



# 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.

**David Atchison**  
Mayor

Council Member  
1<sup>st</sup> Precinct

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

**Sonya Brown**  
Mayor Pro-Tem  
Council Member  
3<sup>rd</sup> Precinct

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

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

**Shane Williamson**  
Council Member  
6<sup>th</sup> Precinct

**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, February 4, 2019

7:00 P.M.

#### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS
  - A. Proclamation-10<sup>th</sup> Anniversary Psi Kappa Omega Chapter Battle Creek/Albion
  - B. Proclamation Recognizing January 2019 as National Mentoring Month
  - C. Presentation by Elijah Shalis- "National Liberty Memorial" in Washington D.C.
- VII. PUBLIC HEARING-NONE
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION-The City Attorney requests a Closed Session under the Open Meetings Act (Section 15.268 (h), P.A. 267 of 1976, as amended) to consider material exempt from discussion or disclosure by state or federal law.
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, January 22, 2019
  - B. Approval Special Session Minutes, January 24, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

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- A. Request Approval of Candidate to Fill Precinct 1 Council Seat
- B. Request Approval for Pay for Interim/Acting City Manager
- C. Discussion-Mayor and Manager Weekly Meetings/Council Rules & Procedures
- D. Request Approval of Resolution # 2019-01, A Resolution Supporting the “National Liberty Memorial” in Washington D.C.
- E. Request Approval Appointments for Boards & Commissions
  - Nidia Wolf, DDA, Reappointment, Term to Expire 12-31-2022
  - Dixie Grant, Albion District Library, Term to Expire 12-31-2022
- F. Discussion of City Fee Schedule Increases from 2018 to 2019
- G. Discussion of City Grant Writer
- H. Discussion of City Clean Up: Outside Work (limbs & trees) & City-Wide Dates
- I. Request Approval 2<sup>nd</sup> Reading & Adoption of Ordinance # 2019-02, An Ordinance to Prohibit Marihuana Establishments and Create Article VI of Chapter 22 of the Albion Code of Ordinances
- J. Discussion/Distribution/Delivery of Council Meeting Agenda Packets
- K. Discussion Community Engagement Reports by Mayor
- L. Discussion Community Engagement Reports by Council Members
- M. Request Approval to Calhoun County for \$7,000 for the Albion Recycling Center
- N. Request Approval to Wells Equipment for \$5473.58 for Repair of International Truck
- O. Discussion for Contracting with Independent Firm for Assistance with Audit Preparation
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).



# 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

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- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN

City of Albion  
Council Session Minutes  
January 22, 2019

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Council Members Marcola Lawler (4) and Jeanette Spicer (5).

STAFF PRESENT:

Cullen Harkness, City Attorney; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety; Jill Domingo, City Clerk; John Tracy, Director Planning, Building & Code Enforcement and Haley Snyder, Deputy Clerk Treasurer.

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

Williamson moved, Reid supported, CARRIED, to Approve the Agenda as presented. (4-0, vv)

VI. PRESENTATIONS

A. Precinct 1 Candidates Public Statements

Candidates Daniel Farmer, Vicky Clark and Christine Thomas each gave a brief 2-minute public statement. Council Member Brown read a public statement on behalf of O'Neil Warnsley.

B. Proclamation for 2019 Martin Luther King Jr. Essay Winners

Mayor Atchison read the 2019 Martin Luther King Jr. Essay Winners Proclamation and presented to Kaya Oswald.

Council Member Reid asked if Kaya Oswald could read her essay to the Council.

Kaya Oswald read aloud her essay and received a standing ovation.

C. Proclamation for Deputy Chief Mike Johnson Retirement

Mayor Atchison read aloud and presented Proclamation for Deputy Chief Mike Johnson who received a standing ovation for his service.

Chief Scott Kipp presented Deputy Chief Johnson with a shadow box of memorabilia from his time at ADPS.

Comments were received from Deputy Chief Mike Johnson.

D. Oaklawn Extended Care Facility Update

Amy Ryman, Oaklawn Hospital stated that Oaklawn Hospital has made a two (2) million-dollar investment in Albion in the past year. The new facility will be located at 302 N. Monroe St. The primary care department will be moving from the B Drive location to the new facility. The B Drive location will continue to provide therapy and occupational therapy. Senior Care Partners (PACE) will be leasing space at the B Drive location.

The new facility will open on February 11<sup>th</sup>, 2019 with hours of 11 a.m. to 8 p.m. Monday through Saturday. Hours may be extended if necessary. The extended care facility will also provide services to Albion College students.

E. Albion Water Quality-PFAS Levels

This presentation will be re-scheduled for a later date.

F. Presentation by Elijah Shalis- "*National Liberty Memorial*" in Washington D.C.

Mr. Shalis was not in attendance at the meeting.

VII. PUBLIC HEARINGS-None

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

Comments were received from Karen Yankie, 104 Irwin Avenue; Al Smith, 1209 Adams St; Kevin Munro, 116 E. Walnut St; Daniel Farmer, 1101 Wiener Dr and Garrett Brown, 1016 S. Superior St.

Council Member Brown asked for Point of Order.

*\*Mayor Atchison does not recognize Council Member Brown's request for Point of Order and asked the last speaker at public comments to continue.*

*\*Council Member Brown asked for Point of Order.*

*\*Mayor Atchison does not recognize Council Member Brown's request for Point of Order.*

*\*Council Member Brown appeals Mayor Atchison's decision to not recognize her Point of Order.*

*\*Mayor Atchison took a vote of Council and his decision to not recognize Council Member Brown's Point of Order was upheld.*

- IX. CLOSED SESSION-The City Manager requests a Closed Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, or staff member of individual agent, if the named person requests a closed hearing.

Williamson moved, Reid supported, CARRIED to adjourn to Closed Session. (4-0, vv)

*Mayor Atchison adjourned to closed hearing at 7:35 p.m.*

*Council Member Brown left at 8:26 p.m.*

*Mayor Atchison re-adjourned the regular session at 8:28 p.m.*

*\*\* Due to the departure of Council Member Brown the Council no longer has a quorum.*

*Mayor Atchison proceeded with public comments and Mayor and Council Member comments.*

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

Comments were received from Rick Lange, 810 Haven Rd; Garrett Brown, 1016 S. Superior St; Mayor Atchison and Council Member Williamson.

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

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

XVII. ROLL CALL

PRESENT: Lenn Reid (2), Shane Williamson (6) and Mayor Atchison.

ABSENT: Sonya Brown (3), Marcola Lawler and Jeanette Spicer (5).

XVIII. ADJOURNMENT

Reid moved, Williamson supported, CARRIED, to adjourn the regular session.  
(3-0, vv)

Mayor Atchison adjourned the Regular Session at 8:50 p.m.

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Date

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Jill Domingo  
City Clerk

City of Albion  
Special Council Session Minutes  
January 24, 2019

I. CALL TO ORDER

Mayor Atchison called the regular 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), Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

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

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

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

VI. PRESENTATIONS-None

VII. PUBLIC HEARINGS-None

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

No public comments were received.

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

Spicer moved, Reid supported, CARRIED, to adjourn to Closed Session. (6-0, vv)

Mayor Atchison adjourned to Closed Session at 6:03 p.m.

Mayor Atchison re-convened the Special Meeting at 6:50 p.m.

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

A. Approval of Regular Session Minutes, January 7, 2019

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

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval for Personnel Investigation

Comments were received from City Attorney Harkness.

Williamson moved, Spicer supported, CARRIED, to Approve Personnel Investigation as presented. (6-0, rcv)

B-1. Request Approval of Payment to Franklin Holwerda Co. for \$138,273.00 for Final Payment Clarifier Project

Comments were received from Council Members Spicer and Brown; Mayor Atchison and Acting City Manager/Finance Director Mead.

Williamson moved, Brown supported, CARRIED, To Approve Payment to Franklin Holwerda Co. for \$138,273.00 for Final Payment Clarifier Project as presented. (6-0, rcv)

B-2. Request Approval of Payment to Consumers Energy for \$96,127.00 for Street Light Replacement Project

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

Williamson moved, Lawler supported, CARRIED, To Approve Payment to Consumers Energy for \$96,127.00 for Street Light Replacement Project as presented. (6-0, rcv)

C. Request Approval Resolution # 2019-03, Authorization for Change in Standard Lighting Contract

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

Williamson moved, Lawler supported, CARRIED, To Approve Resolution # 2019-03, Authorization for Change in Standard Lighting Contract as presented. (6-0, rcv)

XII. Future Agenda Items

Mayor Atchison stated the agenda items from the January 22, 2019 meeting should be moved to the February 4<sup>th</sup>, 2019 agenda. An additional agenda item will be selection of Precinct 1 candidate to fill vacancy.

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

No public comments were received.

XIV. CITY MANAGER REPORT-None

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

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

*\*\* It was noted a Study Session will be held on Wednesday, January 30, 2019 at 6:00 p.m. for Council Training with Attorney Scott Smith.*

*\*\*A Special Meeting will be held on Thursday, January 31, 2019 at 7:00 p.m. for Precinct 1 Interviews.*

XVI. Motion to Excuse Absent Council Member (s)

No action was necessary as all members were present.

XVII. ROLL CALL

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

ABSENT: All members were present.

XVIII. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to adjourn the special session. (6-0, vv)

Mayor Atchison adjourned the Special Session at 7:26 p.m.

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Date

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Jill Domingo  
City Clerk

Mayor Atchison,

Regarding Item B, the attached is the resolution that was approved last (and the only other time that I can recall) for an “Acting” City Manager. As you can see, it was done in 2014 when I stepped in briefly for a few weeks. At the time that it was approved, it was same pay rate as what the “Interim” City Manager was receiving. Just so you are aware, when Chief Kipp was “Interim” City Manager in 2018, leading up to the time prior to the hiring of Ms. Rufus, the pay had been increased to \$200 per day. The rate is totally up to the Council.

I think the only issue that is sometimes confusing is the issue of “Acting” verses “Interim.” Acting is when the second in line (for lack of a better description) steps in to temporarily cover for the City Manager when the City Manager is going to be out for what is believed to be a relatively short period of time. That duty currently falls on the Finance Director. The Interim City Manager on the other hand would be an individual that the Council appoints when they believe the City Manager will be out for extended periods of time, or indefinitely.

Is this the type of information you had in mind when you asked for historical info. on this? Again, I can only think of the “Acting” City Manager role being held for a period of over 5 business days (which triggers the compensation) one other time and that was in 2014. In most instances, it has been for less than 5 business days so no compensation was paid.

Thomas R. Mead,

**RESOLUTION #2014-09  
TO DESIGNATE ACTING CITY MANAGER**

WHEREAS, the City of Albion Code of Ordinances, Section 2-58 provides that the City council shall designate an Acting City Manager during the absence of the City Manager for more than five (5) days and shall fix his/her compensation; and

WHEREAS, the City Manager may, on several occasions each year, be absent from the City for more than five (5) days and the City Manager wishes to have a designated Acting City Manager for these periods,

NOW, THEREFORE, BE IT RESOLVED, that during the times when the City Manager is absent from the City, that the Albion City Council designate, Thomas Mead, Finance Director, to be the Acting City Manager.

BE IT FURTHER RESOLVED that in those instances when the City Manager and the Finance Director are absent from the City at the same time, Scott Kipp, Chief of Public Safety, shall be the Acting City Manager;

BE IT FURTHER RESOLVED that the compensation paid to the Acting City Manager shall commence on the sixth (6th) day that the City Manager is absent from the City and shall continue until the City Manager's return. Compensation paid to the Acting City Manager shall be the sum of one hundred (\$100.00) dollars per weekday served as the Acting City Manager. Compensation for non-weekdays shall not be paid to the Acting City Manager unless otherwise designated by the Albion City Council.

BE IT FURTHER RESOLVED that the Acting City Manager shall, while he/she is in such office, have all the responsibilities, duties, functions, authority and powers of the City Manager.

At a regular meeting of the Albion City Council, motion was made by Council Member \_\_\_\_\_, and supported by Council Member \_\_\_\_\_, to adopt the above resolution.

Date: September 15, 2014

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on September 15, 2014

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

# CITY OF ALBION MICHIGAN

## CITY COUNCIL RULES OF PROCEDURE

### TABLE OF CONTENTS

<b>Rule</b>	<b>Title</b>	<b>Page</b>
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
<b>Appendix A</b>	Basic Parliamentary Information.....	22
<b>Appendix B</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.

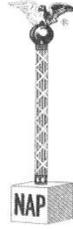
## **RULE 20. AMEND/REPEAL RULES**

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  
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## PROCEDURE FOR HANDLING A MAIN MOTION

What is Happening/Notes	The Chair Says/Does	Members Say/Do
<b>Obtaining and assigning the floor</b>		
A member rises when no one else has the floor		"Mr./Madam President/Chairman"
	Recognizes the member by name, title or nodding	
<b>How the motion is brought before the assembly</b>		
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?"	
<b>Consideration of the motion</b>		
See rules for debate (sidebar)		Debate
<b>The chair puts the question to a vote of the assembly</b>		
	"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
<b>The chair announces the results of the vote</b>		
	"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.

### <sup>1</sup>TYPES 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
<b>PRIVILEGED MOTIONS</b>						
# 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				+	
<b>SUBSIDIARY MOTIONS</b>						
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 <sup>1</sup>		S	D	A*	M	R
Postpone Indefinitely		S	D		M	R*
<b>MAIN MOTIONS</b>						
		S	D	A	M	R

<b>NON-RANKING MOTIONS</b>	Interrupt	Second	Debate	Amend	Vote	Reconsider
<b>INCIDENTAL MOTIONS</b>						
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	
<sup>2</sup> Request for Permission to Withdraw a Motion	*	*				neg
Suspend the Rules		S			$\frac{2}{3}$ *	
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>						
Take from the Table		S			M	
<sup>3</sup> Rescind or Amend Something Previously Adopted		S	D	A	*	R*
<sup>3</sup> Discharge a Committee		S	D	A	*	R*
<sup>4</sup> Reconsider	*	S	D*		M	

## NOTES

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.*)

**Resolution #2019-01**

**A RESOLUTION SUPPORTING THE NATIONAL LIBERTY MEMORIAL**

WHEREAS, African Americans served honorably in the Revolutionary War and the War of 1812; and

WHEREAS, after the War of 1812, the Couth passed law and rules that restricted service until the Civil War, and many people are aware of their service in the Civil War; and

WHEREAS, it is important that the world is made aware that African Americans were critical to the success of the Revolutionary War at the Founding of the Nation; and

WHEREAS, the National Liberty Memorial will commemorate the 5,000 African Americans that served in the Revolutionary War that most people are unaware of; and

WHEREAS, there were Revolutionary War battles fought in Michigan, and there are graves of soldiers in this state; and

WHEREAS, if approved, the City of Albion will be one of several cities to approve such a resolution;

Council Member \_\_\_\_\_ moved, supported by Council Member \_\_\_\_\_, to approve the following resolution.

**RESOLVED**, that the Albion City Council strongly supports the creation of the National Liberty Memorial site and urge the U.S. Congress to support and approve this endeavor.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to the Governor and The National Liberty Memorial Committee;

Date: February 4, 2019

Ayes: \_\_\_\_\_

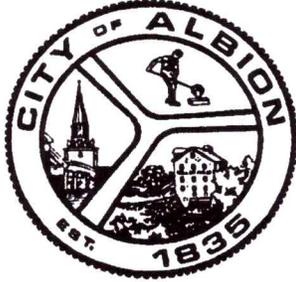
Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on February 4, 2019.

---

Jill Domingo  
City Clerk



# City of Albion

William L. Rieger Municipal Building  
112 West Cass Street • Albion, Michigan 49224  
(517) 629-5535 • Fax (517) 629-4168

## APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk  
City of Albion  
112 W. Cass Street  
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Nidia G Wolf  
(First) (Middle) (Last)

Home Address: 409 Irwin Ave. Telephone #: 517-581-4041

Place of Employment: Retired

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: boss lady47@hotmail.com Fax: \_\_\_\_\_

Title/Type of Work: \_\_\_\_\_

Length of Residence in City: 66 years Own/Rent: own US Citizen: Y X N \_\_\_\_\_

Educational Background: KCC Associated Degree in General Studies; attended Spring Arbor College

Community Activities: Albion-Homer Substance Abuse and Prevention Coalition-Chair; Albion High School Alumni Association member, past President; Albion DDA member; Prayer Leader for First United Methodist Church. I continue to work with individuals in the community who need to navigate through city, county, State and Federal, or health forms. Many do not have computer knowledge.

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

1) Albion Downtown Development Authority 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Previous experience as Executive Director of the DDA 2002-2012; previous business owner of the Albion Shell from 1990-2000; current co-owner with my husband of downtown property at 116 E. Erie St. (formerly Wolf's Auto Service) for 24 years, this business had been in the d.t. for over 35 years. I have a working knowledge of the city budget process, city processes and policies. I was on the DDA board for 7 years prior to being named Ex. Dir. I sat on the board when the DDA did a great deal of work with the d.t. Streetscape, the building of the Cass St. bridge, I worked on the grants for the Albion River Trail, the Anderson Marketing Study, the upper level apartments, knowledge of OPRA, MSHDA, MEDC and many of the other State programs and organizations.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission: Though the DDA does not have the funds to allow it to do much work at this time, there is still a host of things that need to be done as a requirement by the State. Currently, I am working on a revision of the 2000 DDA Plan. While there are many plans for the Downtown, we are required by the State to have our own plan, which we would need if we applied for grants, etc. When city workers removed our files from the old EDC/DDA building, everything was put in a truck and hauled to the city garage and elsewhere. I believe I can go through those files and eliminate what is NOT needed, but we MUST retain historical files and find a secure place to store them. Many include plans for Stoffer Plaza and that area, along with many other downtown plans. My passion has always been for the improvement of the downtown and thus I am willing to do this as a volunteer just because it is necessary to have done. There are many administrative things that I did as the executive director which unless I bring them up, people are unaware that they should be done on an annual basis. E.g. the DDA plan should be done regularly around 5-7 years, keeping track of the files, the annual fiscal report that needs to be filed with the State, etc. Knowledge of the DDA bylaws.

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

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: Elaine Rice and I continue to work to secure funds for downtown Christmas lights to complete the renewal of aging lights on display.

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

**REFERENCES:**

Name: Michael Tymkew Relationship: DDA Chair when I was Executive Director Telephone #: 629-3936

Name: Joyce Spicer Relationship: friend/former co-worker. I replaced Joyce in her position for the AHCA when she retired in 2012. Telephone #: 629-8413

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

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

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

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

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

I, Nidia G. Wolf, certify that the information provided  
(Please Print)

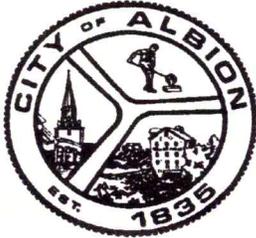
in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 5/31/47

Signature: Nidia G Wolf Date: 12/26/2018

# City of Albion

William L. Rieger Municipal Building



112 West Cass Street Albion, Michigan 49224  
(517) 629-5535 Fax (517) 629-4168

## APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City of Albion  
Garrett Brown, Mayor  
112 W. Cass Street  
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Dixie M. Grant

Home Address: 812 Carson St. Telephone #: 517 629 8527

Place of  
Employment: Retired

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: dgrant0213@yahoo.com Fax: 517 629 8527

Title/Type of Work: Librarian

Length of Residence in City: Most of my life Own/Rent: Own US Citizen:  
Y  X  N

Educational Background: Bachelors of Arts from Albion College

Masters in Library Science from The University of Michigan.

Community Activities : Board member Albion District Library, Librarian and committees at my church

*Application for Membership*

*Page 2 of 3*

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

1) Library Board 2) Ismon House  
3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

I worked 19 years at the Albion Public Library before taking a position as library director at the Lakeland Correctional Facility. After working 10 years at Lakeland I became library director at Cooper Street Correctional Facility, where I worked 13 years before retiring.

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

I have lived in Albion since coming here as a young child. I have over 40 years of experience working in libraries. I am very interested in the revitalization and growth of this community. I feel that I can contribute in setting policy and directions for growth on the boards that I sit on.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain Yes. Council Woman Lenn Reid is my sister.

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: NO

\_\_\_\_\_  
Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

\_\_\_\_\_  
\_\_\_\_\_  
**REFERENCES:**

Name: Sharon Ponds Relationship: Friend

Telephone #: 517 629 5979

Name Pastor Albert Amos Relationship: Friend

Telephone #: \_\_\_\_\_

*Application for Membership*

*Page 3 of 3*

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

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

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

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

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

I, Dixie M. Grant, certify that the information provided  
(Please Print)

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

Date of Birth: 11-18-1939

Signature: Dixie M. Grant Date Nov.30.2018

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

**CITY OF ALBION, MICHIGAN**  
**2018 & 2019 FEE SCHEDULE COMPARISON**

Description	2018 Fee	2019 Fee	Increase (%)
<b>GENERAL</b>			
Comprehensive Master Plan 2017	\$50.00	\$50.00	--
Copy of City Charter	\$15.00	\$15.00	--
Ordinance Book – Soft Bound Copy	\$50.00	\$50.00	--
Ordinance Book – Hard Bound Copy	\$75.00	\$75.00	--
Ordinance Supplements	\$20.00	\$20.00	--
Non-Sufficient Funds (Bad Check) Charge	\$25.00	\$25.00	--
Notary Services (per document)	\$10.00	\$10.00	--
Criminal Background Checks	\$10.00	\$10.00	--
Audio Recordings	\$10.00	\$10.00	--
Video Recordings	\$20.00	\$20.00	--
Copying Charges for the Public (items brought in by public for copies)	\$1/1 <sup>st</sup> page + 50 cents ea add'tl pg	\$1/1 <sup>st</sup> page + 50 cents ea add'tl pg	--
Assessment Cards Copying Charges (3)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg	--
Balance Request Form (Taxes, Water, etc.)	\$5.00/parcel	\$5.00/parcel	--
Faxing Charges	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg	--
Bicycle Licenses (no charge)	--	--	--
Wedding –Mayor Officiating	\$50.00	\$50.00	--
<b>CLERK</b>			
Trash Haulers Annual License Fees	\$75.00	\$75.00	--
All Vehicles for Hire Annual License Fees	\$75.00	\$75.00	--
Taxi Drivers Annual License Fees	\$20.00	\$20.00	--
Bed & Breakfast Annual License Fee	\$50.00	\$50.00	--
Establishment Mechanical Amusement Device, 1 <sup>st</sup> Device, Fee	\$75.00	\$75.00	--
Establishment Mechanical Amusement Device, 2-4 Devices, Fees	\$100.00	\$100.00	--
Establishment Mechanical Amusement Device, 5-9, Annual Fees	\$250.00	\$250.00	--
Establishment Mechanical Amusement Device, 10 or More, Fees	\$500.00	\$500.00	--
Establishment Musical Device Fees	\$75.00	\$75.00	--
Peddler/Transient Merchant License			
30 days – Resident	\$50.00	\$50.00	--
30 days – Non Resident	\$100.00	\$100.00	--
90 days – Resident	\$100.00	\$100.00	--
90 days – Non Resident	\$200.00	\$200.00	--
1 Year – Resident	\$250.00	\$250.00	--
1 Year – Non Resident	\$400.00	\$400.00	--
Freedom of Information Requests (2)	Actual Costs (2)	Actual Costs (2)	

Publishing Public Notices for Development Projects	\$75.00	\$75.00	--
Copies of Accident Reports & Police Reports (4)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg	--
Voter Registration List	30 cents per page	30 cents per page	--
Voter Registration List Mailing Labels	50 cents per page	50 cents per page	--
<b>PUBLIC SAFETY</b>			
Sex Offender Registration	\$35.00	\$50.00	42%
Fingerprinting	\$15.00	\$25.00	66%
PBT for Probationers	Resident \$5.00 Non-Resident \$10.00	Resident \$5.00 Non-Resident \$10.00	--
License to Purchase Weapon	\$5.00	\$5.00	--
Housing Loose or Vicious Dog	\$25/day	\$25/day	--
Housing Loose or Vicious Dog – Extended Stay	\$35/day	\$35/day	--
<b>CEMETERY</b>			
Lot Purchase (Cemetery) –Full Burial Plot (38"x96"), Albion Resident	\$600.00	\$650.00	8%
Lot Purchase (Cemetery) – Half Burial Plot (38"x48"), Albion Resident	\$450.00	\$500.00	11%
Lot Purchase (Cemetery) – Columbarium Niche, Albion Resident	\$450.00	\$500.00	11%
Lot Purchase (Cemetery) – Full Burial Plot (38"x96"), Non-Resident	\$1200.00	\$1300.00	8%
Lot Purchase (Cemetery)-Half Burial Plot (38"x48"), Non-Resident	\$900.00	\$1,000.00	11%
Lot Purchase (Cemetery)-Columbarium Niche, Non-Resident	\$900.00	\$1,000.00	11%
Lot Transfers:			
Resident to Non-Resident (Excluding Immediate Family)	\$600.00	\$600.00	--
All other Transfers	\$50.00	\$50.00	--
Perpetual Care	TBD	\$250.00	100%
Interment, Overtime Fee (Per Hour)	\$100.00	\$100.00	--
Grave Opening/Closing, Weekday – Full Burial Adult	\$600.00	\$650.00	8%
Grave Opening/Closing, Saturday – Full Burial Adult	\$900.00	\$1,000.00	11%
Grave Opening/Closing, Sunday/Holiday – Full Burial Adult	\$1200.00	\$1350.00	12%
Grave Opening/Closing, Weekday-Half Burial (Infant, Child Pet)	\$300.00	\$350.00	16%
Grave Opening/Closing, Saturday-Half Burial (Infant, Child Pet)	\$450.00	\$500.00	11%
Grave Opening/Closing, Sunday/Holiday-Half Burial (Infant, Child Pet)	\$600.00	\$700.00	16%
Grave Opening/Closing, Weekday – Cremation	\$200.00	\$250.00	25%
Grave Opening/Closing, Saturday – Cremation	\$300.00	\$400.00	33%
Grave Opening/Closing, Sunday/Holiday-Cremation	\$400.00	\$450.00	12%
Grave Opening/Closing Weekday – Cremation (Urn Vault)	\$300.00	\$350.00	16%
Grave Opening/Closing Saturday-Cremation (Urn Vault)	\$450.00	\$550.00	22%
Grave Opening/Closing, Sunday/Holiday – Cremation (Urn Vault)	\$600.00	\$700.00	16%
Scatter of Cremation-Weekday	\$150.00	\$200.00	33%
Scatter of Cremation-Saturday	\$200.00	\$300.00	50%
Scatter of Cremation-Sunday/Holiday	\$300.00	\$450.00	50%
Columbaria, Weekday	\$300.00	\$350.00	16%

Columbaria, Saturday	\$450.00	\$550.00	22%
Columbaria, Sunday/Holiday	\$600.00	\$750.00	25%
Disinterment (Plus Cost of Vault Company Services), Weekday	\$900.00	\$1,000.00	11%
Disinterment (Plus Cost of Vault Company Services), Saturday	\$1350.00	\$1450.00	7%
Disinterment (Plus Cost of Vault Company Services), Sunday/Holiday	\$1800.00	\$2000.00	11%
Disinterment of Cremations, Weekday	\$500.00	\$550.00	10%
Disinterment of Cremations, Saturday	\$750.00	\$850.00	13%
Disinterment of Cremains, Sunday/Holiday	\$1000.00	\$1150.00	15%
Foundations (per square inch) (Cemetery) (Monument)	\$0.53/sq. inch with min. of \$45.00	\$0.61/sq. inch with min. of \$75.00	
Removal of Old Foundation at Request of Owner	\$0.53/sq. inch with min. of \$45.00	\$0.61/sq. inch with min. of \$75.00	
<b>PARKS &amp; RECREATION</b>			
Pavilion or Shelter Reservations – Resident	\$55.00	\$100.00	81%
Pavilion or Shelter Reservations – Non-Resident	\$85.00	\$150.00	76%
Bandshell and Other Park Reservations – Resident	\$55.00	\$100.00	81%
Bandshell and Other Park Reservations – Non-Resident	\$85.00	\$150.00	76%
Weddings – Resident	\$125.00	\$200.00	60%
Weddings – Non-Resident	\$150.00	\$300.00	100%
Providing Additional Picnic Tables/Barricades, etc. (limited # of extra tables available)	\$100.00	\$200.00	100%
Baseball Fields – (Must Have Insurance)			
a.) Daytime Usage (No Lights)	\$150.00 per day	\$200.00 per day	
b.) Night-time Usage (With Lights)	\$250.00 per day	\$300.00 per day	
Rent of Parks for Events and Tournaments	\$100.00 per day – resident \$200.00 per day – non-resident	\$150.00 per day – resident \$250.00 per day – non-resident	
Dept. of Public Services – After Hours Non-Emergency Call-In Fee	\$40.00	\$75.00	87%
<b>WATER &amp; SEWER</b>			
Water/Sewer Collection Cost Recovery Fee	\$50.00	\$60.00	20%
Meter Removal/Install Fee	\$25.00	\$25.00	--
Payment Extension/Modification Fee	\$10.00	\$10.00	--
After Hours Non-Emergency Call-In Fee	--	\$75.00	
Water Connection (Capacity) Charge, Based on Water Meter Size, 5/8"	\$250.00	\$250.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 3/4"	\$375.00	\$375.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 1"	\$625.00	\$625.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4"	\$875.00	\$875.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"	\$1,250.00	\$1,250.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 2"	\$2,000.00	\$2,000.00	--

Water Connection (Capacity) Charge, Based on Water Meter Size, 3"	\$4,000.00	\$4,000.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 4"	\$6,250.00	\$6,250.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 6"	\$12,500.00	\$12,500.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 8"	\$20,000.00	\$20,000.00	--
Water Connection (Capacity) Charge, Based on Water Meter Size, 10"	\$28,750.00	\$28,750.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 5/8"	\$250.00	\$250.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3/4"	\$375.00	\$375.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1"	\$625.00	\$625.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/4 "	\$875.00	\$875.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 1 1/2"	\$1,250.00	\$1,250.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 2"	\$2,000.00	\$2,000.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 3"	\$4,000.00	\$4,000.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 4"	\$6,250.00	\$6,250.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 6"	\$12,500.00	\$12,500.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 8"	\$20,000.00	\$20,000.00	--
Sewer Connection (Capacity) Charge, Based on Water Meter Size, 10"	\$28,750.00	\$28,750.00	--
Sewer Connection Permit/Inspection Fee	\$30.00	\$30.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 5/8" Service	\$24.00	\$24.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 3/4" Service	\$36.00	\$36.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 1" Service	\$60.00	\$60.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/4" Service	\$84.00	\$84.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 1 1/2" Service	\$120.00	\$120.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 2" Service	\$192.00	\$192.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 3" Service	\$384.00	\$384.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 4" Service	\$600.00	\$600.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 6" Service	\$1,200.00	\$1,200.00	--
Water Demand Charge Per Billing (4 times/year or quarterly), 8" Service	\$1,920.00	\$1,920.00	--

Water Demand Charge Per Billing (4 times/year or quarterly), 10" Service	\$2,760.00	\$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	\$1.42	--
Sewer Demand Charge per billing (4 times/year), 5/8" Service (06-30-06)	\$24.00	\$24.00	--
Sewer Demand Charge per Billing, 3/4" Service (06-30-06)	\$36.00	\$36.00	--
Sewer Demand Charge per Billing, 1" Service (06-30-06)	\$60.00	\$60.00	--
Sewer Demand Charge per Billing, 1 1/4" Service (06-30-06)	\$84.00	\$84.00	--
Sewer Demand Charge per Billing, 1 1/2" Service (06-30-06)	\$120.00	\$120.00	--
Sewer Demand Charge per Billing, 2" Service (06-30-06)	\$192.00	\$192.00	--
Sewer Demand Charge per Billing, 3" Service (06-30-06)	\$384.00	\$384.00	--
Sewer Demand Charge per Billing, 4" Service (06-30-06)	\$600.00	\$600.00	--
Sewer Demand Charge per Billing, 6" Service (06-30-06)	\$1,200.00	\$1,200.00	--
Sewer Demand Charge per Billing, 8" Service (06-30-06)	\$1,920.00	\$1,920.00	--
<b>DEPARTMENT OF PUBLIC WORKS</b>			
Driveway Entrance Permit	\$30.00	\$100.00	233%
Right of Way Excavation Permit (Proof of Insurance required)	\$30.00	\$100.00	233%
Soil Erosion Control Permit (obtained from Calhoun County)	--	--	--
Annual Tree Dump Pass (Residents Only)	\$10.00	\$10.00	--
Contractor Pass Annual	--	\$250.00	100%
<b>PLANNING DEPARTMENT</b>			
Permit to Raise Chickens (Good for 2 years)	\$25.00	\$30.00	20%
<b>Zoning Permits:</b>			
<i>Single Family Residential Uses:</i>			
New Home	\$35.00	\$45.00	28%
Addition/Alteration	\$35.00	\$45.00	28%
Accessory Structure	\$35.00	\$45.00	28%
Change in Use	\$35.00	\$45.00	28%
Signs/Billboards	\$35.00	\$45.00	28%
Fences/Screening	\$35.00	\$45.00	28%
Home Occupation	\$35.00	\$45.00	28%
Other	\$35.00	\$45.00	28%
<i>Multiple Family Uses:</i>			
New Construction	\$35.00	\$45.00	28%
Addition/Alteration	\$35.00	\$45.00	28%
Accessory Structure	\$35.00	\$45.00	28%
Change in Use	\$35.00	\$45.00	28%
Signs/Billboards	\$35.00	\$45.00	28%
Fences/Screening	\$35.00	\$45.00	28%
Home Occupation	\$35.00	\$45.00	28%
Other	\$35.00	\$45.00	28%

<i>Commercial and Industrial Uses:</i>			
New Construction	\$35.00	\$45.00	28%
Addition/Alteration	\$35.00	\$45.00	28%
Accessory Structure	\$35.00	\$45.00	28%
Change in Use	\$35.00	\$45.00	28%
Signs/Billboards	\$35.00	\$45.00	28%
Fences/Screening	\$35.00	\$45.00	28%
Home Occupation	\$35.00	\$45.00	28%
Outdoor or Sidewalk Café	\$35.00	\$45.00	28%
Other	\$35.00	\$45.00	28%
<b>Rezoning Applications:</b>			
Rezoning Application	\$350.00	\$375.00	7%
Text Amendment	\$250.00	\$275.00	10%
<b>Site Plan Review:</b>			
Subdivision/Site Condo/PUD Review			
Base Fee	\$350.00	\$350.00	--
Plus Consultant Charges	Actual Costs	Actual Costs	
Other Uses Review			
Base Fee (for small rehab projects City Manager can adjust fee)	\$250.00	\$275.00	10%
Plus Consultant Charges	Actual Costs	Actual Costs	
<b>Special Use Permits</b>			
Base Fee			
Single Family Uses	\$200.00	\$250.00	25%
Other Uses	\$200.00	\$250.00	25%
Plus Consultant Charges	Actual Costs	Actual Costs	
<b>Zoning Board of Appeals:</b>			
Variance Application (Including Zoning Permit Fee)			
Single Family Uses	\$200.00	\$250.00	25%
Other Uses	\$200.00	\$250.00	25%
<b>Sign Appeals Board</b>			
Variance Application (Including Zoning Permit Fee)			
Single Family Uses	\$175.00	\$250.00	42%
Other Uses	\$175.00	\$250.00	42%
<b>Publications, Maps, Copies:</b>			
Zoning Ordinance	\$50.00	\$50.00	--
Zoning District Maps			
8 ½ x 11	\$25.00	\$25.00	--
Other Blueprints (per page)	\$50.00	\$50.00	--
Other GIS Maps (per page)	\$50.00	\$50.00	--
Rental Registration	\$25.00	\$25.00	--
<b>Medicinal Marijuana Facilities Licensing Fees</b>			
	\$5000.00/Per License	\$5000.00/Per License	--

<b>BUILDING DEPARTMENT</b> (**permit fees increase by \$2.00, effective 9/1/2017)			
Building Inspection Fees – SAFEbuilt (5)	CIS*	CIS*	
Michigan Plumbing Code (1)	Current Price from Supplier	Current Price from Supplier	
Michigan Electrical Code (1)	Current Price from Supplier	Current Price from Supplier	
* Plus 10% Admin Fee			
Michigan One & Two Family Residential Code (1)	Current Price from Supplier	Current Price from Supplier	
Michigan Mechanical Code (1)	Current Price from Supplier	Current Price from Supplier	
Michigan Property Maintenance Code (1)	Current Price from Supplier	Current Price from Supplier	
Demolition Fees, Single Family Residential (Issued by CIS) (5)	CIS	CIS	
Demolition, Multi-Family, Commercial, Industrial (Issued by CIS) (5)	CIS	CIS	
Property Maintenance Inspection Fee	\$56.00	\$56.00	--
Abatement Fee for Code Violations	\$100.00	\$100.00	--
<b>BUILDING BOARD OF APPEALS</b>			
Tree Ordinance Appeal	\$50.00	\$100.00	100%
Outdoor Café or Sidewalk Café Appeal	\$50.00	\$100.00	100%
All Other Appeals			
(1) Residential	\$50.00	\$100.00	100%
(2) Multi-family, Commercial, Industrial	\$50.00	\$100.00	100%
<b>ASSESSING DEPARTMENT</b>			
Property Transfer Affidavit Fine	\$5.00 per day up to \$200.00	\$5.00 per day up to \$200.00	--
<b>Land Division/Combination</b>			
Property Splits & Combos	\$55.00 per lot	\$55.00 per lot	--
Meet & Bounds Description	\$90.00	\$90.00	--
Lot Line Adjustment	\$55.00	\$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**  
**2018 FEE SCHEDULES (Amended)**  
 Revised Date – March 19, 2018

<i><b>Description</b></i>	<i><b>Fee</b></i>
<b>GENERAL</b>	
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 <sup>st</sup> page +15 cents ea add'tl pg
Assessment Cards Copying Charges (3)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Balance Request Form (Taxes, Water, etc.)	\$5.00/parcel
Faxing Charges	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Bicycle Licenses (no charge)	--
Wedding –Mayor Officiating	\$50.00
<b>CLERK</b>	
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 <sup>st</sup> 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 <sup>st</sup> page + 50 cents ea add'tl pg
Voter Registration List	30 cents per page
Voter Registration List Mailing Labels	50 cents per page
<b>PUBLIC SAFETY</b>	
Sex Offender Registration	\$35.00
Fingerprinting	\$15.00
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
<i><b>Description</b></i>	<i><b>Fee</b></i>

<b>CEMETERY</b>	
Lot Purchase (Cemetery) – Full Burial Plot (38”x96”), Albion Resident	\$600.00
Lot Purchase (Cemetery) – Half Burial Plot (38”x48”), Albion Resident	\$450.00
Lot Purchase (Cemetery) – Columbarium Niche, Albion Resident	\$450.00
Lot Purchase (Cemetery) – Full Burial Plot (38”x96”), Non-Resident	\$1200.00
Lot Purchase (Cemetery)-Half Burial Plot (38”x48”), Non-Resident	\$900.00
Lot Purchase (Cemetery)-Columbarium Niche, Non-Resident	\$900.00
Lot Transfers:	
Resident to Non-Resident (Excluding Immediate Family)	\$600.00
All other Transfers	\$50.00
<b>Perpetual Care</b>	<b>TBD</b>
Interment, Overtime Fee (Per Hour)	\$100.00
Grave Opening/Closing, Weekday – Full Burial Adult	\$600.00
Grave Opening/Closing, Saturday – Full Burial Adult	\$900.00
Grave Opening/Closing, Sunday/Holiday – Full Burial Adult	\$1200.00
Grave Opening/Closing, Weekday-Half Burial (Infant, Child Pet)	\$300.00
Grave Opening/Closing, Saturday-Half Burial (Infant, Child Pet)	\$450.00
Grave Opening/Closing, Sunday/Holiday-Half Burial (Infant, Child Pet)	\$600.00
Grave Opening/Closing, Weekday – Cremation	\$200.00
Grave Opening/Closing, Saturday – Cremation	\$300.00
Grave Opening/Closing, Sunday/Holiday-Cremation	\$400.00
Grave Opening/Closing Weekday – Cremation (Urn Vault)	\$300.00
Grave Opening/Closing Saturday-Cremation (Urn Vault)	\$450.00
Grave Opening/Closing, Sunday/Holiday – Cremation (Urn Vault)	\$600.00
Scatter of Cremation-Weekday	\$150.00
Scatter of Cremation-Saturday	\$200.00
Scatter of Cremation-Sunday/Holiday	\$300.00
Columbaria, Weekday	\$300.00
Columbaria, Saturday	\$450.00
Columbaria, Sunday/Holiday	\$600.00
Disinterment (Plus Cost of Vault Company Services), Weekday	\$900.00
Disinterment (Plus Cost of Vault Company Services), Saturday	\$1350.00
Disinterment (Plus Cost of Vault Company Services), Sunday/Holiday	\$1800.00
Disinterment of Cremations, Weekday	\$500.00
Disinterment of Cremations, Saturday	\$750.00
Disinterment of Cremains, Sunday/Holiday	\$1000.00
Foundations (per square inch) (Cemetery) (Monument)	\$0.53/sq. inch with min. of \$45.00
Removal of Old Foundation at Request of Owner	\$0.53/sq. inch with min. of \$45.00
<b>PARKS &amp; RECREATION</b>	
Pavilion or Shelter Reservations – Resident	\$55.00
Pavilion or Shelter Reservations – Non-Resident	\$85.00
Bandshell and Other Park Reservations – Resident	\$55.00
Bandshell and Other Park Reservations – Non-Resident	\$85.00
Weddings – Resident	\$125/00
Weddings – Non-Resident	\$150.00
Providing Additional Picnic Tables/Barricades, etc. (limited # of extra tables available)	\$100.00
Baseball Fields – (Must Have Insurance)	
a.) Daytime Usage (No Lights)	\$150.00 per day
b.) Night-time Usage (With Lights)	\$250.00 per day
Rent of Parks for Events and Tournaments	\$100.00 per day – resident \$200.00 per day – non-resident
Dept. of Public Services – After Hours Non-Emergency Call-In Fee	\$40.00
Van Usage Fees	
a.) Non-Profits	\$50.00 per day, plus gasoline
b.) For Profits	\$100.00 per day, plus gasoline

<i>Description</i>	<i>Description Fee</i>
<b>WATER &amp; SEWER</b>	
Water/Sewer Collection Cost Recovery Fee	\$50.00
Meter Removal/Install Fee	\$25.00
Payment Extension/Modification Fee	\$10.00
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

<i><b>Description</b></i>	<i><b>Fee</b></i>
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)	
<b>DEPARTMENT OF PUBLIC WORKS</b>	
Driveway Entrance Permit	\$30.00
Right of Way Excavation Permit (Proof of Insurance required)	\$30.00
Soil Erosion Control Permit (obtained from Calhoun County)	--
Annual Tree Dump Pass (Residents Only)	\$10.00
<b>PLANNING DEPARTMENT:</b>	
Permit to Raise Chickens (Good for 2 years)	\$25.00
<b>Zoning Permits:</b>	
<i>Single Family Residential Uses:</i>	
New Home	\$35.00
Addition/Alteration	\$35.00
Accessory Structure	\$35.00
Change in Use	\$35.00
Signs/Billboards	\$35.00
Fences/Screening	\$35.00
Home Occupation	\$35.00
Other	\$35.00
<i>Multiple Family Uses:</i>	
New Construction	\$35.00
Addition/Alteration	\$35.00
Accessory Structure	\$35.00
Change in Use	\$35.00
Signs/Billboards	\$35.00
Fences/Screening	\$35.00
Home Occupation	\$35.00
Other	\$35.00
<i>Commercial and Industrial Uses:</i>	
New Construction	\$35.00
Addition/Alteration	\$35.00
Accessory Structure	\$35.00
Change in Use	\$35.00
Signs/Billboards	\$35.00
Fences/Screening	\$35.00
Home Occupation	\$35.00
Outdoor or Sidewalk Café	\$35.00
Other	\$35.00
<b>Rezoning Applications:</b>	
Rezoning Application	\$350.00
Text Amendment	\$250.00
<b>Site Plan Review:</b>	
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)	\$250.00
Plus Consultant Charges	Actual Costs

<i>Description</i>	<i>Fee</i>
<b>Special Use Permits</b>	
Base Fee	
Single Family Uses	\$200.00
Other Uses	\$200.00
Plus Consultant Charges	Actual Costs
<b>Zoning Board of Appeals:</b>	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$200.00
Other Uses	\$200.00
<b>Sign Appeals Board</b>	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$175.00
Other Uses	\$175.00
<b>Publications, Maps, Copies:</b>	
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
<b>Medicinal Marijuana Facilities Licensing Fees</b>	\$5000.00/Per License
<b>BUILDING DEPARTMENT</b> (** <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
<b>BUILDING BOARD OF APPEALS</b>	
Tree Ordinance Appeal	\$50.00
Outdoor Café or Sidewalk Café Appeal	\$50.00
All Other Appeals	
(1) Residential	\$50.00
(2) Multi-family, Commercial, Industrial	\$50.00
<b>ASSESSING DEPARTMENT</b>	
Property Transfer Affidavit Fine	\$5.00 per day up to \$200.00
<b>Land Division/Combination</b>	
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**  
**2019 FEE SCHEDULES**  
**December 3, 2018**

<i><b>Description</b></i>	<i><b>Fee</b></i>
<b>GENERAL</b>	
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 <sup>st</sup> page +15 cents ea add'tl pg
Assessment Cards Copying Charges (3)	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Balance Request Form (Taxes, Water, etc.)	\$10.00/parcel
Faxing Charges	\$3/1 <sup>st</sup> page + 50 cents ea add'tl pg
Bicycle Licenses (no charge)	--
Wedding –Mayor Officiating	\$50.00
<b>BUSINESS LICENSE</b>	
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
<b>CLERK</b>	
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 <sup>st</sup> 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 <sup>st</sup> page + 50 cents ea add'tl pg
Voter Registration List	30 cents per page
Voter Registration List Mailing Labels	50 cents per page

<b>PUBLIC SAFETY</b>	
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
<b>Description</b>	<b>Fee</b>
<b>CEMETERY</b>	
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
<b>PARKS &amp; RECREATION</b>	
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>
<b>WATER &amp; SEWER</b>	
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

<b>Description</b>	<b>Fee</b>
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)	
<b>DEPARTMENT OF PUBLIC WORKS</b>	
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
<b>PLANNING DEPARTMENT:</b>	
Permit to Raise Chickens (Good for 2 years)	\$30.00
<b>Zoning Permits:</b>	
<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
<b>Rezoning Applications:</b>	
Rezoning Application	\$375.00
Text Amendment	\$275.00
<b>Site Plan Review:</b>	
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>
<b>Special Use Permits</b>	
Base Fee	
Single Family Uses	\$250.00
Other Uses	\$250.00
Plus Consultant Charges	Actual Costs
<b>Zoning Board of Appeals:</b>	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$250.00
Other Uses	\$250.00
<b>Sign Appeals Board</b>	
Variance Application (Including Zoning Permit Fee)	
Single Family Uses	\$250.00
Other Uses	\$250.00
<b>Publications, Maps, Copies:</b>	
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
<b>Medicinal Marijuana Facilities Licensing Fees</b>	\$5000.00/Per License
<b>BUILDING DEPARTMENT</b> (** <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
<b>BUILDING BOARD OF APPEALS</b>	
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
<b>ASSESSING DEPARTMENT</b>	
Property Transfer Affidavit Fine	\$5.00 per day up to \$200.00
<b>Land Division/Combination</b>	
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 Parking Fine Schedule

	Charge	Fine 2018	Fine 2019
1	Prohibited Parking 2-6AM Sec 82-64	\$15.00	\$20.00
2	Double Parking 257.674l	\$15.00	\$20.00
3	15' of Fire Hydrant 257.674d	\$25.00	\$30.00
4	20' of Crosswalk 257.674f	\$15.00	\$20.00
5	On Sidewalk 257.674a	\$15.00	\$20.00
6	50' of Railroad Crossing 257.674i	\$15.00	\$20.00
7	"Over 12"" from Curb 257.675(1)"	\$15.00	\$20.00
8	Parking in Public Alley Sec 82.65	\$15.00	\$20.00
9	Loading Zone 257.674n	\$15.00	\$20.00
10	Parking In Front of Theater 257.674p	\$15.00	\$20.00
11	Overtime Parking 257.674w	\$15.00	\$20.00
12	Obstructing Traffic 257.674k	\$15.00	\$20.00
13	Blocking Public or Private Drive 257.674b	\$15.00	\$20.00
14	30' of Traffic Control Device 257.674g	\$15.00	\$20.00
15	Obstructing Egress from Emergency Exit 257.674q	\$50.00	\$60.00
16	Abandoned Vehicle - Over 48hrs	\$15.00	\$20.00
17	Parking within 500' of Accident 257.674o	\$15.00	\$20.00
18	Parking within 500' of Fire 257-674v	\$50.00	\$60.00
19	Handicap Parking Sec 82-69	\$100.00	\$125.00
20	Parking in Parks Sec 82-66	\$15.00	\$20.00
21	Parking Between Curb and Property Line Sec 82-67	\$15.00	\$20.00
22	Front Yard Parking Sec 82-68	\$15.00	\$20.00
23	Municipal Parking Lots Sec 82-70	\$15.00	\$20.00
24	Use of Spaces Sec 82-71	\$15.00	\$20.00
25	Obstructing Alley 257.674z	\$15.00	\$20.00
26	Blocking Access to Fire Lane 257.674aa	\$15.00	\$20.00
27	In Front of Public or Private Drive 257.674b	\$15.00	\$20.00
28	Within an Intersection 257.674c	\$15.00	\$20.00
29	On a Crosswalk 257.674e	\$15.00	\$20.00
30	Within 20 Feet of Fire Station Entrance 257.674j	\$15.00	\$20.00

**City of Albion**  
**Parking Fine Schedule**

31	Alongside or Opposite Street Excavation 257.674k	\$15.00	\$20.00
32	Parking on a Bridge 257.674m	\$15.00	\$20.00
33	Sign Prohibiting Parking or Standing 257.674n	\$15.00	\$20.00
34	Obstructing Fire Escape 257.674r	\$50.00	\$60.00
35	Obstructing Curb Cut or Ramp 257.674u	\$15.00	\$20.00
36	Obstructing Handicap Access lane 257.674t	\$15.00	\$20.00
37	Blocking/Obstructing Alley 257.674z	\$15.00	\$20.00

## **CITY OF ALBION ORDINANCE 2019-2**

### **AN ORDINANCE TO PROHIBIT MARIHUANA ESTABLISHMENTS AND CREATE ARTICLE VI OF CHAPTER 22 OF THE ALBION CODE OF ORDINANCES**

**FINDINGS AND PURPOSE:** As the council is aware, in the November 2018 general election the voters approve Proposition 1, also referred to as the Michigan Regulation and Taxation of Marihuana Act (MRTMA). The MRTMA essentially legalizes recreational marijuana use and possession in specified amounts for individuals who are 21 or over. It also creates various facilities for the growth and production of recreational marijuana. These facilities share many common characteristics as the medical marijuana facilities. As with the medical marijuana facilities the Michigan Department of Licensing Affairs (LARA) has been tasked with the development of administrative rules to govern these new facilities. These rules, however, are not anticipated to be in place with the State until late 2019 or early 2020. As such, it would be inadvisable to have unregulated facilities in the City. Unlike medical marijuana facilities, municipalities must opt out of the recreational marijuana facilities. It is recommended that the City opt out of permitting recreational facilities until LARA develops rules to regulate the facilities at the state level. This opt out would not in any way affect the medical marihuana facilities already in place under the Medical Marihuana Facilities Licensing Act (MMFLA) and our local ordinance(s) which regulate facilities established under the MMFLA. This ordinance also would not affect those rights afforded to individuals under the MRTMA.

THE CITY OF ALBION ORDAINS THAT THE CODE OF ORDINANCES, CITY OF ALBION, MICHIGAN, IS HEREBY AMENDED BY ADDING ARTICLE VI TO CHAPTER 22, WHICH READS AS FOLLOWS:

Section 1:

#### **CHAPTER 22, ARTICLE VI: PROHIBITION OF MARIHUANA ESTABLISHMENTS**

1. Pursuant to Section six (6), subsection (1) one of the Michigan Regulation and Taxation of Marihuana Act (MRTMA) (also referred to as Proposition 1 of 2018), the City of Albion hereby prohibits marihuana establishments, as defined in Section three (3), subsection (h) of the MRTMA, within the City of Albion.
2. Nothing in this Ordinance shall be construed to prohibit marihuana facilities, as defined and authorized by Chapter 22, Article V of the City of Albion Code of Ordinances.

**Section 2: Validity and Severability.** The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

This Ordinance shall take effect February 21, 2019 after publication.

First Reading:  
January 7, 2019

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

Second Reading & Adoption:  
February 4, 2019

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

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

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

# INVOICE



**Remit Payment To:**

Calhoun County Treasurer  
315 W Green Street  
Marshall, MI 49068

Billing Date: 01/20/2019  
Due Date: 02/19/2019  
Invoice Number: FIN MISC-2019-00000001  
Total Due: \$7,000.00

CITY OF ALBION  
112 W CASS ST

\*MB-8150%\*

ALBION, MI 49224

Please remit the top portion with payment



**Remit Payment To:**

Calhoun County Treasurer  
315 W Green Street  
Marshall, MI 49068

Billing Date: 01/20/2019  
Due Date: 02/19/2019  
Invoice Number: FIN MISC-2019-00000001  
Total Due: \$7,000.00

**Description:** RECYCLING CENTER  
OPERATIONS CONTRIBUTION  
2019

\*MB-8150%\*

Description	Total Price
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Fee	RECYCLING CENTER OPERATIONS CONTRIBUTION 2019	\$7,000.00
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Invoice Total: \$7,000.00  
Prepaid Amount: (\$0.00)  
Balance Due: \$7,000.00

If you have any questions regarding this invoice please contact Jeryl Schoepke at (269)781-0971 or [jschoepke@calhouncountymi.gov](mailto:jschoepke@calhouncountymi.gov).

BUDGET REPORT FOR CIT ALBION  
 Fund: 226 SOLID WA UND  
 Calculations as of 10/31/2018

12/06/2018 10 AM  
 User: TMEAD  
 DB: Albion

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
Dept 528 - SOLID WASTE								
226-528-840.00	ADMINISTRATIONS	16,210	24,394	19,709	27,100	6,740	6,740	6,740
226-528-702.00	SALARIES AND WAGES	294	22,620	0	400	1,100	1,100	1,100
226-528-703.00	PART TIME WAGES	3,650	5,500	2,574	4,500	4,200	4,200	4,200
226-528-704.00	OVERTIME	280	751	308	450	125	125	125
226-528-714.00	MEDICARE	1,195	3,204	1,317	1,950	540	540	540
226-528-715.00	FICA	7,991	11,400	11,071	14,990	3,290	3,290	3,290
226-528-716.00	HOSPITALIZATION INSURANCE	71	160	75	130	20	20	20
226-528-717.00	LIFE INSURANCE	300	1,100	665	1,100	365	365	365
226-528-719.00	PENSION CONTRIBUTION	581	1,600	506	1,000	0	0	0
226-528-719.01	MERS DB CONTRIBUTION	409	2,373	632	1,000	555	555	555
226-528-720.00	WORKERS COMPENSATION	2	120	5	30	10	10	10
226-528-721.00	UNEMPLOYMENT INSURANCE	396	584	446	620	155	155	155
226-528-723.00	RETIREE HEALTH SAVINGS CONTRIB	125	400	0	400	400	400	400
226-528-744.00	POSTAGE	0	250	0	0	250	250	250
226-528-776.00	MATERIALS AND SUPPLIES	38,332	45,000	30,413	67,500	50,000	50,000	55,000
226-528-802.00	CONTRACTUAL SERVICES							

INCLUDES:

- \$7,000 TO COUNTY FOR ANNUAL RECYCLING CENTER COST;
- \$15,000 TO MATCH THE GENERAL FUND FOR TREE TRIMMING (CLEAN UP).
- \$10,500 FOR THE ANNUAL SUMMER CLEAN UP/RECYCLING DAY
- \$7,500 FOR EMERGENCY REMOVAL OF FIRE DAMAGED STRUCTURES AND/OR OTHER SOLID WASTE HEALTH AND SAFETY CONCERNS.

2018 HAD AN ADDITIONAL \$28,000 FOR THE COST TO DEMO PROPERTY ON AUSTIN AVE.

226-528-840.00	ADMINISTRATION FEES	7,725	8,035	6,695	8,035	56,293	56,293	56,293
226-528-900.00	PUBLISHING	224	150	0	0	150	150	150
226-528-922.00	ELECTRICITY	395	500	410	475	500	500	500
226-528-941.00	BUILDING RENTAL	6,675	6,675	5,563	6,675	6,675	6,675	6,675
226-528-943.00	EQUIPMENT RENTAL	4,503	9,000	5,074	9,000	8,000	8,000	8,000
TOTAL APPROPRIATIONS		89,358	143,816	85,463	145,355	139,368	139,368	144,368
NET OF REVENUES/APPROPRIATIONS - 528 - SOLID WASTE		(89,358)	(143,816)	(85,463)	(145,355)	(139,368)	(139,368)	(144,368)

**CASE IH**

**KINZE**

**WELLS**  
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Simplicity

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112 W CASS ST  
P O BOX 90  
ALBION, MI 49224-0090

SHIP TO

Sold By: JBK003 PO #: 109845 #244 SN: Date 2/01/19 HR: 0 WR: 00  
Ship By: Tax #: 1998PO19083 NEED FORM WORK ORDER 10:19:09 W053346 Open

Tax	D	Qty	Description	Price	Amount
			INT. 7300 TRUCK #244		
			S/N BJ401225 40,437 MILES 3064 ENGINE HOURS		
			SLS/LABOR CUST Total Hours: 15.00		
			** TOTAL SLS/LABOR CUST		1350.00
			MISC SUPPLIES MISC SHOP SUPPLIES		
N			P/S CASE		40.50
N		1	CAS ZRG017BRC BRAKE CLEAN CHEM SF2	5.00	5.00
N		1	CAS LF17499 FILTER ELEM D 54 01	113.49	113.49
			** TOTAL P/S CASE		118.49
			P/S MISC		
N		30	QUARTS 15W40 WT. ENGINE OIL	4.15	124.50
N		7	GALLONS EXT. LIFE COOLANT	12.95	90.65
N		1	BPD EPA 10 EGR COOLER ASSY.	2600.00	2600.00
N		1	BPD HARDWARE AND SEAL KIT	584.10	584.10
			** TOTAL P/S MISC		3399.25
			P/S NAVISTAR		
N		1	NAV 1885590C93 TUBE	149.71	149.71
N		2	NAV 2015983C1 GASKET	38.11	76.22
N		1	NAV 7078618C1 TUBE	92.48	92.48
N		1	NAV 7078617C1 TUBE	86.38	86.38
N		1	NAV 1899904C2 TUBE	93.81	93.81
N		1	NAV 3808278C3 SLEEVE, COM	6.74	6.74
			** TOTAL P/S NAVISTAR		505.34
			FREIGHT PARTS FREIGHT		60.00

*ESTIMATE ONLY*

Terms net cash. All accounts due and payable 10th of the month following purchase. 1 1/2% SERVICE CHARGE per month (18% ANNUAL PERCENTAGE RATE) will be added from the 1st of month following purchase of overdue accounts. Minimum service charge \$1.00 per month. No returns on electrical parts.  
I hereby authorize the repair work to be done as described above on the machine(s) named hereon. All repair parts are to be billed at your regular prices. I agree to pay cash for such repair parts and labor on delivery of machine(s) or on terms satisfactory to you and until paid in full any unpaid balance shall constitute a lien on this machinery. I further agree that you will not be responsible for loss or damage to said machinery from fire, theft or other causes beyond your control. Signed below.

\*\* SUBTOTAL 5473.58

X Charge Sale

Phone: (517) 629-5335

PAY THIS AMOUNT

\$5473.58

# Acting City Manager Report

2/04/2019

Given our current environment here at the City, with so many critical things going on, this will be somewhat brief, but hopefully also somewhat informative as well.

- First, I want to thank the Mayor and each one of you Council Members for the support you have provided these last few weeks as we work through this critical time here at the City. Whether it has been through emails, or just encouraging, helpful words in passing, knowing you support us and are behind us goes a long way towards lifting our confidence to help us endure this storm.
- As everyone is aware, the past few weeks have brought many challenges to the City. We are not only dealing with the issues surrounding our City Manager, we also had record setting extreme cold temperatures to deal with that created additional challenges for the City and for our residents citywide. We are also dealing with some items that need desperate repair – almost to the critical point. We will be discussing these with the Council as we find out more information. But examples would include, the newest plow truck is currently out of service; one of the main wells and well pumps at the water plant is desperately needs repair; and we have the ongoing issues of water main breaks as the cold temperatures deteriorate our aging infrastructure.
- However, for some brighter news, and somewhat related to the issues mentioned above, I would also like to thank the City staff for doing an exceptional job while facing some very challenging issues and conditions these past few weeks. Everyone is stepping up to ensure the critical things get done. We had two days of pretty intense interview sessions with the Labor Attorney. The staff cooperated wonderfully, as they worked this into their busy schedules. In addition, we have had some massive water main breaks that occurred on one of the coldest days on record. I really want to thank all of the DPW foreman's, and the crews involved that worked in extreme bitter conditions to repair these breaks. Keep in mind, these guys are also working without a Director, and yet they stepped up, did what had to be done, and got the job completed. Also, a thank you to Chief Kipp and the Public Safety staff for their part with the traffic control as one of the breaks occurred on Michigan Avenue/M-99. Despite all of the issues that have surfaced lately, the entire staff has done a great job at stepping up and keeping the City moving forward.