

CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER GOVERNMENT

Council members and other officials normally in attendance.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Mayor Pro-Tem
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
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.

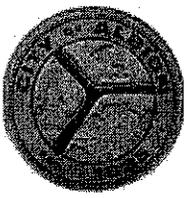
AGENDA

COUNCIL MEETING Monday, February 5, 2018

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. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. CITY MANAGER REPORT
- VII. PRESENTATIONS
 - A. Oaklawn Benefit Auction-Sara Jeffery
 - B. Sister City-Introduction of French Chef Frédéric Théry
 - C. Financial Empowerment Fair Outcome-Linda LaNoue
- VIII. PUBLIC HEARINGS
- IX. 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.)
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
 - A. Approval Regular Session Minutes, January 22, 2018
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 1st Reading Ordinance # 2018-01, An Ordinance to Authorize Medical Marihuana Facilities Licensing and Regulations and Create Article V of Chapter 22 of the Albion Code of Ordinances (RCV)
 - B. Discussion-Set 2018 Council Goal Setting Sessions



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C. Request Approval Boards & Commissions Appointments
& Reappointments (RCV)

- Holly Zblewski, Reappointment, Zoning Board of Appeals, Term to Expire 12-31-2020
- Richard Lewin, Reappointment, Board of Review, Term to Expire 12-31-2019
- John Williams, Reappointment, Building Board of Appeals, Term to Expire 12-31-2022

D. Request Approval Resolution # 2018-05, A Resolution to Approve Albion Department of Public Services Purchase and Financing of 2012 Vactor Truck (RCV)

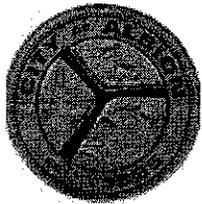
E. Request Approval of WWTP Pump Repair (RCV)

XII. Future Agenda Items

XIII. Motion to Excuse Absent Council Member(s)

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

XV. ADJOURN



CITY OF ALBION
Office of the City Manager
Sheryl L. Mitchell

112 West Cass Street ♦ Albion, MI 49224
517.629.7172 ♦ smitchell@cityofalbionmi.gov

MEMO

TO: Honorable Mayor and City Council

FR: Sheryl L. Mitchell, City Manager

DA: February 5, 2018

RE: City Manager's Report

- **City Manager** – Sheryl Mitchell is on vacation! Assistant City Manager Stacey Levin will be on hand to address any questions or concerns.
- **Employee of the Month** – AmeriCorp/Vista member Lauren Freeman, who is assigned to City Hall was selected at the Employee of the Month.
- **Diversity Breakfast** – Hosted by Albion College President Mauri Ditzler and Harry Bonner for the Diversity Committee, with representatives from the communities of Albion and Marshall who are working very hard to become communities that respect each other regardless of race, culture, or social-economic status.
- **Zoning Ordinance Update** – the first meeting on the updating of the ordinance was held. The next meeting is scheduled in March. The meetings are open to the public.
- **Civic Democracy Project** - the Albion Community Foundation, City of Albion and MSU Extension are partnering on a new multi-year project around the topics of civic democracy and civic engagement. A meeting was held on January 26th. Albion will be leading the way in this pilot project that could have statewide and nationwide impacts. The project is looking to explore all ways in which to share ideas and ways to increase positive public engagement in Albion over the next 2-3 years.
- **Neighborhood Planning Councils** – AmeriCorp/Vista member Andrew Texel is working on a draft for a resolution and bylaws for council to consider that will authorize establishing the Neighborhood Planning Councils based on voting precincts.

- **Albion Building Authority** - has entered into a listing agreement with Dave Brigham Real Estate for the sale of the property located at 309 N. Superior Street. The Albion EDC is expected to move by the end of February. The Albion Community Foundation has already relocated to their new building on Eaton.
- **Albion EDC** – held a meeting with local business owners to discuss opportunities as part of the Big Albion Plan, which involves working with MEDC on plan to redevelop up to 22 vacant/blighted buildings in the downtown. ARC is working on fundraising for the project. Information was shared on local, state and federal programs that provide grants/loans for local businesses.
- **New City Positions** – Deputy Clerk/Treasurer position has been posted and applications are being accepted. Job descriptions for the Code Enforcement positions and Clerical for City Manager are being finalized.
- **Rental Registration** – meet with John Tracy regarding moving forward with resolution. This will likely require a study session to provide the newer council members with an overview of the program, as well as a proposal to initiate a vacant building registration program.
- **Social Media Policy** – staff and the city attorney are working on updating and expanding the “Computer/Electronics Policy” to include a policy to address the use of Social Media by employees and city officials.
- **Assessor** – in early discussions with the City of Marshall and Calhoun County regarding options for future collaborations on Assessing services.
- **Next Council Meeting** – because of the President’s Day Holiday observance, the next Council meeting will be on Tuesday, Feb. 20, 2018.
- **Mayor/City Manager Report** – talked on Jan. 23rd and discussed MSU Citizen Engagement Project, Vactor Truck purchase, Albion Marshall Connector contract and request to provide street repair estimates for 1st, 2nd, 3rd, and Wild Streets. Talked on Jan. 31st and discussed council agenda and Council Rules of Procedure.
- **Updates**
 - **Cardboard Sled Race** – snow date announcement

What was the "Own It - Albion - Financial Empowerment Fair"?

This event originated with Homestead Savings Bank reaching out to Starr based on the community collaboration generated through the Albion-Marshall Resilient Communities Project (AMRCP). Homestead wanted to provide information to the community about resources they offer to build/sustain homeownership and general financial literacy information. As Homestead and AMRCP connected with the Albion Branch NAACP and the Build Albion AmeriCorps VISTA team, the event concept grew into a fair to showcase related programs/services that participants could connect with on the spot.

On Saturday, January 20th Homestead Savings Bank had their staff facilitate three workshops during three different time slots throughout the afternoon. With this format, someone could go to all three workshops, while others could drop in and attend any one of the three. Workshop topics were:

1. Homeownership/Mortgage Lending;
2. Budgeting/Credit Repair and Counseling;
3. Financial and Elder Abuse/Predatory Lending, Retirement & Investment Planning

The following twelve local organizations were also at the fair:

- Team 1 Plastics
- Albion Branch NAACP
- Build Albion AmeriCorps VISTA Initiative
- Neighborhood Planning Councils
- Albion Interfaith Ministries
- Albion Health Care Alliance - Navigation Services
- Community Action
- Forks Senior Center
- Albion Community Gardens, Inc.
- Albion District Library
- Marshall Public Schools - Great Start Readiness Program
- Kellogg Community College

The event handout also served as a directory that included each organization's main resources/programs and their contact information so that participants could stay connected or share the information with others. We received this idea for a passport/directory handout from Community Action and suggest it for events in the future.

Another aspect of organizing the fair was communicating to the organizations that we want this to be an interactive event. We encouraged them to have something that people could sign up for or some way to connect with their organization to stay engaged. For example, the GED program was previously simply providing information about their services; after we spoke about the concept of being more interactive, they added an email sign up list so that they could follow up with interested people.

What was the outcome?

While the exact number of participants is unclear due to many people coming and going, at one point Homestead staff counted 90 people in attendance. Almost everyone who came went to at least one workshop. Several people came at the beginning and stayed for the entire afternoon.

We received positive feedback from many participants and the participating organizations. People appreciated the opportunity to network with a unique blend of people and institutions.

Specific Feedback:

- It was helpful to be able to speak in a group about topics that can be overwhelming when meeting one-on-one. This open forum format could help break down barriers.
- The marketing of the event could have been more welcoming and included more information to explain what all was being provided

Social Media Insights:

- 522 people were reached on Facebook (FB) on the day of the event by using FB Live, posting about the event, and FB's automatic reminders to people who were "interested" or planning to attend.
- 3,493 total people were reached through FB in promoting the event over one month in advance.
- 17.5% of the engaged FB audience were women between the ages 27-34 (613 total women) and we saw a similar ratio of that demographic represented at the event also. The second largest engaged group were women between 35-44 (13.8% or 485 total women).
- The third and fourth largest engaged groups were men between the ages 27-34 (10.6% or 373 total men) and 35-44 (6.6% or 233 total men).

VISTA Survey Feedback - The following is info gathered from surveying participants as they left:

- Many participants wanted to more information about investing in stocks, bonds, and property.
- Some participants wanted more information about budgeting and debt management while working with a fixed income.
- Other questions included seeking more information about affordable nutrition, taxes, and Housing Choice Vouchers through HUD.

What can the community expect going forward?

- The VISTAs are working with the Southwest Michigan Community Development Corporation to provide credit management workshops on Tuesday, Feb. 13 from 1 - 3PM at the Snyder Building and Thursday, Feb. 22 from 5:30 - 7:30PM at the Library's Naomi Lane Room.
- Community Action is beginning to provide one-on-one financial empowerment sessions as an extension to their emergency services provided at 101 N. Albion Street.
- The Albion Interfaith Ministries (AIM) currently provides the following informational sessions:
 - Establishing and Maintaining Credit
 - Small Business Ownership
 - Homeownership
 - Other Transitional Classes for Job/Career Preparation

Pastor Truss helped with planning and promoting the event, and has indicated she is committed to working with us to stay connected with participants to continue the dialogue on financial empowerment.

- The Albion-Marshall Resilient Communities Project is preparing for its second year of programming, which may be more similar to the Financial Empowerment Fair, than the previous year of events. A goal for year two is to reach a wider range of people by putting more resources and strategy into fewer events. Please stay tuned for more information about an upcoming calendar of events for AMRCP.

City of Albion
Council Session Minutes
January 22, 2018

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Council Members Maurice Barnes (1) and Jeanette Spicer (5).

STAFF PRESENT:

Stacey Levin, Assistant City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety; Jim Lenardson, Director of Public Services and John Tracy, Director Planning, Building & Code Enforcement.

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Brown and French, Mayor Brown and Jim Lenardson, Director Public Services.

VI. CITY MANAGER REPORT

Assistant City Manager Levin updated the Council on the following items:

- As a response to the Hepatitis A outbreak that has spread to Calhoun County, the City has made provisions to offer City Employees Hepatitis A vaccines as well as flu shots.
- Mayor and Council, MSU Extension has invited you along with other community leaders to attend a civic democracy kick off meeting on Friday, January 26th at 1pm at Tennant Hall.
- This past Saturday, I had the pleasure of attending the Financial Empowerment Fair and I want to congratulate the organizers on a very successful event. The event, hosted by Homestead Savings Bank, with support from Starr Commonwealth and various sponsors, and organized by Linda LaNoue with help from the AmeriCorps VISTA team, offered workshops to help residents with

information on homeownership; mortgage lending; credit repair, credit counseling; budgeting; investment; and retirement planning.

- In two weeks, on Saturday, February 3rd, the City of Albion's Department of Public Safety and Recreation Department, in partnership with the Greater Albion Chamber of Commerce, is hosting the 28th Annual Cardboard Classic Sled Race. There is a sled design competition as well as downhill races. Registration begins at 10am at the Victory Park Sledding Hill.
- A week before the February 3rd Sled Race, there is a sled building and pre-registration event this Saturday, January 27, 2018 at the Albion Community Center located at Marshall Opportunity High School Cafeteria. Participants can come down any time between 9am and 12pm to pick up free sled building supplies, build a sled, and/or pre-register.
- For more information on the Cardboard Classic Sled Race and Sled Building/Pre-Registration Event; folks can visit the city's webpage or the Albion Cardboard Classic Facebook page.

VII PRESENTATIONS-None

VIII. PUBLIC HEARINGS-None

IX. 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).

Comments were received from Frank Passic, 900 S. Eaton St.

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

A. Approval Study Session Minutes-January 11, 2018

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

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval Resolution # 2018-03, To Approve Intergovernmental Agreement with City of Marshall for Continued Operation of the Albion-Marshall Connector from 2018-2020 (RCV)

Comments were received from Council Members Brown and French; Mayor Brown; Assistant City Manager Levin and City Attorney Harkness.

Council Member Brown asked for Point of Order.

Council Member Brown made a motion to postpone Approval Resolution # 2018-03, To Approve Intergovernmental Agreement with City of Marshall for

Continued Operation of the Albion-Marshall Connector from 2018-2020 until the next meeting.

Brown moved, NO SECOND, **FAILED** to Postpone Approval Resolution # 2018-03, To Approve Intergovernmental Agreement with City of Marshall for Continued Operation of the Albion-Marshall Connector from 2018-2020
moved, supported, CARRIED, to Approve Resolution # 2018-03, To Approve Intergovernmental Agreement with City of Marshall for Continued Operation of the Albion-Marshall Connector from 2018-2020 as presented.

French moved, Lawler supported, **FAILED** to Approve Resolution # 2018-03, To Approve Intergovernmental Agreement with City of Marshall for Continued Operation of the Albion-Marshall Connector from 2018-2020. (3-2, rcv) **

****COUNCIL MEMBERS RULES OF PROCEDURE STATES: 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.**

B. Discussion-Solid Waste

Jim Lenardson update the Mayor and Council on Solid Waste as follows:

- The only line item the single hauler affected in the solid waste fund is the leaf pick up portion of it, which is a small part of the budget. The Solid Waste Fund pays for many costs including:
- \$7000 is to the county for recycling center
- Annual summer clean-up runs on average between \$10,000 -\$10,500
- Tree Trimming
- Dumpster service for downtown clean up and festivals
- Tree and Limbs pick up during storms
- Local match to County Grants for Demolitions
- Tree Dump
- Emergency removal of fire structures/uninsured structures
- Trash removal from Municipal buildings in 2016, which was unusually costly for leaf pick-up, only 32% of the solid waste fund was allotted for leaf pick up. The other 68% went to other needs (listed above).
- In 2017, before the single hauler initiative, we budgeted roughly 28% to go to the solid waste budget.
- In 2018, accounting for the single hauler, only approximately 9.5% was budgeted for leaf pick up.

Comments were received from Mayor Brown.

C. Discussion-2018 Local Street Repairs

Director of Public Services Lenardson gave the following update on 2018 Local Street Repairs:

- The following information has been collected from files within the archives of the Department of Public Services by Jim Lenardson, Public Services Director.
- The summary consists of 2003-2017 project years and is separated by Precinct and the total dollar amount of expenditure.
- Precinct # 1. - \$ 1, 055, 300.00 2003, 2005, 2007, 2010, 2011.
- Precinct # 2. - \$ 1, 516, 183.00 2003, 2005, 2008, 2013, 2015.
- Precinct # 3. - \$ 922, 350.00 2005, 2010, 2013, 2015.
- Precinct # 4. - \$ 850, 333.00 2003, 2007, 2011, 2014.
- Precinct # 5. - \$ 1, 210, 783.00 2008, 2010, 2011, 2016, 2017
- Precinct # 6. - \$ 737, 443.00 2003, 2006, 2014.
- There were no street projects completed in years 2004, 2009, 2012. My suspicion is that funding was not available during this timeframe or that reserves were being saved for future projects.
- **In total from 2003-2017 there has been \$ 7, 173, 803.00 spent on road repair and replacement.**
- **The 2003-2017 average is \$ 597, 817.00 which includes all years with expenditures.**
- Given the recent increase in Act 51 monies that are allocated to municipalities, it is hoped that we will see increased revenue for street
- Repairs and replacements as well as budgeting for continued maintenance of existing streets.
- A portion Irwin Avenue from Finley to Woodlawn is scheduled to be done in 2019 and will include water main and new sewer. The preliminary cost will be \$1.6 million dollars. We have received a small urban grant in the amount of \$375,000. This will still leave \$1.25 million as amount the City will need to pay.
- The small urban grant in the amount of \$375,000 is tied to the Irwin Avenue repair.
- A small local street project may be able to be done this year. In following the above schedule, the local street would be in Precinct 6.
- A street study was done in 2008/2009 for repair costs to several local streets.
- Would like to add a layer on the GIS system for streets.
- Researching a street assessment.

Questions/Comments from Council were as follows:

- What would the cost be for Irwin Avenue be if we didn't do the infrastructure? How much more of the street could be completed if the infrastructure wasn't done? *Director of Public Services Lenardson does not recommend not completing the infrastructure as part of the street project. The infrastructure for the City needs to be updated and it makes sense to do when the street is already being repaired.*
- In determining local street projects, could the geographical area in relation to dollars spent be considered? *It is Council's decision as to what local street projects are done.*

- What is the 2018 budget for local streets? *Did not have that information with him at the time of the meeting.*
- Is the ICE grant available for this project? *Yes, they are working with the engineers. The grant is based on points and there are some items the City needs to work on to raise more points. We will apply in the fall.*
- Is there a possibility of additional grant funding? *Yes, City staff is always working to find grant funding.*
- Would it be possible for Council to get a cost of repairing 1st, 2nd and 3rd streets in Precinct One (1)? *Director Lenardson will get estimates for these street repairs.*

Comments were received from Council Members Brown, French, Lawler and Reid and Mayor Brown.

D. Discussion/Approval Amendment to Council Rules of Procedures

Questions and Comments from the Mayor and Council were as follows:

- Would like the Mayor and City Manager to meet on a regular basis to ensure they are communicating with one another
- Attorney Scott Smith did a great job in his presentation on Council-Manager form of government
- Ask the Mayor and Manager to prepare a list of potential meeting dates
- Would like to have a less structured meeting schedule with Manager and Mayor but with expectation that they will meet and communicate as needed
- Discuss upcoming agenda items and give Mayor information on what is going on in the City so he is able to communicate with residents
- A suggestion was made for the Mayor and City Manager to meet twice a month prior to Council meetings
- Would like Manager and Mayor to work out details of meetings, however if the Manager and Mayor are not meeting, the Council would like to create a resolution to ensure communication between the Mayor and Manager.
- Would like to see roles of Manager, Council Members and Mayor added to the Council Rules of Procedure.
- The sub-committee of Mayor Brown and Council Members French and Brown will meet to add the roles of Manager, Council Members and Mayor to the Council Rules of Procedures. Revised Council Rules of Procedure will be brought to Council the second meeting in February for approval.

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

E. Discussion-Ordinance # 2018-01, Medical Marijuana Ordinance

City Attorney Harkness asked Council if the following distances were acceptable for Section 22-212 LOCATION OF GROWER FACILITY, SAFETY COMPLIANCE FACILITY, PROCESSOR FACILITY AND SECURE TRANSPORTER

- (A) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within five hundred (500) feet of real property comprising a public or private elementary, licensed child care facility, vocational or secondary school.
- (B) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within two hundred fifty (250) feet of real property comprising a public park. Any Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter located more than two hundred fifty (250) feet but less than five hundred (500) feet of real property comprising a public park shall be surrounded by a fence as required by city ordinance.
- (C) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within two hundred fifty (250) feet of real property comprising a place of religious worship. Any Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter located more than two hundred fifty (250) feet but less than five hundred (500) feet of real property comprising a place of religious worship shall be surrounded by a fence as required by city ordinance.

Fencing requirements will be handled by the Planning Commission.

The consensus of the Council is the above distances are acceptable. The first reading of Ordinance # 2018-01, Medical Marijuana will be on the February 5th, 2018 agenda for approval.

Comments were received from Council Member French, Mayor Brown and Director of Planning, Building & Code Enforcement Tracy.

F. Discussion of Snow Removal & Street Conditions

Director of Public Services Lenardson updated the Mayor and Council on snow removal and street conditions as follows:

- The City's first responsibility is to clear the major trunklines-M-99 and BL 94
- Once these streets have been cleared, they move on to longer local streets and then the shorter smaller streets
- Depending on the amount of snow, there may be a need to remove the snow from the major trunk lines more than once
- Each driver has a designated route
- There were three (3) of the five (5) plow trucks out of service for the last snowfall
- Currently all five (5) trucks are back in service
- There have also been staff shortages due to illnesses

- The Department of Public Services makes every effort to remove the snow as soon as possible

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

G. Request Approval Color and Logo for Water Tower (RCV)

Mayor and Council Members discussed color, font and logo.

The consensus was to have two tone paint with sky blue on the top of the tower and a dark blue for the base of the tower. The word Albion painted in the same dark blue as the base with a font as close to what is currently on the tower and no logo.

Comments were received from Council Members French, Brown and Reid; Mayor Brown and Assistant City Manager Levin.

French moved, Lawler supported, CARRIED, to have two tone paint with sky blue on the top of the tower and a dark blue for the base of the tower. The word Albion painted in the same dark blue as the base with a font as close to what is currently on the tower and no logo (5-0, rcv)

XII. Future Agenda Items

Council Member Brown would like the following items added to the next agenda:

- Council goal setting sessions
- Adoption of Resolution for Superior Street

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

French moved, Brown supported, CARRIED, to Excuse Council Members Maurice Barnes (1) and Jeanette Spicer (5). (5-0, vv)

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

Comments were received from Lavada Weeks, 917 Luther Dr; Alfredia Dysart-Drake, 1016 S. Superior St; Andrew Texel, 1112 E. Porter St and Council Member Lawler.

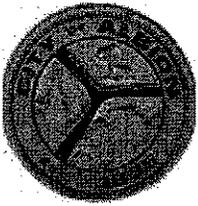
XV. ADJOURNMENT

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

Mayor Brown adjourned the Regular Session at 8:30 p.m.

Date

Jill Domingo
City Clerk



CITY OF ALBION
Office of the City Manager
Sheryl L. Mitchell

112 West Cass Street ♦ Albion, MI 49224
517.629.7172 ♦ smitchell@cityofalbionmi.gov

MEMO

TO: Honorable Mayor and City Council
FR: Sheryl L. Mitchell, City Manager
DA: February 5, 2018
RE: **Agenda Summary**

ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval of 1st Reading Ordinance #2018-01, Medical Marijuana Ordinance.** The ordinance provides for the licensing and regulation of Medical Marijuana Facilities, in accordance with the Michigan Medical Marijuana Facilities Licensing Act. The four (4) facilities would be allowed in Albion: Grower, Processor, Transporter and Safety Compliance. Provisioning Centers (Dispensaries) would not be permitted. A maximum of five (5) licenses for each category could be issued. All Grower Facilities shall be limited to the M-1-P, M-2, and M-2-P Zoning Districts. Safety Compliance Facilities shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Secure Transporters shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Processor Facilities shall be limited to B-3, M-1-P, M-2, and M-2-P Zoning Districts. The President of the EDC has submitted a letter requesting that the Council consider placing a cap on the number of licenses at 20; without specifying a number for each category. The 2nd reading and adoption is scheduled for Feb. 20, 2018.
- B. Discussion – Set 2018 Council goal Setting Sessions.** Requested by Council Member Brown. In April 2017, Council adopted their goals for 2017 and 2018. Two items that require Council's action would be Updating the City Motto and Review/Updating of the City's Vision and Mission Statement.
- C. Request Approval Boards and Commissions Appointments & Reappointments.** Mayor Brown has made the following recommendations for re-appointments:
- **Holly Zblewski**, Reappointment, Zoning Board of Appeals, Term to Expire 12-31-2020
 - **Richard Lewin**, Reappointment, Board of Review, Term to Expire 12-31-2019
 - **John Williams**, Reappointment, Building Board of Appeals, Term to Expire 12-31-2022
- D. Request Approval for Purchase of 2012 Vactor Truck for \$210,000.** The acquisition of a new Vactor Jet Truck was included in the 2018 Capital Plan, at an estimated cost of \$350,000, because it was recognized that the piece of equipment (2001) was aging

and would probably need ongoing extensive repairs. The current estimate for repairs is at least \$25,000 to replace the water tanks and \$10,000 for other repairs. A 2012 vehicle is available that is in excellent condition, with few miles. Council authorized the administration to acquire the Vactor Truck at the cost of \$210,000. Funding would be from the Water (75%) and the Sewer Funds (25%). The administration has obtained quotes on purchase and lease options. The City Administration is recommending the purchase terms offered by Chemical Bank as the most cost-effective. Given that this expenditure exceeds \$5,000.00, council approval is required pursuant to Ordinance 2-384, for the purchase of a 2012 Vactor Truck, with financing through Chemical Bank, for a period of 5 years, with annual payments from the Water and Sewer Funds. City Manager recommends approval

- E. **Request Approval of WWTP Pump Repair.** The Pump at the Waste Water Treatment Plant requires repairs. An estimate was obtained from Kennedy Industries at a total repair cost of \$5,895. Because the repair costs exceed \$5,000, council approval is required pursuant to Ordinance 2-384. City Manager recommends approval



Albion Economic Development Corporation

309 N Superior St.
PO Box 725
Albion, MI 49224

Memorandum

Date: January 31, 2018
To: Sheryl Mitchell, Albion City Manager
From: Amy Deprez, Albion Economic Development Corporation President/CEO
CC: Albion City Council
RE: Medical Marihuana Ordinance

This memorandum is written in regards to the Albion City Council's consideration of a medical marihuana ordinance and specifically in reference to the number of medical marihuana licenses that will be allowed in the City. The Albion EDC seeks to provide a recommendation based on the current interest of medical marihuana growing and processing companies in Albion.

As the draft currently stands, it is allowing for 4 of the 5 types of medical marihuana operations allowed under Michigan state law, with provisioning centers exempted. The draft ordinance also limits the number of licenses to 5 per type of operation, for a total of 20 licenses allowed in Albion. The draft ordinance does not take into consideration, for growers, the Class (A-C) allowing for the number of plants that can be grown under that license. A grower that applies for a grower license and requests a Class A - 500 marihuana plants will utilize one of the available licenses the same as another grower that applies for a Class C - 1,500 marihuana plants.

For example, if a company would like to start with a Class A license which allows for 500 plants but later would like to scale-up their operations at the same facility and purchase an additional license for another 500, 1000, or 1500 plants, they may not be able to do so if the number of grow licenses has been met. Based on our conversations with interested medical marihuana growers, we feel that this will stifle the growth of these businesses.

As you are aware, Albion has a limited amount of land for development. The only land that is available and zoned appropriately for growing and processing of medical marihuana is in the Albion Industrial Park which has 20.62 acres of usable land. The available land could reasonably fit no more than 6 medical marihuana facilities (if the operations require an average of 3 to 5 acres). For that matter, the geography of the community and the Industrial Park alone will limit the number of medical marihuana facilities that can be built.

At this time, there has not been any interest from companies in the testing or transporting of medical marihuana. If no testing or transporting operations locate in Albion, the 10 proposed licenses (5 for each transporting and testing) will remain unused. These licenses could be used for the expansion of growing and processing operations which would bring more jobs and investment to our community.

To date, the AEDC is working with 10 prospective companies all interested in the growing and processing areas. In economic development you have to cast a wide net to get a success. We do not anticipate all 10 to rise to the top and actually open a successful operation in Albion. However, we will continue to work with each one until land is purchased and operations are successful giving Albion the best chance at seeing new investment and jobs.

OUR RECOMMENDATION

It would be our recommendation that City Council not cap the number of licenses for growing medical marihuana, as the available land will do so naturally. However, if the Council feels a cap is necessary, we would recommend that Council cap the total number of licenses to 20, and allow those 20 to be used as growth and opportunity demands within the 4 categories that are being contemplated by the ordinance.

CITY OF ALBION ORDINANCE 2018-1

AN ORDINANCE TO AUTHORIZE MEDICAL MARIHUANA FACILITIES LICENSING AND REGULATIONS AND CREATE ARTICLE V OF CHAPTER 22 OF THE ALBION CODE OF ORDINANCES

FINDINGS AND PURPOSE: The Michigan Legislature enacted Public Acts 281-283 of 2016 known as the Medical Marihuana Facilities Licensing Act. This Act sets forth the rules, regulations, and standards for five types of medical marihuana facilities authorized under Michigan law. In order for any of those facilities to operate within the City of Albion, the City must first enact an ordinance providing for the same. The City Council has previously authorized the licensing of four of the five allowable facilities. This ordinance outlines the standards, application process, licensing process, and penalties for violations.

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

Section 1:

CHAPTER 22, ARTICLE V: MEDICAL MARIHUANA FACILITIES

22-200. LEGISLATIVE INTENT.

The purpose of this Chapter is to exercise the police regulatory and land use powers of the City of Albion by licensing and regulating, Grower Facilities, Safety Compliance Facilities, Processor Facilities and Secure Transporter to the extent permissible under State of Michigan and federal laws and regulations and to protect the public health, safety and welfare of the residents of the City of Albion; and as such, this Chapter constitutes a public purpose.

The City of Albion finds that the activities described in this Chapter are significantly connected to the public health, safety, security and welfare of its citizens and it is therefore necessary to regulate and enforce safety, security, fire, policing, health and sanitation practices related to such activities and also to provide a method to defray administrative costs incurred by such regulation and enforcement.

It is not the intent of this Chapter to diminish, abrogate or restrict the protections for medical use of Marihuana found in the Michigan Medical Marihuana Act or the Medical Marihuana Facilities Licensing Act.

22-201. DEFINITIONS, INTERPRETATION AND CONFLICTS.

For the purposes of this Chapter:

- (A) Any term defined by the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 et seq., as amended ("MMMA") or the Medical Marihuana Facilities

Licensing Act, 2016 PA 281, shall have the definition given in the MMMA, as amended, or the Medical Marihuana Facilities Licensing Act, as amended. If the definition of a word or phrase set forth in this Chapter conflicts with the definition in the MMMA or the Medical Marihuana Facilities Licensing Act, or if a term is not defined but is defined in the MMMA or the Medical Marihuana Facilities Licensing Act, then the definition in the MMMA or the Medical Marihuana Facilities Licensing Act shall apply.

(B) Any term defined by 21 USC 860(E) referenced in this Chapter shall have the definition given by 21 USC 860(E).

(C) This Ordinance shall not limit an individual's or entity's rights under the MMMA or the Medical Marihuana Facilities Licensing Act. The MMMA and the Medical Marihuana Facilities Licensing Act supersede this Ordinance where there is a conflict between them.

(D) All activities related to Marihuana, including those related to, a Grower Facility, Secure Transporter, Processor Facility or a Safety Compliance Facility, shall be in compliance with the rules of the Medical Marihuana Licensing Board, the Michigan Department of Licensing and Regulatory Affairs or any successor agency, the rules and regulations of the City of Albion, and the MMMA and the Medical Marihuana Facilities Licensing Act.

(E) Any use which purports to have engaged in the cultivation or processing of Marihuana into a usable form, the transportation of marihuana between licensed facilities, or the testing of Marihuana either prior to or after enactment of this Chapter but without obtaining the required licensing set forth in this Chapter, shall be deemed to not be a legally established use and therefore not entitled to legal nonconforming status under the provisions of this Chapter and/or state law. The City of Albion finds and determines that it has not heretofore authorized or licensed the existence of any Medical Marihuana Facility, as defined herein, in the City of Albion.

(F) The following terms shall have the definitions given:

"Chapter" means this Chapter.

"City" means the City of Albion, Michigan.

"Council" or "City Council" means the City Council of the City of Albion, Michigan.

"Enclosed Locked Facility" means a closet, room, or other comparable, stationary, and fully enclosure, equipped with secured locks or other functioning security devices. Marihuana Plants grown outdoors are considered to be in an Enclosed Locked Facility if they are not visible to the unaided eye from an adjacent property when viewed by an individual at ground level or from a permanent structure and

are grown within a stationary structure that is enclosed on all sides, except for the base, by chain-link fencing, wooden slats, or similar material that prevents access by the general public and that is anchored, attached, or affixed to the ground and as defined in the MMMA.

"Grower" or "Grower Facility" means a commercial entity that cultivated, dries, trims or cures and packages Marihuana for sale to a Processor or Provisioning Center.

"License Application" refers to the requirements and procedures set forth in Sections 22-204 and 22-205.

"Marihuana Plant(s)" means any plant of the species Cannabis Sativa.

"Marihuana" means that term as defined in section 7106 of the Public Health Code, 1978 PA 368, MCL 333.7106.

"Medical Marihuana Facility(ies)" means any facility, establishment and/or center that is required to be licensed under this Chapter, including a Provisioning Center, Grower, Processor, Safety Compliance Facility, and Secure Transporter.

"Ordinance" means the Ordinance adopting this Chapter.

"Person" means an individual, corporation, limited liability Company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.

"Processor" or "Processor Facility" means a commercial entity that purchases Marihuana from a Grower and that extracts resin from the Marihuana or creates a Marihuana-infused product for sale and transfer in packaged form to a Provisioning Center.

"Provisioning Center" means a commercial entity that purchases Marihuana from a Grower or Processor and sells, supplies, or provides Marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning Center includes any commercial property where Marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's Marihuana registration process in accordance with the MMMA is not a Provisioning Center for the purposes of this Ordinance.

"Restricted/Limited Access Area" means a building, room or other area under the control of the licensee with access governed by the MMMA or other applicable state law.

“Safety Compliance Facility” means a commercial entity that receives Marihuana from a Medical Marihuana Facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the Marihuana to the Medical Marihuana Facility.

“Secure Transporter” means a commercial entity that stores Marihuana and transports Marihuana between Medical Marihuana Facilities for a fee.

“Stakeholder” means with respect to a trust, the beneficiaries, with respect to a limited liability company, the managers or members, with respect to a corporation, whether profit or non-profit, the officers, directors, or shareholders, and with respect to a partnership or limited liability partnership, the partners, both general and limited.

“State” means the State of Michigan.

(G) Any term defined by the MMMA or the Medical Marihuana Facilities Licensing Act and not defined in this Chapter shall have the definition given in the MMMA or the Medical Marihuana Facilities Licensing Act.

22-203. LICENSE ALLOCATION AND ANNUAL FEES.

(A) No Person shall operate a Grower Facility, Processor Facility, Secure Transporter, or Safety Compliance Facility in the City of Albion without first obtaining a license to do so from the City Clerk and the State of Michigan. The City Clerk, after approval from the City Council, shall issue the following number of licenses for medical marihuana facilities:

- | | |
|---------------------------------|---|
| a. Grower Facilities: | 5 |
| b. Processor Facilities: | 5 |
| c. Secure Transporters: | 5 |
| d. Safety Compliance Facilities | 5 |

The term of each license shall be one (1) year.

(B) The non-refundable application fee for a Medical Marihuana Facility license shall be established by the City Council by resolution.

(C) No license shall be issued by the City Clerk for the operation of a Provisioning Center within the City of Albion. Operation of a Provisioning Center within the City of Albion is expressly prohibited.

22-204. LICENSE APPLICATIONS SUBMISSION.

(A) Application for each Medical Marihuana Facility license required by this Chapter shall be made in writing to the City Clerk, and must be approved by the

City Council after receiving a recommendation submitted by the Planning Commission, and approved by the State of Michigan, prior to commencing operation. Upon the expiration of an existing license, a licensee shall be required to reapply.

(B) An application for a Medical Marihuana Facility license required by this Chapter shall contain the following:

1. The appropriate non-refundable application fee and the refundable licensee fee in the amount per 22-203(B);
2. If the applicant is an individual, the applicant's name, date of birth, physical address, copy of government issued photo identification, email address, and one or more phone numbers, including emergency contact information;
3. If the applicant is not an individual, the names, dates of birth, physical addresses, copy of government issued photo identification, email addresses, and one or more phone numbers of each Stakeholder/shareholder/member of the applicant, including designation of the highest ranking Stakeholder/shareholder/member as an emergency contact person and contact information for the emergency contact person, articles of incorporation, assumed name registration documents, Internal Revenue Service SS-4 EIN confirmation letter, and a copy of the operating agreement of the applicant, if a limited liability company, a copy of the partnership agreement, if a partnership, or a copy of the by-laws or shareholder agreement, if a corporation or;
4. The name and address of the proposed Medical Marihuana Facility and any additional contact information deemed necessary by the City Clerk;
5. For the applicant, for each Stakeholder of the applicant, an affirmation under oath as to whether they are at least eighteen (18) years of age and have never been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any criminal offense under the laws of any jurisdiction, either felony or controlled substance related misdemeanor not including traffic violations, regardless of whether the offense has been expunged, pardoned, reversed on appeal or otherwise, including the date, name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration;
6. Before hiring a prospective agent or employee of the applicant, and after, the holder of a license shall conduct a background check of the prospective employee. If the background check indicated a pending charge or conviction

within the past ten (10) years for a controlled substance related felony, the applicant shall not hire the prospective employee or agent without written permission from the City Clerk;

7. A signed release authorizing the Albion Department of Public Safety to perform a criminal background check to ascertain whether the applicant, each Stakeholder of the applicant, each managerial employee and employee of the applicant meet the criteria set forth in this Ordinance;

8. The name, date of birth, physical address, copy of photo identification, and email address for any managerial employee or employee of the Medical Marihuana Facility, if other than applicant;

9. An affirmation under oath as to whether the applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action;

10. One of the following: (a) proof of ownership of the entire premises wherein the Medical Marihuana Facility is to be operated; or (b) written consent from the property owner for use of the premises in a manner requiring licensure under this Chapter along with a copy of the lease for the premises;

11. Proof of an adequate premise liability and casualty insurance policy in the amount not exceeding the requirements addressed in the Medical Marihuana Facilities Licensing Act or applicable state laws, covering the Medical Marihuana Facility and naming the City of Albion as an additional insured party, available for the payment of any damages arising out of an act or omission of the applicant or its stakeholders, agents, employees or subcontractors;

12. A description of the security plan for the Medical Marihuana Facility, including, but not limited to, any lighting, alarms, barriers, recording/monitoring devices and/or security guard arrangements proposed for the facility and premises. The security plan must contain the specification details of each piece of security equipment;

13. A floor plan of the Medical Marihuana Facility, as well as a scale diagram illustrating the property upon which the Medical Marihuana Facility is to be operated, including all available parking spaces, and specifying which parking spaces, if any, are handicapped accessible;

14. An affidavit that neither the applicant nor any Stakeholder of the applicant is in default to the City. Specifically, that the applicant or Stakeholder of the applicant has not failed to pay any property taxes, special assessments, fines, fee or other financial obligations to the City;

15. An affidavit that the transfer of Marihuana to and from Medical Marihuana Facilities shall be in compliance with the MMMA and the Medical Marihuana Facilities Licensing Act or other applicable state laws:

16. A staffing plan;

17. Any proposed text or graphical materials to be shown on the exterior of the proposed Medical Marihuana Facility;

18. A patient education plan;

19. A business plan;

20. A location area map of the Medical Marihuana Facility and surrounding area that identifies the relative locations and the distances (closest property line to the subject Medical Marihuana Facility's building) to the subject Medical Marihuana Facility to the closest real property comprising a public or private elementary, vocational or secondary school; and church or religious institution if recognized as a tax-exempt entity as determined by the City Assessor or County Assessor's office;

21. A facility sanitation plan to protect against any Marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any Marihuana will be rendered unusable upon disposal. Disposal by on-site burning or introduction in the sewerage system is prohibited;

22. Verification, with copies of actual bank statements, showing that the applicant has liquid funds in the applicant's name in the amount needed to complete the Medical Marihuana Facility, but in no event less than \$250,000.00, in immediate liquid, available funds;

23. As it relates to a Grower Facility, the following additional items shall be requested:

i. A Grower Plan that includes at a minimum a description of the Grower methods to be used, including plans for the growing mediums, treatments and/or additives;

ii. A production testing plan that includes at a minimum a description of how and when samples for laboratory testing by a state approved

Safety Compliance Facility will be selected, what type of testing will be required, and how the test results will be used;

iii. An affidavit that all operations will be conducted in conformance with the MMMA, the Medical Marihuana Facilities Licensing Act or other applicable state laws and such operations shall not be cultivated on the premises at any one time more than the permitted number of Marihuana Plants per the Michigan Medical Marihuana Act, as amended, and the Medical Marihuana Facilities Licensing Act;

iv. A chemical and pesticide storage plan that states the names of pesticides to be used in Growers and where and how pesticides and chemicals will be stored in the facility, along with a plan for the disposal of unused pesticides;

v. All Growers must be performed within an Enclosed Locked Facility which may include indoors or in an enclosed greenhouse.

(C) Upon receipt of a completed Medical Marihuana Facility application meeting the requirements of this Chapter and confirmation that the number of existing licenses does not exceed the maximum number established by resolution pursuant to Section 22-203(A), the City Clerk shall refer a copy of the application to each of the following for their review and approval: the City Attorney or his designee, the Chief of the Albion Public Safety Department or their designee, the Director of Planning and Development, and the City Finance Director or their designee. Once applications are verified by each department to be sufficiently complete and comprehensive, and no sooner, the City Clerk shall forward the applications to the Planning Commission for recommendation to the City Council.

(D) No application shall be approved unless:

1. The Public Safety Department or designee and the Office of Planning and Development or designee, have inspected the plans of the proposed location for compliance with all laws for which they are charged with enforcement;

2. The applicant, each Stakeholder of the applicant, and the managerial employees and employees of the applicant, have passed a criminal background check conducted by the Albion Department of Public Safety;

3. The Director of Planning and Development, has confirmed that the proposed location complies with the Zoning Ordinance;

4. The Finance Director or their designee has confirmed that the applicant and each Stakeholder of the applicant are not in default to the City;

5. The City Attorney or his designee has completed a detailed review of the Medical Marihuana Facility application for compliance with the applicable state laws and City Ordinances.

(E) If written approval is given by each individual or department identified in Subsection (a)-(e), the City Clerk shall submit the application to the Planning Commission for recommendation to the City Council for the issuing of a license to the applicant. All licenses issued are contingent upon the State of Michigan issuing a license for the operation under state law.

(F) Licensees shall report any other change in the information required by Subsection (b) to the City Clerk within ten (10) days of the change. Fees shall be set by Council Resolution for any Stakeholder added after the original Application is filed.

22-205. LICENSE APPLICATIONS EVALUATION.

(A) The City Council and Planning Commission will assess all applications referred to it by the Planning Commission pursuant to Section 4 and 5.

(B) In its application deliberations, the City Council shall assess each application in each of the following categories:

1. The applicant's experience in operating other similarly licensed businesses.
2. The applicant's general business management experience.
3. The applicant's general business reputation.
4. The integrity, moral character, and reputation; personal and business probity; financial ability and experience; and responsibility or means to operate or maintain a Medical Marihuana Facility of the applicant.
5. The financial ability of the applicant to purchase and maintain adequate liability and casualty insurance.
6. The sources and total amount of the applicant's capitalization to operate and maintain the proposed Medical Marihuana Facility.
7. Whether the applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any relevant criminal offense under the laws of any jurisdiction, either felony or misdemeanor, not including traffic violation,

regardless of whether the offense has been expunged, pardoned, or reversed as appealed or otherwise.

8. Past convictions of the applicant involving any of the following, but limited to:

- i. gambling;
- ii. prostitution;
- iii. weapons;
- iv. violence;
- v. tax evasion;
- vi. fraudulent activity; and
- vii. serious moral turpitude.
- viii. Felony Drug Convictions

9. A felony or misdemeanor of such a nature that it may impair the ability of the applicant to operate a licensed business in a safe and competent manner;

10. Whether the applicant has filed, or had filed against it, a proceeding for bankruptcy within the past seven (7) years;

11. Whether the applicant has been served with a complaint or other notice filed with any public body regarding payment of any tax required under federal, state or local law that has been delinquent for one (1) or more years;

12. Whether the applicant has a history of noncompliance with any regulatory requirements in this State or any other jurisdiction;

13. As it related to operation of a Provisioning Center, the applicant's type of service and product that will be offered and the overall theme and atmosphere of the proposed Provisioning Center.

(C) The City Council shall assess each application with aforementioned categories Section 22-205(B)(1) through (13) and issue a license to the applicant most qualified and meets the most categories in this section.

(1) On and after February 1, 2018, the City shall accept applications for authorization to operate a medical marihuana facility within the City. Application shall be made on a City form and must be submitted to the City Clerk "Clerk". Once the Clerk receives a complete application including the initial annual medical marihuana facility fee, the application shall be time and date stamped. Complete applications shall be considered for authorization in consecutive time and date stamped order. Upon consideration, if the facility type authorization is available within the number specified above, then the applicant shall receive conditional authorization to operate such medical marihuana facility within the City. Once the limit on

the number of an authorized facility is conditionally reached, then any additional complete applications shall be held in consecutive time and date stamped order for future conditional authorization. Any applicant waiting for future conditional authorization may withdraw their submission by written notice to the Clerk at any time.

(2) Within thirty days from conditional authorization from the City or from February 1, 2018, whichever is later, the conditionally authorized applicant must submit proof to the Clerk that the applicant has applied for prequalification from the state for a state operating license or has submitted full application for such license. If the applicant fails to submit such proof, then such conditional authorization shall be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in 22-203(1) herein.

(3) If a conditionally authorized applicant is denied prequalification for a state operating license or is denied on full application for a state operating license, then such conditional authorization will be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in 22-203(1) herein.

(4) A conditionally authorized applicant shall receive full authorization from the City to operate the medical marihuana facility within the City upon the applicant providing to the Clerk proof that the applicant has received a state operating license for the medical marihuana facility in the City and the applicant has met all other requirements of this ordinance for operation including but not limited to any zoning approval for the location of the facility within the City.

(5) If a conditionally authorized applicant fails to obtain full authorization from the City within one year from the date of conditional authorization, then such conditional authorization shall be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in 22-203(1) herein. The City Council shall have authority to extend the deadline to obtain full authorization for up to an additional six months on written request of the applicant, within thirty days prior to cancellation, upon the reasonable discretion of the City Council finding good cause for the extension.

22-206. LICENSES GENERALLY.

(A) To the extent permissible, all information submitted in conjunction with an application for a license or license renewal required by this Chapter is confidential and exempt from disclosure under the Michigan Freedom of Information Act, 1976

PA 442, MCL 15.231 et seq. Furthermore, no personal information concerning the applicant shall be submitted to the City Council.

(B) Licensees may transfer a license issued under this Chapter to a different location upon receiving written approval from the City Clerk. In order to request approval to transfer a license location, the licensee must make a written request to the City Clerk indicating the current license location and the proposed license location. Upon receiving the written request, the City Clerk shall refer a copy of the written request to each of the following for approval: the Albion Department of Public Safety, the Director of Planning and Development, the Finance Director or its designee, and the City Council. No license transfer shall be approved unless each such individual or department gives written approval that the licensee and the proposed license location meet the standards identified in this Ordinance.

(C) Licensees may transfer a license issued under this Chapter to a different individual or entity upon receiving written approval by the City Clerk. In order to request approval to transfer a license to a different individual or entity, the licensee must make a written request to the City Clerk, indicating the current licensee and the proposed licensee. Upon receiving the written request, the City Clerk shall consider the request as a new application for a license and the procedures set forth in this Ordinance and the Act shall be followed.

(D) Licensees shall report any other change in the information required by this Chapter to the City Clerk within ten (10) business days of the change. Failure to do so may result in suspension or revocation of the license.

(E) Licensees shall comply with the Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Medical Marihuana Regulation, Emergency Rules governing medical marihuana facilities and any permanent rules promulgated by LARA following the expiration of the Emergency Rules.

22-207. PROVISIONING CENTERS PROHIBITED.

(A) Provisioning Centers are expressly prohibited from operating within the City of Albion.

22-208. MINIMUM OPERATIONAL STANDARDS OF GROWER FACILITY.

The following minimum standards for a Grower Facility shall apply:

(A) The Grower Facility shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.

(B) The premises shall be open for inspection upon probable cause that a violation of this Chapter has occurred during the stated hours of operation and at such other times as anyone is present on the premises.

(C) Any Grower Facility shall maintain a log book and/or database indicating the number of Marihuana Plants. Each Marihuana Plant will be tagged as required by the MMMA and Medical Marihuana Facilities Licensing Act.

(D) All Marihuana shall be contained within an Enclosed Locked Facility. All operations shall be conducted within the facility so as not to be exposed to the public and all operations are expressed prohibited from being conducted outside the facility or outdoors.

(E) All necessary building, electrical, plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support the Grower, growing or harvesting of Marihuana are located.

(F) That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the Albion Department of Public Safety to ensure compliance with the Michigan Fire Protection Code.

(G) The dispensing of Marihuana at the Grower Facility shall be prohibited.

(H) All persons working in direct contact with Marihuana shall conform to hygienic practices while on duty, including but not limited to: 1. Maintaining adequate personal cleanliness; 2. Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hands may have become soiled or contaminated; 3. Refraining from having direct contact with Marihuana if the person has or may have an illness, open lesion, including boils, sores or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

(I) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where Marihuana is exposed.

(J) Floors, walls and ceilings shall be constructed in such a manner that they may be adequately cleaned and kept clean and in good repair.

(K) There shall be adequate screening or other protection against the entry of pests. Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for the waste development of odor and minimize the potential for waste becoming an attractant, harborage or breeding places for pests.

(L) Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

(M) Each Grower Facility shall provide its occupants with adequate and readily accessible toilet facilities that are maintained in a sanitary condition and good repair.

(N) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms.

(O) The Grower Facility shall be free from infestation by insects, rodents, birds, or vermin of any kind.

(P) Exterior signage or advertising identifying the facility as a Grower Facility shall be prohibited.

(Q) Odor Control – No person, tenant, occupant, or property owner shall permit the emission of marihuana odor from any source to result in detectable odors that leave the premises upon which they originated and interfere with the reasonable and comfortable use and enjoyment of another's property. Whether or not a marihuana odor emission interferes with the reasonable and comfortable use and enjoyment of a property shall be measured against the objective standards of a reasonable person of normal sensitivity. A grower or processor shall install and maintain in operable condition a system which precludes the emission of marihuana odor from the premises.

a. A plan for ventilation of the medical marihuana facility that describes the ventilation systems that will be used to prevent any odor of medical marihuana off the premises of the business. For medical marihuana facilities that grow medical marihuana plants, such plan shall also include all ventilation systems used to control the environment for the plants and describe how such systems operate with the systems preventing any odor leaving the premises. For medical marihuana infused products, such plan shall also include all ventilation systems used to mitigate noxious gases or other fumes used or created as part of the production process.

b. Cultivated, produced, or distributed by a medical marihuana business. A medical marihuana business shall be ventilated so that the odor of marihuana cannot be detected by a person with a normal sense of smell at the exterior of the medical marihuana business or at any adjoining use or property.

c. Sufficient measures and means of preventing smoke, odor, debris, dust, fluids and other substances from exiting a marihuana commercial entity must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a marihuana commercial entity, the owner of the

subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full clean-up and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable federal, state and local laws and regulations.

22-209. MINIMUM OPERATIONAL STANDARDS OF SAFETY COMPLIANCE FACILITY.

The following minimum standards for the Safety Compliance Facility shall apply:

(A) The Safety Compliance Facility shall comply at all times and in all circumstances with the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.

(B) Consumption and/or use of Marihuana shall be prohibited at the facility.

(C) The premises shall be open at all times to any Michigan Medical Marihuana Licensing Board investigators, agents, auditors, or the State Police, without a warrant and without notice to the licensee, to enter the premises, offices, facilities, or other places of business of a licensee, if evidence of compliance or noncompliance with the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws is likely to be found and consistent with constitutional limitations for the following purposes:

1. To inspect and examine all premises of Medical Marihuana Facilities;
2. To inspect, examine and audit relevant records of the licensee and, if the licensee or any managerial employees or employees fail to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored;
3. To inspect the person and inspect or examine personal effects present in a Medical Marihuana Facility of any holder of State Operating License while that person is present in a Medical Marihuana Facility;
4. To investigate alleged violations of the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws.

(D) Any Safety Compliance Facility shall maintain a log book and/or database which complies with the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws.

(E) All Marihuana shall be contained within the building in an Enclosed Locked Facility in accordance with the MMMA, as amended, and Medical Marihuana Facilities Licensing Act or applicable state laws. All operations shall be conducted within the facility so as not to be exposed to the public and all operations are expressed prohibited from being conducted outside the facility or outdoors.

(F) There shall be no other accessory uses permitted within the same facility other than those associated with testing Marihuana.

(G) All persons working in direct contact with Marihuana shall conform to hygienic practices while on duty.

(H) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where Marihuana is exposed.

(I) Floors, walls and ceilings shall be constructed in such a manner that they may be adequately cleaned and kept clean and in good repair.

(J) Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

(K) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms.

(L) Exterior signage or advertising identifying the facility as a Safety Compliance Facility shall be prohibited.

22-210. MINIMUM OPERATIONAL STANDARDS OF PROCESSOR FACILITY.

The following minimum standards for the Processor Facility shall apply:

(A) The Processor Facility shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.

(B) Consumption and/or use of Marihuana shall be prohibited at the Processor Facility.

(C) All activity related to the Processor Facility shall be done indoors.

(D) The premises shall be open at all times to any Michigan Medical Marihuana Licensing Board investigators, agents auditors, or the State Police, without a warrant and without notice to the licensee, to enter the premises, offices, facilities or other places of business of a licensee, if evidence of compliance or noncompliance with the MMMA and Medical Marihuana Facilities Licensing Act 21 or applicable state laws is likely to be found and consistent with constitutional limitations for the following purposes:

1. To inspect and examine all premises of Medical Marihuana Facilities;
2. To inspect, examine and audit relevant records of the licensee and, if the licensee or any managerial employees or employees fail to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored;
3. To inspect the person and inspect or examine personal effects present in a Medical Marihuana Facility of any holder of state operating license while that person is present in a Medical Marihuana Facility.
4. To investigate alleged violations of the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws.

(E) Any Processor Facility shall maintain a log book and/or database which complies with the MMMA, as amended, and Medical Marihuana Facilities Licensing Act or applicable state laws.

(F) All Marihuana will be tagged as required by the MMMA, the Medical Marihuana Facilities Licensing Act or applicable state laws.

(G) All Marihuana shall be contained within an Enclosed Locked Facility in accordance with the MMMA, as amended. All operations shall be conducted within the facility so as not to be exposed to the public and all operations are expressed prohibited from being conducted outside the facility or outdoors.

(H) All necessary building, electrical, plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring for devices that support the processing of Marihuana are located.

(I) That portion of the structure where the storage of any chemicals shall be subject to inspection and approval by the Albion Department of Public Safety to insure compliance with the Michigan Fire Protection Code.

(J) The dispensing of medical Marihuana at the Processor Facility shall be prohibited.

(K) All persons working in direct contact with Marihuana shall conform to hygienic practices while on duty, including but not limited to:

1. Maintaining adequate personal cleanliness;
2. Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hands may have become soiled or contaminated;
3. Refraining from having direct contact with Marihuana if the person has or may have an illness, open lesion, including boils, sores or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

(L) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where Marihuana is exposed.

(M) Floors, walls and ceilings shall be constructed in such a manner that they may be adequately cleaned and kept clean and in good repair.

(N) There shall be adequate screening or other protection against the entry of pests. Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for the waste development of odor and minimize the potential for waste becoming an attractant, harborage or breeding places for pests.

(O) Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

(P) Each Processor Facility shall provide its occupants with adequate and readily accessible toilet facilities that are maintained in a sanitary condition and good repair.

(Q) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms.

(R) The Processor Facility shall be free from infestation by insects, rodents, birds, or vermin of any kind.

(S) The Processor Facility shall produce no products other than usable Marihuana intended for human consumption.

(T) Exterior signage or advertising identifying the facility as a Processor Facility shall be prohibited.

(U) Odor Control – No person, tenant, occupant, or property owner shall permit the emission of marihuana odor from any source to result in detectable odors that leave the premises upon which they originated and interfere with the reasonable and comfortable use and enjoyment of another's property. Whether or not a marihuana odor emission interferes with the reasonable and comfortable use and enjoyment of a property shall be measured against the objective standards of a reasonable person of normal sensitivity. A grower or processor shall install and maintain in operable condition a system which precludes the emission of marihuana odor from the premises.

- i. A plan for ventilation of the medical marihuana facility that describes the ventilation systems that will be used to prevent any odor of medical marihuana off the premises of the business. For medical marihuana facilities that grow medical marihuana plants, such plan shall also include all ventilation systems used to control the environment for the plants and describe how such systems operate with the systems preventing any odor leaving the premises. For medical marihuana infused products, such plan shall also include all ventilation systems used to mitigate noxious gases or other fumes used or created as part of the production process.
- ii. Cultivated, produced, or distributed by a medical marihuana business. A medical marihuana business shall be ventilated so that the odor of marihuana cannot be detected by a person with a normal sense of smell at the exterior of the medical marihuana business or at any adjoining use or property.
- iii. Sufficient measures and means of preventing smoke, odor, debris, dust, fluids and other substances from exiting a marihuana commercial entity must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a marihuana commercial entity, the owner of the subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full clean-up and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable federal, state and local laws and regulations.

22-211. MINIMUM OPERATIONAL STANDARDS FOR A SECURE TRANSPORTER

The following minimum standards for a Secure Transporter shall apply:

- (A) A Secure Transporter shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.
- (B) Each driver transporting marihuana shall have a valid chauffeur's license issued by the State of Michigan;
- (C) Each vehicle shall be operated with a 2-person crew with at least 1 individual remaining with the vehicle at all times during the transportation of marihuana;
- (D) A route plan and manifest shall be carried in the transporting vehicle and presented to a law enforcement officer upon request;
- (E) The marihuana being transported shall only be transported in 1 or more sealed containers and not be accessible while in transit.
- (F) A Secure Transporter shall not bear marking or other indication that it is carrying marihuana or a marihuana-infused product.
- (G) A Secure Transporter shall be subject to administrative inspection by a law enforcement officer, including but not limited to the Albion Department of Public Safety, at any point during the transportation of marihuana in the City of Albion to determine compliance with this Ordinance and the Medical Marihuana Facilities Licensing Act.

22-212. LOCATION OF GROWER FACILITY, SAFETY COMPLIANCE FACILITY, PROCESSOR FACILITY AND SECURE TRANSPORTER.

- (A) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within five hundred (500) feet of real property comprising a public or private elementary, licensed child care facility, vocational or secondary school.
- (B) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within two hundred fifty (250) feet of real property comprising a public park. Any Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter located more than two hundred fifty (250) feet but less than five hundred (500) feet of real property comprising a public park shall be surrounded by a fence as required by city ordinance.
- (C) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within two hundred fifty (250) feet of real property comprising a place of religious worship. Any Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter located more

than two hundred fifty (250) feet but less than five hundred (500) feet of real property comprising a place of religious worship shall be surrounded by a fence as required by city ordinance.

(D) All Grower Facilities shall be limited to the M-1-P, M-2, and M-2-P Zoning Districts. Safety Compliance Facilities shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Secure Transporters shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Processor Facilities shall be limited to B-3, M-1-P, M-2, and M-2-P Zoning Districts.

22-213. DENIAL AND REVOCATION.

(A) A license issued under this Chapter may be revoked after an administrative hearing at which the City Clerk determines that any grounds for revocation under Subsection (B) exists. Notice of the time and place of the hearing and the grounds for revocation must be given to the holder of the license at least five (5) days prior to the hearing, by first class mail to the address given on the License Application or any address provided pursuant to this Ordinance.

(B) A license applied for or issued under this Chapter may be denied or revoked on any of the following basis:

1. Violation of this Chapter;
2. Any conviction of or release from incarceration for a felony under the laws of this State, or any other State, or the United States, within the past five (5) years by the applicant or any Stakeholder of the applicant as measured from the date of the application or the date of becoming a Stakeholder, whichever occurs later, or while licensed under this Chapter; or any conviction of a substance-related felony by the applicant or any Stakeholder of the applicant whenever or while licensed under this Chapter;
3. Commission of fraud or misrepresentation or the making of a false statement by the applicant or any Stakeholder of the applicant while engaging in any activity for which this Chapter requires a license;
4. Sufficient evidence that the applicant(s) lack, or have failed to demonstrate the requisite professionalism and/or business experience required to assure strict adherence to this Chapter and the rules and regulations governing the Medical Marihuana Program in the State of Michigan;
5. The Medical Marihuana Facility is determined by City of Albion to have become a public nuisance;

6. The Michigan Medical Marihuana Licensing Board has denied, revoked or suspended the applicant's State License.

22-214. PENALTIES AND DISCIPLINE.

(A) The City of Albion may require an applicant or holder of license of a Medical Marihuana Facility to produce documents, records, or any other material pertinent to the investigation of an application or alleged violation of this Chapter. Failure to provide the required material may be grounds for application denial, license revocation, or discipline.

(B) Any Person in violation of any provision of this Chapter or any provision of a license issued under this Chapter, is responsible for a misdemeanor, punishable by a fine of up to \$500.00 plus costs of prosecution, ninety (90) days imprisonment, or both, for each violation. This section is not intended to prevent enforcement of any provision of the state law by the Albion Department of Public Safety.

(C) All fines imposed under this Chapter shall be paid within forty-five (45) days after the effective date of the order imposing the fine or as otherwise specified in the order;

(D) The City Clerk may temporarily suspend the Medical Marihuana Facility license without a hearing if the City Clerk finds that public safety or welfare requires emergency action. The City Clerk shall cause the temporary suspension by issuing a Suspension Notice in connection with institution of proceedings for a hearing.

(E) If the City Clerk temporarily suspends a license without a hearing, the holder of the license is entitled to a hearing within thirty (30) after the Suspension Notice has been issued. The hearing shall be limited to the issues cited in the Suspension Notice.

(F) If the City Clerk does not hold a hearing within thirty (30) days after the date of suspension was issued, then the suspended license shall be automatically reinstated and the suspension vacated.

(G) In addition to any other remedy available at law, the City of Albion may bring an action for an injunction or other process against a person to restrain, prevent, or abate any violation of this Ordinance.

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 March 19, 2018 after publication.

First Reading:
February 5, 2018

Ayes _____
Nays _____
Absent _____

Jill Domingo,
City Clerk

Second Reading & Adoption:
February 19, 2018

Ayes _____
Nays _____
Absent _____

Garrett Brown,
Mayor

GOVERNANCE

SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE MEASURED BY	COMMENTS
1. Participate in MIML training to:	Council	Council Budget	Participation in training; Adoption of updates	this will happen this week!
A. Update and make appropriate revisions to Council Rules & Procedures				
B. Make clarifications to processes				
C. Clarify roles of Mayor, Council & City Manager				

SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE MEASURED BY	COMMENTS
1. With available funding, the Council will determine whether or build a new water tower or expand the existing tower	Council working with City Manager & Staff,	USDA Grant & Matching; State Government	Whether a decision is made	Since Funding is received, this is a decision not based on cost, too much, but rather whether want one big water tower or two smaller ones, with second one strategically placed...

SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE MEASURED BY	COMMENTS
1. Establish a work group	Council; City Manager; Amy Deprez/EDC Director; Mike Tymkew/DDA; Herm McCall/EDC; Michigan Works; Amy Robertson/Albion Chamber of Commerce	Time	Study; Report	City Manager and council should be taking a back seat on this. The experts (EDC and county and state organizations are on this, we can be in the room, but we must work to trust our experts and their opinions.

SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE MEASURED BY	COMMENTS
6. Research equipment costs, programming, etc. for public access cable channels	City Manager; Staff	Time	Report	this could be simple or could be complicated... Information on how the system works would be a start.

EMPLOYMENT & BUSINESS RECRUITMENT

NEIGHBORHOOD STABILIZATION

CATEGORIES **SUBCATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS**

NEIGHBORHOOD STABILIZATION

7. Research sustainable funding to address local transportation		City Manager; Staff; Council	Time; Personnel; Millage; Existing Transporters (Albion-Marshall Connector, Church Vans/Buses, Michigan Works	Report on options & costs	an ongoing initiative that we are a part of . . .	1
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GATEWAY APPEAL

5. Identify possible funding for 94 bridge on Eaton Street (lights & signs)		City Manager; Staff			MDOT will not allow us . . . This is not worth spending our time.	1
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GOVERNANCE

1. Participate in MIMIL training to:		Council	Council Budget	Participation in training; Adoption of updates	this will happen this week!	1
<ul style="list-style-type: none"> A. Update and make appropriate revisions to Council Rules & Procedures B. Make clarifications to processes C. Clarify roles of Mayor, Council & City Manager 						

GOVERNANCE
SUBCATEGORY Sub Category
 2. Schedule Trainings such as additional MML Trainings and other trainings (e.g., MSU Extension) 2
 This should be an ongoing thing, IF we have resources. There is a lot that can be gained by reading documents, rather than spending money of training. Some of it is helpful, but we should not default to a person-to person training

A. Make clarifications to processes
 B. Clarify roles of Mayor, Council & City Manager

GOVERNANCE
SUBCATEGORY Sub Category
 3. Research options and costs for updating the City Charter
 Council, City Manager, Cit Budget (research needed)
 Based on cost estimates & other factors, Council will determine whether to proceed
 I cannot stress enough my dislike of this activity, it served no purpose, unless we actually want to actually make substantive changes to the charter, which I do not.
 research completed by November 1st

INFRASTRUCTURE
SUBCATEGORY Sub Category
 2. Secure funding for water tower
 Council working with City Manager & Staff
 USDA Grant & Matching; State Government
 Funding received
 There will be a rate hike as part of our grant.

INFRASTRUCTURE
SUBCATEGORY Sub Category
 3. Develop a strategic plan for streets
 Council; City Manager; Engineer Mikey Bittner; Environmental Consultant
 Time; Staff Time; CIP
 Plan completion
 This should be a 6 month process, and should include the possibility of a new millage (5 mil minimum) to help pay for it.

INFRASTRUCTURE
SUBCATEGORY Sub Category
 4. Implement development of GIS System
 City Manager; Staff
 Technical Support; Training
 Quarterly Report
 This will be predicated on funding and staffing and whether or not we have a GIS VISTA next year.

INFRASTRUCTURE
SUBCATEGORY Sub Category
 5. Conduct a feasibility study for fiber optics
 City Manager; Staff
 City Manager to Determine
 Research completed
 I think this was answered with respect to the burying of cable.

GATEWAY/APPEAL
SUBCATEGORY Sub Category
 1. Signage Projects
 City Manager; Staff
 Budget, Grants
 Projects initiated
 An ongoing thing, progress reporting?

CONSIDERATION **SUBCATEGORY** **SUB CATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS** **PERSON**

GATEWAY APPEAL **SUBCATEGORY** **SUB CATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS** **PERSON**

2. Secure funding for code enforcement office to address blighted buildings

City Manager; Staff; City Attorney Budget; Grants Grant written & submitted for fall of 2017 2

GATEWAY APPEAL **SUBCATEGORY** **SUB CATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS** **PERSON**

3. Partner with service organizations for beautification (flowers & trees)

City Manager; Staff; EDC we have no resources to help here so what will the partnership actually do? 2

GATEWAY APPEAL **SUBCATEGORY** **SUB CATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS** **PERSON**

4. Identify possible funding for beautification of homes & businesses (paint & upkeep)

City Manager; Staff VISTA (Neighborhood Stabilization); Citizens to Beautify Albion; Tree Committee We should add Land Bank top the list of responsible parties, they are the first line of offense 2

NEIGHBORHOOD STABILIZATION **SUBCATEGORY** **SUB CATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS** **PERSON**

1. Identify possible funding to address blight

City Manager; Staff; EDC Personnel; Time Report on findings This an ongoing thing with all responsible parties, including council 2

- Business District Austin Avenue
- Albion Malleable (Harvard Site)
- Remove Blighted Homes
- Clean Neighborhood Streets
- Neighborhood Beautification

NEIGHBORHOOD STABILIZATION **SUBCATEGORY** **SUB CATEGORY** **RESPONSIBLE PARTY** **RESOURCES** **SUCCESS WILL BE MEASURED BY** **COMMENTS** **PERSON**

2. Research the possibility of additional personnel for Code Enforcement

City Manager; Staff; ADPS Personnel; Time; Finance Department; Unions Report on findings For Budget planning for 2018 2

- Additional Staff in Code Dept.
- Additional Staff in Public Safety

CATEGORY	SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	COMMENTS
NEIGHBORHOOD STABILIZATION	SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	COMMENTS
	3. Update zoning to reflect future vision for diversified housing	City Manager; Staff	Planning Commission; Council	Zoning updates initiated; Citizen engagement effort that establishes a neighborhood zoning group
NEIGHBORHOOD STABILIZATION	SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	COMMENTS
	4. Implement "Adopt a Park" program	City Manager; Staff	Community Groups; Chamber of Commerce; Churches; Council	This will have to come from the community, there are certainly folks with interest in working on our parks, we can start a program, but it should not have resources associated with it.
NEIGHBORHOOD STABILIZATION	SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	COMMENTS
	5. Hold community outreach events for each precinct	Council; City Manager; Staff	City Staff; Time; Community Partners	This should be on going and part of our structure as a city government.
VISION & MISSION	SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	COMMENTS
	1. Update City Motto	Council	Time	This could be a city wide initiative and we could make it a 6 month initiative with input from the community
VISION & MISSION	SUB-CATEGORY	RESPONSIBLE PARTY	RESOURCES	COMMENTS
	2. Review Update City/Vision & Mission Statement	Council	Time	We have a perfectly acceptable mission and vision statement for the city. No need to change it.

ZBA Board
Term to Expire
12-31-2020



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: HOLLY C ZBLEWSKI

(First)

(Middle)

(Last)

Home Address: 508 HAVEN ROAD Telephone #: _____

Place of Employment: NOT COMFORTABLE FILLING THAT OUT DOES NOT MAKE A DIFFERENCE

Business Address: _____ Telephone #: _____

E-Mail: _____ Fax: _____

Title/Type of Work: _____

Length of Residence in City: 43 Own/Rent: OWN US Citizen: Y X

Educational Background: Albion High school graduate

Community Activities: ZBA, HISTORICAL SOCIETY,

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

- 1) ZBA 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:
CHAIR FOR MANY YEAR

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:
ENJOY WORKING WITH ZONING APPEALS.

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: _____
NOPE

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: _____
NOPE

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: _____
NOPE

REFERENCES:

Name: ANDREW ZBLEWSKI Relationship: HUSBAND

Telephone #: 517 250-3900

Name: _____ Relationship: _____

Telephone #: _____
Application for Membership

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, HOLLY ZBLEWSKI, certify that the information provided

(Please Print)

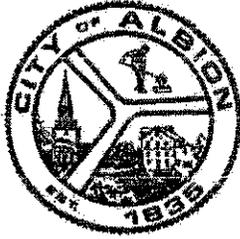
in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 1/08/1975

Signature: HOLLY ZBLEWSKI

Date: 12/1/17

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

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- 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: Richard C. Lewin
(First) (Middle) (Last)

Home Address: 517 E. Michigan Ave. - Albion Telephone #: (517) 629-3550

Place of Employment: Albion Heritage Bed and Breakfast

Business Address: 517 E. Michigan Ave. - Albion Telephone #: (517) 629-3550

E-Mail: dick.lewin@att.net Fax: _____

Title/Type of Work: Innkeeper

Length of Residence in City: 13 years Own/Rent: Own US Citizen: Y N

Educational Background: Garfield High School, Seattle, WA; Pacific University, Forest Grove, Oregon; Andover-Newton Theological School, Newton Centre, MA

Community Activities: Albion Lions Club President; Member Board of Directors, Albion Area Chamber of Commerce; Board Member, Friends of The Bohm; Albion Area Life Long Learners Board

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

- 1) Board of Review 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

I have served on the Albion Board of Review, am presently Chairman of that Board and believe that Board does significant work for the aged and those with hardship.

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 am committed to serving Albion, those who believe they have concerns over their taxation levels, and those with hardship issues who could otherwise be taxed out of their homes

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: 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: Joe Domingo Relationship: None

Telephone #: 629-8481

Name: Rev. Donald L. Phillips, III Relationship: None

Telephone #: 629-3510

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, Richard C. Lewin, certify that the information provided
(Please Print)

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

Date of Birth: 02/09/1945

Signature: [Handwritten Signature] Date: 12/06/2017

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



City of Albion

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

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

Mail or Deliver Completed Application to: City 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: JOHN ALBERT WILLIAMS
(First) (Middle) (Last)

Home Address: 803 S. SUPERIOR ST. Apt. 301 Telephone #: 517-629-6768

Place of Employment: RETIRED

Business Address: _____ Telephone #: _____

E-Mail: jwilliams411@att.net Fax: _____

Title/Type of Work: _____

Length of Residence in City: 47 yr Own/Rent: RENT US Citizen Y N

Educational Background: AB U. Mich., PhD U. California-Berkeley

Community Activities: Forks Senior Center Board, Albion Rotary Club
Treasurer, First United Methodist Church

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

- 1) Building Board of Appeals 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

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

I think it is important that residents be able to appeal decisions of the code enforcement officer to ensure that he acts in a fair, reasonable way in accord with the law.

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: 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: Harry Bonner Relationship: _____

Telephone #: 517-629-2113

Name: Andrew French Relationship: _____

Telephone #: 517-629-0250

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, JOHN ALBERT WILLIAMS, certify that the information provided
(Please Print)

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

Date of Birth: 3/28/1937

Signature: John A. Williams Date: 12/18/2017

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

Resolution #2018-05

**A RESOLUTION TO APPROVE ALBION DEPARTMENT OF PUBLIC SERVICES
PURCHASE AND FINANCING OF 2012 VACTOR TRUCK**

Purpose and Finding: The acquisition of a new Vactor Jet Truck was included in the 2018 Capital Plan, at an estimated cost of \$350,000, because it was recognized that the piece of equipment (2001) was aging and would probably need ongoing extensive repairs. The current estimate for repairs is at least \$25,000 to replace the water tanks and \$10,000 for other repairs. A 2012 vehicle is available that is in excellent condition with few miles. Council authorized the administration to acquire the Vactor Truck at the cost of \$210,000. Funding would be from the Water (75%) and the Sewer Funds (25%). The administration has obtained quotes on purchase and lease options. The City Administration is recommending the purchase terms offered by Chemical Bank as the most cost-effective. Given that this expenditure exceeds \$5,000.00, council approval is required pursuant to Ordinance 2-384.

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

RESOLVED, that the City of Albion hereby authorizes the purchase of a 2012 Vactor Truck, with financing through Chemical Bank, for a period of 5 years, with annual payments from the Water and Sewer Funds.

BE IT FURTHER RESOLVED, that the City Manager, or her designee, is hereby authorized to sign the purchase agreement and financing documents on behalf of the City.

Date: February 5, 2018

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on February 5, 2018.

Jill Domingo
City Clerk

Vactor Truck Purchase Options

	<u>Chemical Bank</u>	<u>Homestead Savings Bank</u>	<u>Dealer Lease Option</u>
<u>Purchase/Financing:</u>			
Purchase Price	210,000.00	210,000.00	210,000.00
Less Trade-In Allowance	<u>(10,000.00)</u>	<u>(10,000.00)</u>	n/a*
Net Purchase Price	200,000.00	200,000.00	210,000.00
Less Additional Down Pmt	<u>(35,000.00)</u>	<u>(35,000.00)</u>	<u>(45,147.85)</u>
Amount Financed	165,000.00	165,000.00	164,852.15
Term	5 Years	5 Years	5 Years
Interest Rate	3.39%	3.99%	3.75%
Annual Payment	35,922.24	36,455.76	45,147.85
Total Cost of Purchase	224,611.00	227,287.90	225,739.25

Budget Impact:

Annual Cost to Water (75%)	26,941.68	27,341.82	33,860.89
Annual Cost to Sewer (25%)	8,980.56	9,113.94	11,286.96
Total Annual Cost	35,922.24	36,455.76	45,147.85

Footnote:

* - The terms of the lease did not reflect a trade in allowance. To compare, an assumption was made that we could make the upfront lease payment of \$45,147.85 and then sell the old truck for \$10,000, OR we could collect the \$10,000 trade-in allowance offered by the dealer and pay \$35,000 down. This gives us a comparison between the dealer lease and the bank loans where both would result in approx. \$35,000 out-of-pocket cash at the time of purchase.



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

QUOTATION		
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O

ALBION WWT PLANT
1000 BROWNSWOOD
ALBION, MI 49224

Accepted By: _____
Company: _____
Date: _____
PO#: _____

ATTENTION:
KENT PHILLIPS 517-630-1007 kphillips@cityofalbionmi.gov

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	GORMAN RUPP, PUMP, 16A2-F3L	REA/KMP	CUSTOMER PICKUP

QTY	DESCRIPTION
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THE FOLLOWING QUOTE IS FOR THE COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP.

ESTIMATED NEW PARTS REQUIRED:

- (2) RADIAL BEARINGS
- (1) IMPELLER SHIM SET
- (2) OIL SEALS
- (1) MECHANICAL SEAL ASSEMBLY
- (1) FILL COVER GASKET
- (1) DISCHARGE GASKET
- (1) SUCTION GASKET
- (1) BEARING CAP GASKET
- (1) MECHANICAL SEAL LINER
- (1) CASE COVER GASKET
- (1) CHECK VALVE SEAT GASKET
- (1) CHECK VALVE GASKET

ADDITIONAL PARTS REQUIRED:

- (1) AIR VENT
- (1) SIGHT GAUGE
- (1) SHAFT
- (1) WAVY WASHER
- (1) SET OF FASTENERS
- (1) WEAR PLATE

ESTIMATED LABOR REQUIRED:

DISASSEMBLE COMPLETE PUMP.

SANDBLAST COMPONENTS AND PREP FOR INSPECTION.

DIMENSIONALLY MEASURE ALL OPERATING CLEARANCES AND RECORD ON INSPECTION REPORT.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCING MACHINE.

VERIFY TOTAL INDICATOR RUNOUT THEN DYNAMICALLY BALANCE ROTOR TO 4W/N.

ASSEMBLE ROTATING ELEMENT WITH NEW PARTS LISTED.



KENNEDY
INDUSTRIES

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REPAIR

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QTY	DESCRIPTION
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INSTALL ROTATING ELEMENT IN PUMP THEN TORQUE BOLT TO PROPER SPECIFICATIONS.

PRESSURE TEST TO INSURE LEAK FREE.

PAINT THEN PRESERVE PUMP FOR CUSTOMER PICK-UP.

ESTIMATED REPAIR COST: \$ 4,980.00

ADDITIONAL REPAIR COST: \$ 915.00

TOTAL REPAIR COST: \$ 5,895.00

DELIVERY: 2 WEEKS (AFTER RECEIPT OF ORDER)

WE WILL NOT PROCEED WITH THIS REPAIR UNTIL GIVEN AUTHORIZATION. PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS. IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

BEST REGARDS,

KENNEDY INDUSTRIES

MIKE HORN
MHORN@KENNEDYIND.COM
REPAIR CENTER MANAGER

JN/KMP
CC: REA

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to changes the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL

TOTAL: \$5,895.00

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

www.KennedyInd.com