918	JACKSON TRUCK SERVICE INC	PC001311634:01	295.10
11/16/2018	1	424676	004535	JADE SCIENTIFIC INC	IN26668	118.12
					IN27010	28.92
						<u>147.04</u>
11/16/2018	1	424677	005359	JOHNSON, FERDINAND	11/2018 ELECTIONS	180.00
11/16/2018	1	424678	002683	JOHNSON, TAMARA	11/2018 ELECTIONS	216.00
11/16/2018	1	424679	005942	JONES, MITTIE	11/2018 ELECTIONS	160.00
11/16/2018	1	424680	002801	LAKELAND ASPHALT CORP.	34253	156.57
11/16/2018	1	424681	006218	LANGE, BARBARA	11/2018 EXP REIMB	113.58
11/16/2018	1	424682	000796	LONGON SR, HARRY	11/2018 ELECTIONS	213.00
11/16/2018	1	424683	002684	LONGON, KAY	11/2018 ELECTIONS	165.00

CHECK REGISTER FOR CITY OF ALBION
 CHECK DATE FROM 11/01/2018 - 11/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Number	Amount
11/16/2018	1	424684	006632	MASTIN, ODELL	11/2018 ELECTIONS	167.50
11/16/2018	1	424685	006278	MAUNTEL, SANDRA	11/2018 ELECTIONS	175.00
11/16/2018	1	424686	000120	MEDLER ELECTRIC CO	S4416200.001	55.00
11/16/2018	1	424687	000142	MI INDUSTRIAL GASES INC	276711 276610	28.60 31.46
						<u>60.06</u>
11/16/2018	1	424688	001337	MML-MI MUNICIPAL LEAGUE	11/2018 ELE OFFICIAL	285.00
11/16/2018	1	424689	003627	NAPA AUTO PARTS OF ALBION	429373 429165 429020 429012 429100 429095 428556 428682 429163 428191 428457 428683 428739 429538 429371	173.25 58.18 173.25 36.02 38.28 66.43 9.77 6.49 4.56 2.77 6.49 211.98 1.09 (37.03) (37.03)
						<u>714.50</u>
11/16/2018	1	424690	006158	OFFICE360	1194158	452.28
11/16/2018	1	424691	004377	PASCHAL CASKETS	1053	1,055.00
11/16/2018	1	424692	006279	POWELL, MARVA	11/2018 ELECTIONS	160.00
11/16/2018	1	424693	006635	SANDERS, ROSLYN	11/2018 ELECTIONS	165.00
11/16/2018	1	424694	004798	SANDERS, SYBIL	11/2018 ELECTIONS	222.00
11/16/2018	1	424695	000083	SEMCO ENERGY	11/2018 1301 S SUP 11/2018 1301 S SUP B	17.56 15.25
						<u>32.81</u>
11/16/2018	1	424696	006623	SNYDER, HALEY	11/2018 TRV EXP	43.27
11/16/2018	1	424697	002688	SNYDER, VIRGINIA	11/2018 ELECTIONS	167.50
11/16/2018	1	424698	004937	SPARTAN BARRICADING & TRAFFIC	137322	2,899.00
11/16/2018	1	424699	006200	STATE OF MICHIGAN	11/2018 SIGNOR	14.00
11/16/2018	1	424700	006280	STORY, PAULENE	11/2018 ELECTIONS	167.50
11/16/2018	1	424701	004799	TAYLOR, VALENCIA	11/2018 ELECTIONS	165.00
11/16/2018	1	424702	006281	THOMAS, DOLLIE	11/2018 ELECTIONS	160.00
11/16/2018	1	424703	005105	TIRE CITY ALBION	ALB12315	171.98
11/16/2018	1	424704	004489	TRI-COUNTY INTERNATIONAL TRUCK	JP48322	27.96
11/16/2018	1	424705	006287	UNION, EVELYN	11/2018 ELECTIONS	170.00
11/16/2018	1	424706	006312	WESTERN EQUIP FINANCE INC	552076	679.19
11/16/2018	1	424707	006636	WILLIAMSON, BETH	11/2018 ELECTIONS	170.00
11/16/2018	1	424708	004903	STATE OF MICHIGAN	11/2018 SIGNOR 1	14.00
11/16/2018	1	424709	005263	CHEMICAL BANK	11/2018 HSA	500.00
11/21/2018	1	424710	004909	10TH DISTRICT COURT	C165640	50.00
11/21/2018	1	424711	001542	ALBION COMMUNITY FOUNDATION	2018-1008	1,343.20
11/21/2018	1	424712	000063	ART CRAFT PRESS	021051	127.12
11/21/2018	1	424713	000062	AT&T	517629362711-18 G 517629392611-18	316.81 323.01
						<u>639.82</u>

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CHECK REGISTER FOR CITY OF ALBION
 CHECK DATE FROM 11/01/2018 - 11/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Number	Amount
11/21/2018	1	424714	002957	BASIC	10-187470	550.00
11/21/2018	1	424715	005687	CINTAS CORP #725	725486019 725486020	76.61 84.74 <hr/> 161.35
11/21/2018	1	424716	004286	COLLEGE CHEVROLET BUICK	CTCS240491 CTCS240445 CTCB240575 CTCS240416	42.64 42.64 125.00 450.15 <hr/> 660.43
11/21/2018	1	424717	000012	D & D MAINTENANCE SUPPLY	149825 149796	1,558.34 47.95 <hr/> 1,606.29
11/21/2018	1	424718	005384	FIRST BANKCARD	11/2018 T MEAD	515.23
11/21/2018	1	424719	000413	HULL & ASSOCIATES INC	95797	858.12
11/21/2018	1	424720	006199	INTERNATIONAL CODE COUNCIL	1000971347	69.00
11/21/2018	1	424721	002228	IRVIN'S HARDWARE	10994-688396 10994-688325 10994-689131-A 10994-689131-B	27.53 38.93 24.47 (61.72) <hr/> 29.21
11/21/2018	1	424722	001543	MAYNARD, LARRY	11/2018 EXP REIMB	84.79
11/21/2018	1	424723	000120	MEDLER ELECTRIC CO	S4421621.001	205.36
11/21/2018	1	424724	000037	MORNING STAR	86121	208.32
11/21/2018	1	424725	001791	MUNRO, KEVIN	11/2018 GLASS REIMB	150.00
11/21/2018	1	424726	005977	NOPPE, KARILYNN	11/2018 TRV REIMB	1,137.67
11/21/2018	1	424727	000115	PERFORMANCE AUTO ALBION	363-78198	250.00
11/21/2018	1	424728	000465	QUICK CUT LAWN CARE LLC	7019	628.00
11/21/2018	1	424729	002471	RECORDER, THE	10/31/2018 CH STATE	156.00
11/21/2018	1	424730	006562	REVITALIZE LLC	5	3,420.00
11/21/2018	1	424731	006105	REYNOLDS, MATT	10/28/2018 INV	1,100.00
11/21/2018	1	424732	000272	ROSE PEST SOLUTIONS	70690932	44.00
11/21/2018	1	424733	006375	SAFEBUILT, INC	3211 3140 3084	5,212.00 10,246.00 4,705.00 <hr/> 20,163.00
11/21/2018	1	424734	001777	STATE OF MICHIGAN	551-528546	84.00
11/21/2018	1	424735	006020	STATE OF MICHIGAN-DEQ	761-10378104	3,177.84
11/21/2018	1	424736	004833	THOMSON REUTERS - WEST	839201154	198.45
11/21/2018	1	424737	006070	TOSHIBA FINANCIAL SERV	68976060	209.57
11/21/2018	1	424738	003777	TRACTOR SUPPLY CREDIT PLAN	10/30/2018 STATE	192.54
11/21/2018	1	424739	004966	VERIZON WIRELESS	9817399842	1,680.94
11/21/2018	1	424740	003215	WIGHTMAN & ASSOCIATES INC	60944	26,819.37
11/21/2018	1	424741	005441	WOW! BUSINESS	11/2018 FOOD HUB 10/2018 CITY HALL	67.50 37.97 <hr/> 105.47

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Number	Amount
11/28/2018	1	424742	000400	ALBION ELECTRIC INC	11258	314.75
					11261	892.25
					11260	2,845.93
					11259	1,283.93
					11263	256.53
					11264	865.25
					11265	219.00
					11262	100.00
					11257	854.09
						<u>7,631.73</u>
11/30/2018	1	424743	004745	LAKE MICHIGAN MAILERS	404249	4,000.00
11/30/2018	1	424744	004909	10TH DISTRICT COURT	C1811269	50.00
11/30/2018	1	424745	005009	ABILITA	181120	365.00
11/30/2018	1	424746	001542	ALBION COMMUNITY FOUNDATION	2018-1115	300.00
11/30/2018	1	424747	000063	ART CRAFT PRESS	021050	57.77
					021049	80.86
						<u>138.63</u>
11/30/2018	1	424748	005381	CITY OF MARSHALL	11/2018 GRANTS	6,000.00
11/30/2018	1	424749	000005	CONSUMERS ENERGY	204476166594	27.83
					202874295236	382.83
					201361471307	34.49
						<u>445.15</u>
11/30/2018	1	424750	006088	DOMAIN LISTINGS	11/2018 282-1848	228.00
11/30/2018	1	424751	005384	FIRST BANKCARD	11/2018 S KIPP	4,066.98
11/30/2018	1	424752	005863	MAMC	11/2018 2019 REG	450.00
					2019 MEM H SNYDER	60.00
						<u>510.00</u>
11/30/2018	1	424753	002466	OAKLAWN HOSPITAL	11/20/2018 STATE	245.00
11/30/2018	1	424754	006158	OFFICE360	1204047	20.97
11/30/2018	1	424755	004139	REPUBLIC SERVICES #249	0249-006178214	132.52
11/30/2018	1	424756	000083	SEMCO ENERGY	11/2018 112 E ERIE	198.78
11/30/2018	1	424757	006140	TELNET WORLDWIDE	151261	532.46
11/30/2018	1	424758	006077	THE HARKNESS LAW FIRM, PLLC	44	7,291.66
11/30/2018	1	424759	006614	VANDERVRIES II, EDWARD	18CA-006	3,500.00
11/30/2018	1	424760	003215	WIGHTMAN & ASSOCIATES INC	60945	120.68
					60946	23,979.05
					60947	5,180.00
						<u>29,279.73</u>

1 TOTALS:

Total of 168 Checks:	253,480.20
Less 1 Void Checks:	14.00
Total of 167 Disbursements:	<u>253,466.20</u>

Bank 7 MAPLE GROVE/ABA

11/08/2018	7	115288	005130	APCO INC	1426285-00	195.57
11/08/2018	7	115289	000005	CONSUMERS ENERGY	205010115617	15.31

11/30/2018 02:31 PM
User: etobin
DB: Albion

CHECK REGISTER FOR CITY OF ALBION
CHECK DATE FROM 11/01/2018 - 11/30/2018

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Number	Amount
11/30/2018	7	115318	005949	SOLAR CONTRACT CARPET	1613610	254.80
					1613609	146.15
						<u>400.95</u>
11/30/2018	7	115319	000285	SPMCO (DBA)	111218	11,859.95
11/30/2018	7	115320	002855	TORREY, DEBORAH	11/19-22/2018	200.00
						<u>200.00</u>
7 TOTALS:						
Total of 33 Checks:						50,204.14
Less 0 Void Checks:						0.00
Total of 33 Disbursements:						<u>50,204.14</u>
REPORT TOTALS:						
Total of 201 Checks:						303,684.34
Less 1 Void Checks:						14.00
Total of 200 Disbursements:						<u>303,670.34</u>