



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.

AGENDA

COUNCIL MEETING

Monday, February 6, 2017

7:00 P.M.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
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.

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. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)
- VII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Regular Session Minutes, January 17, 2017
 - B. Approval Study Session Minutes, January 17, 2017
 - C. Approval Special Council Session Minutes, January 24, 2017
- VIII. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 2nd Reading Ordinance # 2017-01, An Ordinance to Designate the Office of the City Clerk as an Administrative Officer of the City (RCV)
 - B. Discussion-Union Steel Building
 - C. Update on Solid Waste Millage
 - D. City Manager Report
 - E. Future Agenda Items



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

- IX. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)

- X. ADJOURN

City of Albion
City Council Meeting
January 17, 2017

I. Call To Order

Mayor Brown opened the regular session at 7:12 p.m.

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; John Tracy, Director Building, Planning & Code Enforcement; Danielle Nelson, Special Projects Director; Scott Kipp, Chief Public Safety; Jim Lenardson, Director Public Services.

V. Mayor & Council Member's Comments

Comments were received from Council Members Lawler and French.

VI. Presentations

A. Introduction ADPS K-9 Officer Lucy Jo-Chief Kipp

Albion Public Safety would like to introduce you to our newest officer K-9 Lucy Jo. Lucy Jo is a purebred bloodhound who was donated to the department by Officer T. L. Bybee of the Town of Duck, North Carolina. Officer Bybee has been donating bloodhounds to departments for over 10 years now. Lucy Jo is assigned to PSO Karilynn Noppe and has already begun her training at just 12 weeks old.

ADPS decided to get a bloodhound to assist in tracking, because there are not any in this area. In fact we have only been able to locate two police bloodhound in the entire state. One of the main reasons for getting the bloodhound was to locate people who are missing. We get several calls every

year for people who walk away from group homes or elderly citizens with dementia. It is our hope this addition to the department will help quickly resolve these calls with positive outcomes. We also have a lot of property crimes that occur on foot and having a bloodhound who can respond quickly should be a game changer in our ability to solve these crimes.

Comments were received from Council Member French.

B. MDOT Update on M-99/Superior St. Project

Brandan Maurer updated the Mayor and Council on the M-99/Superior St. Project as follows:

- Reconstruction of M-99
 - ❖ Replacement of the subbase
 - ❖ Replacement of the concrete base
 - ❖ Replacement of the bricks
 - ❖ Replacement of the curb & gutter
- Utility Work
 - ❖ Replacement of the storm sewer
 - ❖ Replacement of the water main
- Safety Upgrades
 - ❖ Upgrade to the Superior St/Michigan Ave traffic signal
 - ❖ 4 to 3 lane conversion
 - ❖ Pedestrian bump outs
- Construction Schedule:
 - Notifications**
 - ❖ Weekly e-mails shall be sent containing the latest construction information
 - ❖ Biweekly on-site public open houses to be held to discuss construction activities
 - Stage 1**
 - ❖ May 2017 to September 2017
 - ❖ Open to traffic prior to the Festival of the Forks
 - ❖ M-99 (Superior St) traffic detoured
 - Stage 2**
 - ❖ June 2017 to November 2017
 - ❖ M-99 (N Superior St) traffic detoured
 - ❖ I-94BL (E Michigan Ave) traffic detoured
 - ❖ 1-94 BL (E Michigan Ave), Cass St & Erie St. to remain open as long as possible

Detour Areas:

- ❖ M-99 (S Superior St)
- ❖ 1-94BL (E Michigan Ave)

Why must traffic be detoured?

- ❖ The bricks must be locked in place between two concrete headers so they do not shift before the road can be opened to traffic.
- ❖ The concrete headers are located at the beginning and end of the project, at each side street, at the railroad tracks and at the bridge

What is a 4 to 3 lane conversion?

- ❖ NB/SB Lane
- ❖ Center Left-Turn Lane
- ❖ Shoulder (available for bike use)
- ❖ Parking

What are the benefits of a 4 to 3 lane conversion?

- ❖ Reduces rear end crashes
- ❖ Outside lane traffic hidden by inside lane vehicle
- ❖ Lateral offset from parked vehicles to travel lane
- ❖ 19-47% overall crash reduction

What are the benefits of pedestrian bump outs?

- ❖ Shorter pedestrian crossing length
- ❖ Increased pedestrian visibility at intersections through improved sight lines
- ❖ Reduction in illegally parked vehicles at intersections
- ❖ Increased pedestrian waiting space
- ❖ Traffic "calming"

Michigan Department of Transportation Traffic Signal Removal Process

- ❖ 1-94 BL (Eaton St) & Watson St.
- ❖ 1-94 BL (E Michigan Ave) @ Clark St.
- ❖ Federal Highway requires a minimum of one traffic signal warrant to be met to retain a signal in order to spend federal money to upgrade the signal.
- ❖ If traffic signal warrants are not met then MDOT follows a step-by-step procedure to determine IF the signal should be removed.

- ❖ First, collect data to determine if vehicle and pedestrian volumes meet warrants.
- ❖ If warrants are not met, MDOT specialists in Safety, Signals and Geometrics meets with Michigan State Police for field review.
- ❖ After field review, local agencies are notified of the study to potentially remove the signal.
- ❖ After public notice, the signal is then placed into flash 24 hours/day for a minimum of 90 days. The flashing operation mimics non-signalized conditions.
- ❖ During the 90 days, MDOT will collect additional data and study it to determine if the signal is warranted.
- ❖ After flashing the signal for a minimum of 90 days, MDOT will take all of the data into consideration and a final recommendation will be made.
- ❖ If the signal is warranted, it will be upgraded on the next available contract.
- ❖ If the Signal is not warranted, it will continue to flash until it is removed.

Signal Retention Agreement

- ❖ Federal Policy prohibits MDOT from using federal funds to operate and maintain a signal that is not warranted.
- ❖ However, the local road authority that has jurisdiction over the intersecting roadway may retain the signal if they agree to fully cover all costs associated with signal retention, operations and maintenance.

Eaton and Watson

- ❖ Last upgraded in the year 2000
- ❖ Received a request to remove the signal from an Albion resident in Fall 2014
- ❖ Traffic counts collected in November 2014
- ❖ Meeting with MDOT and MSP March 3, 2016
- ❖ Meeting with MDOT and City of Albion on March 16, 2016
- ❖ Signal placed in flash June 29, 2016
- ❖ Counts and data collected in September while signal was in flash
- ❖ Review data and provide final recommendation
- ❖ Share recommendation with City of Albion

Eaton/ Watson Pedestrian Volume Warrants:

- ❖ Pedestrian Warrant-A minimum of 75 pedestrian an hours crossing Watson is need.
 - ❖ The maximum number of pedestrians is 12 per hour based on data and field reviews.
- ❖ School Crossing Warrant-A minimum of 20 school children and inadequate gaps in the traffic stream to cross the street.
 - ❖ Based on Tuesday, April 12th review, 5 school children crossed the intersection
 - ❖ Other remedial actions in lieu of signals for crosswalks
 - ❖ Crossing Guards

M-99 at Clark:

- ❖ Last upgraded in the year 2002
- ❖ Came to our attention in 2013 signal may not meet warrants when MDOT looked to make some signal upgrades at location (detection/pushbuttons)
- ❖ Traffic counts collected in January 2016
- ❖ Meeting with MDOT and MSP March 3, 2016 and determined to flash signal as ALL-WAY stop.
- ❖ Meeting with MDOT and City of Albion on March 16, 2016
- ❖ ALL-WAY flash installed June 29, 2016
- ❖ Counts and data collected in September while signal was in flash
- ❖ Review data and provide final recommendation
- ❖ Share recommendation with City of Albion
- ❖ Pedestrian volumes were very low
- ❖ All-way stop control will allow gaps for any pedestrians to cross.

Moving Forward:

- ❖ Traffic modeling shows that vehicle delay should decrease when the signals go into flash

C. Oaklawn Dialysis Center-Richard Lindsey

Richard Lindsey, Executive Director of Development and Community/Legislative Affairs gave the following update on the Oaklawn Dialysis Center:

Oaklawn Hospital

- Opened in 1925 in Marshall with 12 beds; housed in a private residential home
- Original home was deeded to the Ella E. M. Brown Charitable Circle Association
- Hospital still sits on the location of the original home
- In 1948, a public campaign was launched to build a new 47 bed hospital
- In 1962, the hospital expanded to 69 beds
- In 1971, the hospital was on the verge of closing and the community raised \$700,000 to renovate and expand; the expansion was completed in 1974
- In 1975, Oaklawn opened the original 12,000 square-foot Wright Medical Building
- In 1980 the Intensive Care Unit opened
- Through steady growth, by 2004, Oaklawn had become Marshall's largest employer
- In 2007 Oaklawn completed a \$27 million expansion that added a third and fourth floor and converted all acute-care rooms to private rooms among the first in the State to do this.
- By 2013, Oaklawn was providing 27 percent of its services off-site, including locations in Albion, Homer, Tekonsha, Homer, Bellevue, Beadle Lake and Olivet.
- Ginger Williams became President and CEO in 2013

Oaklawn Hospital Today:

- Regional health care organization licensed for 77 acute care beds and a 17 bed inpatient psychiatric unit
- Service area includes Calhoun County and parts of Branch and Eaton County
- Medical staff of more than 150 providers representing over 35 specialties

Oaklawn Hospital-2016

❖ Oaklawn Dialysis Center of Albion, LLC

- ❖ Need in Albion based on community health care assessment
- ❖ Developed in partnerships with Fresenius Medical Care North America which operates facility in Marshall
- ❖ 8800 square-foot, 12 chair dialysis center

- ❖ Open House back in May with approximately 150 people in attendance
- ❖ Officially opened in October and moving to two shifts
- Have applied for 5th Operating Room-2.5M investment
- Have partnered to support Albion-Marshall Connector
- Continuing to partner through the Albion Health Care Alliance-both financially and serving on the Board
- Orthopedic surgeons
- Health Network Planning Grant
- Borgess Collaboration
 - ❖ Transformation, Healing, Inspiration, Nurture and Knowledge
 - ❖ Calhoun and Branch Counties

Oaklawn Hospital-Community

- Partner with NAACP for school backpack event
- Support AHCA annual fundraiser
- Support Chamber
- Attend Community events
- Engage in gap analysis to determine health care needs of the community and where Oaklawn can help
- Helped fund 2nd phase of Bohm Theatre and treating Harrington students to a movie, popcorn and a drink
- Albion is essential part of Oaklawn's service area-are investing in this community
- Dr. Teleah Phillips-new addition to Oaklawn staff as of 12/27-family practice in Albion

D. 27th Annual Cardboard Sled Race-February 11th, 2017

Officer Reinger, Albion Department of Public Safety stated the City of Albion and Albion Department of Public Safety will partner to hold the 27th Annual Classic Cardboard Sled Race which will be held on February 11th, 2017 at Victory Park. Check-in and open registration will be from 10:00-11:00 am; Sled design judging at 11:15 am and downhill sled races at 12:00 pm. Saturday, February 25th, 2017 will be the alternate weather date. Tapes and glues may be used to hold your sled together. This is a free event and unlike in years past, you can sign up the day of the race. They invite the Mayor and Council Members to be judges for the event.

Knauf Insulation will donate 9 pallets of cardboard for the race. Haas Trucking deliver the cardboard to City Hall where residents can pick up.

Stacey Levin, Assistant City Manager stated that sponsors are still needed. Vendors will be onsite selling hot chocolate and soup.

Comments were received from Council Members French and Reid and City Manager Mitchell.

E. Update on Bohm Theatre-Mary Slater

Mary Slater, Chair of Friends of the Bohm Theatre stated on January 25th, 2017 there will be a ribbon cutting ceremony for the new Bohm II Theatre. The Mayor and Council received an invitation to a private tour of the Bohm at 5:30 p.m. The ribbon cutting will begin at 6:15 and then small groups will be able to tour the Bohm II.

The Bohm II will expand movie opportunities that have previously been restricted by the movie industry. The Friends of the Bohm still need support from the community to help with the operation of the theatre. They also would like to hear from the community what types of movies they would like to see.

VII. Citizen's Comments (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)

Comments were received from Wayne Arnold, 906 Hall St.

VIII. Consent Calendar (VV)

A. Approval Regular Session Minutes – January 3, 2017

French moved, Lawler supported, CARRIED, to approve the Consent Calendar as presented. (7-0 vv)

IX. Items for Individual Discussion

A. Request Approval Letter of Understanding with the Albion Clerical Alliance (RCV)

Comments were received from City Manager Mitchell.

French moved, Reid supported, CARRIED, to approve Letter of Understanding with the Albion Clerical Alliance as presented. (7-0 rcv)

- B. Request Approval 1st Reading Ordinance # 2017-01, An Ordinance to Designate the Office of the City Clerk as an Administrative Office of the City (RCV)

Comments were received from City Manager Mitchell.

French moved, Barnes supported, CARRIED, to approve 1st Reading Ordinance # 2017-01, An Ordinance to Designate the Office of the City Clerk as an Administrative Office of the City as presented. (7-0 rcv)

- C. Request Approval Resolution # 2017-02, A Resolution in Support of County-Wide Transit Service Plan for Calhoun County (RCV)

Comments were received from Council Members Barnes and Lawler and City Manager Mitchell.

Barnes moved, French supported, CARRIED, to approve Resolution # 2017-02, A Resolution in Support of County-Wide Transit Service Plan for Calhoun County as presented. (7-0 rcv)

- D. Discussion/Approval of Albion Malleable Brewing Co., LLC-Alleyway and Sidewalk

City Manager Mitchell stated Albion Malleable Brewing Co., LLC is interested in leasing or purchasing the alleyway abutting their property on Ash Street to place equipment and the sidewalk on Superior Street for an outdoor seating area.

Council Member French suggested selling the alleyway and sidewalk for \$1.00 with right of refusal if the property were to be sold or change hands.

Council Member Reid expressed concern of having the Library directly across the street and children being exposed to adults outside drinking.

Ben Wade, Co-Owner of Albion Malleable Brewing Co., LLC stated they would rather purchase than lease the property. He feels the outdoor seating area will create a new look and change the feel of the Downtown. He also stated the outdoor seating area would only be accessible from inside the building.

City Attorney Harkness recommended selling the property with a utility easement. He stated leasing the property would require a significant insurance policy to be held by Albion Malleable Brewing Co., LLC with the City of Albion being named as an additional insured.

Director of Public Services Jim Lenardson stated the alleyway has a sizeable sewer main. The City would need to have arrangements for an easement to access the sewer main. He has spoken with the owners of Albion Malleable Brewing and they are willing to work with us on this easement. There should be no issue with street access.

Additional comments were received from Council Members Spicer and Barnes; John Tracy, Director of Planning, Building & Code Enforcement and Mayor Brown.

French moved, Brown supported, CARRIED, For the City Manager to pursue a purchase agreement for the sale of sidewalk and alleyway to Albion Malleable Brewing Co., LLC and negotiate a price based on assessed value. (7-0, rcv)

E. Request Approval Michigan Economic Development Corporation Grant (RCV)

Comments were received from City Manager Mitchell and Mayor Brown.

French moved, Brown supported, CARRIED, to approve Michigan Economic Development Corporation Grant as presented. (7-0 rcv)

F. Request Approval Letter of Understanding with Police Officers Association of Michigan (POAM) (RCV)

Comments were received from Council Members French, Barnes, Brown, Lawler and Spicer; Chief Kipp; City Manager Mitchell and Mayor Brown.

Barnes moved, French supported, CARRIED, to approve Letter of Understanding with Police Officers Association of Michigan (POAM) as presented. (6-1, rcv) (Brown dissenting)

G. City Manager Report

City Manager Mitchell updated the Council with the following update:

- The December Board of Review was conducted on 12/13/2016 and property owners were notified of the DBOR's decisions. Changes due to the outcome of the Board were updated on the pertinent Assessment year's roll.
- The Assessing Department has been working with the Calhoun County Equalization Department on sales studies for residential properties and reviewing their appraisal studies for select commercial and industrial parcels. These studies help to establish the 2017 land values and Economic Condition Factors for the City of Albion.
- 2017 Personal Property Statements and Small Business Exemption Affidavits have been mailed to all applicable parties for timely processing. The forms also have been made available on the City website.
- The 2017 Federal Guidelines for Financial Hardship Exemptions has been updated and posted to the City website.
- The Assistant Assessor achieved his Michigan Certified Assessing Officer (MCAO) certification as of 12/21/2016. Good job Tom!
- Monday, January 23rd, 2017 is the tour of the Marshall Opportunity School.
- Tuesday, January 24th, 2017 The Council will have a special meeting to appoint Boards & Commissions positions
- The 2nd annual MLK dialogue was a blessing and motivational speaker Milton Barnes was exceptional as the key note speaker.
- The Mayor and Council went to a networking meeting in Lansing and met with Senator Nofs and Representative Bizon.
- February 4th, 2017 The Mayor and City Council has arranged for the Michigan Municipal League (MML) to provide training to assist everyone in understanding their responsibilities and rules impacting public meetings.
- The EDC discussed at a recent visioning meeting of making the Austin and Eaton Street corridors a priority. Year round lighting may be an option.
- The Albion Police Department has been in existence since January 17, 1917 when the department was re-organized under the City Manager form of Government.
- The Council photos have been added to the City's website but we still need bios from Council Members.

City Attorney Harkness stated the legal opinion Council requested from the bond attorney, Miller and Canfield is being worked on. Although

the actual cost is unknown, City Attorney Harkness feels it will be reasonable.

H. Future Agenda Items

- Council Member Lawler asked that a discussion of the Union Steel Building be added to the next agenda.
- Council Member Barnes asked that the total aggregate amount of the City Manager contract be added to the next agenda.
- Council Member Spicer asked a discussion item for lowering the solid waste millage be added to the next agenda.

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

No action was necessary as all members were present.

X. Citizen's Comments

Comments were received from Marva Powell, 116 W. Pine St; Lavada Weeks, 917 Luther Dr; Gary Tompkins, 7th District Calhoun County Commissioner and Richard Lindsay, Executive Director of Development and Community for Oaklawn Hospital.

XI. Adjournment

French moved, Lawler supported, CARRIED, to adjourn council session. (7-0 vv)

Mayor Brown adjourned the meeting at 9:07 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session
January 17, 2017

I. CALL TO ORDER

Mayor Brown opened the study session at 6:00 p.m.

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; John Tracy, Director Building, Code Enforcement and Planning and Jim Lenardson, Director Public Services.

III. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required).

The following citizen comments were received:

Marva Powell, 116 W. Pine St asked if the refuse bill would be a separate bill. *City Manager Mitchell responded the refuse contractor will be responsible for all billing and collection and will be billed quarterly.*

Elrarene Showers, 805 ValHalla, stated she was not in favor of the single hauler and asked if the bill will be raised if the gas rates increase? Will residents be required to pay for leaf service the 4 months of the year it is not being used? Will the solid waste millage decrease? Some residents share garbage service as they don't have enough trash on a weekly basis. If a rental unit is vacant, will the owner still be responsible for trash service? If a renter moves and leaves a bill, who is responsible for payment of the bill?

Judith Trine, 111 Colfax St stated she feels residents should have freedom of choice no requiring residents to have just one hauler.

Betty Branche, 408 Washington St, asked how rentals will work. ; How was Granger chosen to be the single hauler; what is rear pickup.

Mayor Brown explained the procedure is to hear citizens comments and then during the discussion portion of the agenda to answer citizens questions.

City Attorney Harkness stated the purpose of the Study Session is to determine the terms of the contract with Granger. The Council has already passed acceptance of the RFP for a single hauler contract with Granger.

Mary Norton, 406 Fitch St, stated she feels seniors are being forced to pay for garbage service and is upset that residents were not informed of the intention of going with a single hauler service.

Wayne Arnold, 906 Hall St, stated the Single Hauler contract was passed prior the New Council taking their seats. He feels the residents should have a choice and have been blind-sided. Council Members need to keep residents in their precinct informed.

Elrarena Showers, 805 ValHalla, asked what the protocol was for voiding out the single hauler and does a petition need to be signed.

Mayor Brown stated the charter does allow for citizen referendum.

Council Member Barnes asked for point of order to follow parliamentary procedure moving forward.

Dennis Tautkus, 416 S. Hannah St., stated he has three lots and creates more than the allotted six (6) bag minimum. Most of the trees in his yard are City trees. What is he expected to do with the additional leaves?

Wayne Arnold, 906 Hall St., asked if the City will no longer be picking up leaves.

Mayor Brown stated that the City does not have the funds to do leaf pickup any longer.

Jamie Jones, 1309 E. Michigan, asked if residents will be fined if they do not comply with the single hauler and asked if there is an ordinance pertaining to leaf pickup.

Council Member Barnes asked for point of order to follow parliamentary procedure moving forward.

Lavada Weeks, 917 Luther Dr, stated some good points have been made and cost needs to be taken into consideration. She will be paying for leaf pickup which is a service that she will not use.

Randy Burack, 808 N. Superior St., stated he understands the reasoning behind the single hauler and that it will save him some money. He asked about trash service for property owned by the Land Bank; why people are not allowed to split/share their trash and how this will be enforced. He also stated he doesn't agree with forcing residents to comply with a single hauler service.

Ed Trine, 709 Division, asked how the set-up of the garbage service will work with Grainger; Is Grainger prepared for all residents to call and sign up and he would like to see the citizen questions answered as they come and speak.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Single Hauler Process

Mayor Brown gave an overview of the Single Hauler process and stated that it came about due to the fact that the City has faced economic hardship and was no longer able to fund the leaf pickup, therefore an alternate was sought that would be beneficial to both the City and residents with the caveat of saving citizens money. The entire City all using the same trash service helps to lower the overall cost. The proposed single hauler service will include weekly trash pickup and yard waste every other week.

Questions/Comments from the Council were as follows:

- The City does have an ordinance that requires residents to have refuse pickup and if you don't abide-it is a civil infraction.
- The City will be able to provide names and addresses to Granger as these are public records.
- Prices will remain in effect for three years. Contractor will have the opportunity to ask Council for an increase during the three year contract but it would be up to Council to approve.
- The termination clause in the contract states if the company were to go into bankruptcy or receivership; be in any violation of law or if an issue goes unaddressed, the City may terminate contract with 30 days' notice.
- There is a no automatic renewal provision in the contract.
- Make FAQ's available to residents
- We currently have information in the weekly newsletter; on the City's website and downstairs on the counter. We have also posted public notices in the local newspaper.
- Use new app-Next Door to help get information out to residents.
- Citizens have the opportunity to re-engage in local government.
- Council must make decisions that benefit the entire City
- Appreciates residents taking the time to come to the meeting and express their concerns.
- Communication has been and remains an issue.
- Several meetings have been held on the single hauler and diligent efforts have been made to notify residents
- Timeline for RFP is as follows:
 - ❖ City modified the current refuse ordinance to include single haulers
 - ❖ RFP's were sent out.
 - ❖ Bids were received
 - ❖ Acceptance of RFP with Granger Services
- We need to proceed with the process or the City may be open to potential litigation
- We currently have a serious dumping problem in the City
- The \$100.00 may be too high for residents
- Is it possible to just have trash service and residents would be responsible for their own leaves?
- Residential is considered one (1) or two (2) units. Any more than two would be commercial and would not fall under the single hauler.
- Residents would only be charged for occupied or lived in units. This can be added to contract.
- In case of a duplex, each unit would be charged for service

- Yard waste will be charged only from April to the end of November.
- Front of house service is where they would go to front of home, pickup cart and then return to where they found it. There is no extra charge for this service.
- Would it be possible to extend the leaf pick-up two weeks into December? Grainger will look into this and let the Council know if this is a possibility.
- Will leaf pickup be an option to residents? The rates reflect that all residents will have trash and leaf pickup and the costs are reduced due to strength in numbers.

Comments were received from Council Members French, Reid, Barnes, Lawler, Spicer and Brown, Mayor Brown, City Manager Mitchell, City Attorney Harkness and Shane McCune, Granger Services.

- V. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required).

No citizen comments were received.

- VI. ADJOURNMENT

Brown moved, French supported, CARRIED, to ADJOURN Study Session. (7-0, vv).

Mayor Brown adjourned the Study Session at 7:00 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Special Council Session
January 24, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; John Tracy, Director Building, Code Enforcement and Planning ;Jim Lenardson, Director Public Services; Harry Longon, Deputy Director Public Services and Stacey Levin, Assistant City Manager.

III. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required).

The following citizen comments were received:

Mary Norton, 406 Fitch St, stated she would like the Council to hold a public hearing on the single hauler so citizens may voice their opinions and concerns.

Lavada Weeks, 917 Luther Dr, asked what the actual cost will be for the single hauler and if bags will be provided from Granger Services.

Doug Jones, 201 S. Berrien St, stated he was unaware of the single hauler service and doesn't understand why the City can no longer provide leaf pickup.

Judith Trine, 111 Colfax St, stated she feels the leaf pickup can be taken care of through the tree dump and would also like a public hearing on the single hauler service. She feels the Council could have come up with a better plan and feels there were other avenues to solve the problem. She would like for seniors to be able to share trash service.

Diana Coach, 1004 N. Mingo St, would like to see the citizens better informed and does not feel as though we are working together as a community.

Jan Pewsey, 115 North St, due to travel she is only in town for a few months, how will the single hauler work in this situation.

Wanda Zaremba, 304 Irwin, stated she feels citizens' rights are being taken away and they have no input on decisions made pertaining to residents. Would like to see better communication.

Paul Pollman, 115 W. Walnut, feels the single hauler is senseless and asked why it was not on the November ballot so citizens could have voted on it.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Boards & Commissions Appointments & Reappointments (RCV)

- Beckie Decker, Planning Commission, Initial Appointment, Term to Expire 12-31-2019
- Sharon Ponds, Planning Commission, Initial Appointment, Term to Expire 12-31-2019
- Lenn Reid, Planning Commission, Initial Appointment, Term to Expire 12-31-2019
- Nathaniel Bogan, Board of Review, Initial Appointment, Term to Expire 12-31-2018
- Wayne Arnold, Board of Review (Alternate), Initial Appointment, Term to Expire 12-31-2017
- Joseph Domingo, DDA, Initial Appointment, Term to Expire 12-31-2020
- Marcola Lawler, DDA, Re-Appointment, Term to Expire 12-31-2020
- Don Masternak, DDA, Re-Appointment, Term to Expire 12-31-2020
- Linda LaNoue, DDA, Initial Appointment, Term to Expire 12-31-2019
- Jacob Tazzi, ZBA, Re-Appointment, Term to Expire 12-31-2019
- Robert Chojnowski, ZBA (Alternate), Term to Expire 12-31-2019

Comments were received from Council Members Barnes and French.

Brown moved, Lawler supported, CARRIED, to Approve Boards & Commissions Appointments & Reappointments as presented. (7-0, rcv)

B. Request Approval Refuse Contract with Granger Services (RCV)

Comments were received from Council Members French, Brown, Barnes, Spicer, Lawler and Reid; Mayor Brown; City Manager Mitchell; City Attorney Harkness; Jim Lenardson, Director Public Services and Shane McCune, Granger Services.

French moved, Lawler supported, CARRIED, to Approve Refuse Contract with Granger Services as presented. (6-1, rcv) (Barnes dissenting)

V. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required).

Comments were received from Doug Jones, 201 S. Berrien St; Lavada Weeks, 917 Luther Dr; Jan Pewsey, 115 E. North St; Judith Trine, 111 Colfax St; Diana Coach, 1004

N. Mingo St; Paul Pollman 115 W. Walnut St; Jay Loomis, 408 W. Ash St; Mayor Brown and City Attorney Harkness.

VI. ADJOURNMENT

Barnes moved, Spicer supported, CARRIED, to ADJOURN Special Council Session. (7-0, vv).

Mayor Brown adjourned the Study Session at 8:17 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 6, 2017
RE: **Council Agenda Items Summary**

Council Agenda Items:

- A. **Request Approval 2nd Reading Ordinance # 2017-01, An Ordinance to Designate the Office of the City Clerk as an Administrative Officer of the City.** In November 2016, the voters approved a charter amendment to eliminate departments no longer in existence and to allow council to establish additional departments by ordinance. The City Clerk currently reports directly to the Finance Director. It is recommended to create the Office of the City Clerk as an administrative department that reports to the City Manager. The duties and compensation are unchanged. City Manager recommends approval
- B. **Discussion – Union Steel Building.** Council Member Lawler requested this item to discuss the feral cat situation in and around this building.
- C. **Updated on Solid Waste Millage.** Council Member Spicer requested information on the Solid Waste Millage.

**CITY OF ALBION
ORDINANCE #2017-01**

AN ORDINANCE TO DESIGNATE THE OFFICE OF THE CITY CLERK AS AN
ADMINISTRATIVE OFFICE OF THE CITY

Purpose and Finding:

The City recently sought a charter amendment during the November 2016 election to Section 7.1 of the City Charter. That amendment added city departments that have been created since the charter and deleted other departments that have since become obsolete. Additionally, the former charter deleted the language that made the Department of Finance responsible for the Clerk's office. The charter provides in Section 7.1 that the council may establish by ordinance additional departments that may be required. It is recommended that the Office of the City Clerk be designated as an administrative department of the City.

THE CITY OF ALBION ORDAINS:

Section: 2-91 – Office of the City Clerk

- a. Created
 - i. The Office of the City Clerk is hereby created and is designated as an administrative department of the City.
- b. Appointment
 - i. The City Clerk shall be appointed by the City Manager and shall serve at the pleasure of the City Manager. The Office of the City Clerk shall report directly to the City Manager and shall receive such compensation as set forth in the budget.
- c. Duties
 - i. The City Clerk shall have all of the duties set forth in Section 8.3 of the City Charter.
 - ii. The City Clerk shall perform such other duties as the council or City Manager shall direct or which may be required of the City Clerk by law.

This Ordinance shall take effect after publication on March 6, 2017.

First Reading:
January 17, 2017

Second Reading & Adoption:
February 6, 2017

Ayes 7
Nays 0
Absent 0

Ayes _____
Nays _____
Absent _____

Jill Domingo
City Clerk

Garrett Brown,
Mayor

**CITY OF ALBION
ORDINANCE 2014-1**

**AN ORDINANCE TO AMEND CHAPTER 14, ARTICLE I OF THE CITY OF
ALBION CODE OF ORDINANCES, BY ADDING A SECTION 14-8 AND
AMENDING SECTION 14-7 TO PROVIDE FOR PENALTIES FOR
VIOLATIONS THEREOF.**

Findings and Purpose

Chapter 14 of the Code of Ordinances regulates animals. There have been a growing number of complaints regarding the population of at-large animals, whether feral or stray, and the increased public concern regarding this issue warrants review. This Ordinance is being added to provide for the health, safety, and welfare of the citizens of Albion as well as the humane treatment of animals.

THE CITY OF ALBION ORDAINS:

Section 14-7. Penalty for violation.

(a) Any person who violates sections 14-4, 14-5, or 14-6 of this article shall, upon conviction, be punished by a fine of not less than \$100.00 and not more than \$500.00 or imprisonment of not more than 90 days in jail or by both fine and imprisonment. Such violator shall also be liable for all reasonable costs incurred by the city in enforcing this article.

(b) A violation of subsections 14-1, 14-2, 14-3, or 14-8 shall constitute a civil infraction and complaints shall be processed and punished according to section 1-26 of this Code, et. seq.

Section 14-8. – Feeding and Management of animals.

(1) No person shall place food outdoors, or maintain placement of food outdoors, unless the food is located inside a proper enclosure that is inaccessible to at-large animals. Additionally, no person shall knowingly feed an animal that he or she does not own. This section shall not apply to:

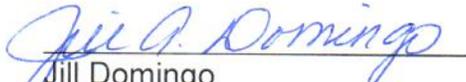
(a) a person who knowingly feeds an animal with the express permission from the animal's owner, if the animal's owner is known; or

- (b) a person who knowingly feeds an animal while participating in a city-approved trap/neuter/return program; or
- (c) a person who maintains a bird feeder, for the exclusive purpose of feeding birds, with placement of the feeder so as to make it inaccessible to non-avian (bird) at-large animals;

This Ordinance shall take effect after publication and on May 21, 2014.

First Reading:
April 7, 2014

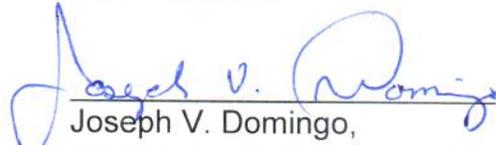
Ayes 6
Nays 0
Absent 1 (Reid)



Jill Domingo,
City Clerk

Second Reading & Adoption:
April 21, 2014

Ayes 7
Nays 0
Absent 0



Joseph V. Domingo,
Mayor

GL NUMBER	DESCRIPTION	ACTIVITY 2015	ORIGINAL BUDGET 2016	ACTIVITY THRU 12/31/16 2016	AMENDED BUDGET 2016	REQUESTED BUDGET 2017	MGR RECOMM'D BUDGET 2017	COUNCIL APPR'D BUDGET 2017
Dept 523-LEAF PICKUP								
APPROPRIATIONS								
226-523-702.00	SALARIES AND WAGES	13,196	16,150	6,671	16,473	16,500	16,500	16,500
226-523-703.00	PART TIME WAGES	6,810	9,200	2,448	9,384	9,750	9,750	9,750
226-523-704.00	OVERTIME	323	100	202	103	250	250	250
226-523-714.00	MEDICARE	284	365	130	372	400	400	400
226-523-715.00	FICA	1,214	1,585	558	1,617	1,750	1,750	1,750
226-523-716.00	HOSPITALIZATION INSURANCE	6,990	9,720	3,264	8,750	9,000	9,000	9,000
226-523-717.00	LIFE INSURANCE	45	65	23	65	50	50	50
226-523-719.00	PENSION CONTRIBUTION	394	1,785	201	1,821	1,950	1,950	1,950
226-523-720.00	WORKERS COMPENSATION	0	0	0	0	1,050	1,050	1,050
226-523-721.00	UNEMPLOYMENT INSURANCE	183	130	1	50	40	40	40
226-523-723.00	RETIREE HEALTH SAVINGS CONTRIB	269	510	135	520	600	600	600
226-523-776.00	MATERIALS AND SUPPLIES	0	450	0	450	450	450	450
226-523-900.00	PUBLISHING	0	500	0	250	400	400	400
226-523-943.00	EQUIPMENT RENTAL	20,056	14,500	11,127	17,500	17,500	17,500	17,500
TOTAL APPROPRIATIONS		50,150	55,060	24,760	57,355	59,690	59,690	59,690
NET OF REVENUES/APPROPRIATIONS - 523-LEAF PICKUP		(50,150)	(55,060)	(24,760)	(57,355)	(59,690)	(59,690)	(59,690)

WASTE MANAGEMENT DUMPSTER INFORMATION

<u>LOCATION</u>	<u>SIZE</u>	<u>TIMES PICKED UP</u>	<u>DAY PICKED UP</u>	<u>COST PER MONTH</u>	<u>YEARLY TOTAL</u>
Street Unit	2 / 6 Yarders	Twice Weekly	Tuesday / Friday	\$845.13	\$10,141.56
Cemetery Unit	1 / 4 Yarder	Weekly	Tuesday	\$113.52	\$1,362.24
City Hall	1 / 4 Yarder	Weekly	Tuesday	\$115.00	\$1,380.00
Water & Sewer	1 / 6 Yarder	Weekly	Friday	\$142.77	\$1,713.24
Library	2 / 96 Gal Tote's 1 / 2 Yarder	Weekly Bi-Weekly	Thursday Thursday	\$123.83	\$1,485.96
					\$16,083.00

LEAF PICKUP COST

<u>WAGES</u>	<u>EQUIPMENT</u>	<u>MATERIAL HAULED</u>	<u>GRAND TOTAL</u>
\$24,949.25	\$16,266.62	400 TO 500 Cubic Yard	\$41,215.87
			GRAND TOTAL
			\$57,298.87



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 6, 2017
RE: **City Manager's Report**

CITY OF ALBION

City Manager –

- Attended networking session with Mayor and several Council Members in Lansing with Albion College
- Arrangements are being finalized for the Council department tours
- Arrangements are being finalized for the Goal Setting sessions

Finance Department –

- Beginning of Income Tax Season

Assessing –

- Provided Board of Review members with information on upcoming training opportunities.

Building, Planning and Code Enforcement –

- Reported that Shell station temporarily closed for interior change and minor exterior change, will be called Johnny's.
- GIS computer and plotter/printer are being installed.
- Safebuilt has officially purchased Cornerstone Inspection Services, who is contracted to provide our inspections.

Clerk/Elections

- Creating a permanent Absentee Voter listing.

Human Resources

- Employee "Lunch and Learn" Sessions have been scheduled with Albion Family Chiropractic providing information, lunch and free massages.

Public Services –

- Moving forward with implementation of the Granger contract for residential services.

Public Safety

- Making plans for celebration of 100th Anniversary of Albion Police Department and recognition of retired officers.
- There will also be a celebration of the 100th Anniversary of the Michigan State Police.

Recreation –

- Starting to plan for Summer Dreams and Pea Pods Summer Programs – Meetings and communications with the Franke Center; Albion College Nature Center; The Bohm Theatre;
- Having discussions concerning Pitch, Hit & Run Baseball Event to be held in May.
- Water Aerobics and the Modern Dance Workshops are concluding the week of February 6th.
- Discussions are underway to explore ways of expanding partnership with New Level Sports Ministries.
- Will attend a grant writing workshop on February 10th.
- Youth basketball continues until March.
- Open walking and Open Gyms continue.

BOARDS AND COMMISSIONS

Albion Building Authority:

- Next regular meeting scheduled for March 9, 2017. Currently, in the process of drafting rental agreements with the EDC and ACF for the office space in the EDC Building

Economic Development Corporation:

- Held a Planning work session of January 12th. One of the priorities identified is to make the Eaton Gateway a priority. Asked the City to assist in effort to make Superior Street more walkable and vibrant.
- Meeting on Feb. 2, 2017.

Downtown Development Authority –

- MDOT will make a presentation on the M-99/Superior Street project at the next meeting being held on Feb. 8, 2017.

Ismon House – they are moving forward with plans for the development of the 2nd floor.

Planning Commission

- Discussed proposed revised to the Community Garden Ordinance
- Next regular meeting scheduled for Feb 22, 2017

OTHER ORGANIZATIONS

AmeriCorps/Vista

- Helping with the planning of an event with Stacy Gatz (President of the Friends of the ADL) that is aimed at connecting stakeholders with residents and talent in the community. The event will be at the end of March and will involve a community read of the book "Love where You Live" by Peter Kageyama. They are looking at having the author develop questions about Albion that we can include in the copies of the book that will be available for a \$10 donation. The event will be announced at the Chili Fundraiser Dinner for the Friends of the ADL and the Lions Club on February 23rd at Tennant Hall from 5:30 to 7 pm. Books will be available there for the \$10 donation.
- Will set up RRC Committee Meeting this week
- Compiling "wish list" of equipment needed for the City
- Creating a training log for commissions/boards/council (as part of RRC certification)
- Working with Isabel on grant applications for bike racks and coordinating placement of bike racks
- Reaching out to businesses to see if they would like to purchase their own bike racks or additional bike racks for their business.

Greater Albion Chamber & Visitors Bureau

- March 28th is Annual Dinner meeting at Duck Lake Country Club. Accepting nominations until Feb. 22nd for Mary Cram Leadership Award, Tom Feldpausch Community Loyalty Award, and Business of the Year Award.

Calhoun County

Public Health Dept.

- Since the relocation of the Albion Health Dept. (214 E. Michigan Ave), immunization rates are reported to have risen dramatically since FY 2015. Also offers WIC, flu vaccines, STD/HIV, pregnancy testing, and TB testing. NEW: Lead testing for children.
- Solid Waste, Recycling, & Household Hazardous Waste are moving to Community Health
- The Coordinating Council (TCC) issued the 2016/7 Report Card
- Published the 2015 FY Community Report
 - The Albion Recycling Center processed 105.43 tons of materials
 - Offering Telehealth health care services over the phone in 4 schools where nurses are located, including Albion/Marshall Public Schools.
- James Rutherford, Health Officer, has accepted a new position. This position and a Finance position are currently posted and accepting applications.

County-Wide Transit

- Moving forward with application for \$175,000 planning grant. \$140,000 from MDOT and a \$35,000 local match. Local units of government, business and foundations are being contacted to raise the match. A public notice will be in the Advisor. Grant deadline is Feb. 15, 2017.

Diversity Committee

- Held a breakfast meeting on January 24, 2017, hosted by Albion College

Resilient Communities – Cronin Project

- Feb. 25, 2017 - Tentative plans for a Kick off Event at Ludington Center. Future events include tours of Charles H. Wright African American Museum in Detroit, Jewish Holocaust Museum, movies, and community dialogues with residents from Albion and Marshall.

EVENTS

Feb. 4- Schuler Arts – Creativity Retreat Center – New Class Series. 10am and 2pm. \$35

March 20 – 21 – Albion Branch NAACP and Albion College co-sponsors of Scholar in Residence at Ludington and screening of “Night School” at the Bohm Theatre on March 22nd. A documentary investigating adult education and the dropout epidemic plaguing inner-city America.

March 28 – Greater Albion Chamber of Commerce & Visitors Bureau – Annual Dinner at Duck Lake Country Club.

INFORMATION ONLY

**FY 2018 SERVICE DEVELOPMENT AND
NEW TECHNOLOGY (SDNT) APPLICATION**
INSTRUCTIONS: Complete and return this form to the Michigan
Department of Transportation

NAME OF APPLICANT (legal organization name)
Calhoun County

CONTACT INFORMATION (name of applicant's project manager, phone #, and email)
Jennifer Bomba 269-781-0817 jbomba@calhouncountymi.gov

PROJECT TITLE
County-wide Public Transit Service Plan for Calhoun County

PROJECT OBJECTIVE (Explain why the project is needed, what is the existing issue to be resolved, what is the purpose or goal, how will this purpose or goal resolve the issue, who will the project benefit, what is a description of the target audience, etc.)

Public transit options in Calhoun County are limited. Calhoun County is the only county in Region 8, which includes Berrien, Branch, Calhoun, Cass, Kalamazoo and Van Buren, that does not provide public transit services county-wide. This lack of service greatly affects the citizens of the County and region by limiting access to places of employment, medical care, and basic consumer goods. It is assumed that the lack of transit options most affects the elderly and low income populations who either are unable to afford a vehicle or drive a vehicle for transportation needs. Further data collection and public outreach are necessary to assess the needs of the community in order to develop a county-wide transit plan that eliminates barriers to public transportation services. The proposed County-wide Public Transit Service Plan for Calhoun County is intended to provide a vision for all public transit in Calhoun County and examine services in adjacent counties to the extent that they represent connections to and from Calhoun County.

The immediate target audience consists of the municipalities and stakeholders that are responsible for providing public transit services to their constituents. The completed Plan will provide a basis for developing and delivering transit improvements over the next five years. It is believed that the outcome of this initiative will be a blueprint for better transit services with improved connectivity within and outside Calhoun County, a strategy for improved efficiencies in operations, and a mechanism to secure support for funding future public transit improvements. As this Plan is implemented, it will ultimately have great impact on the public, especially the elderly and low income populations, and their ability to function successfully in the community.

Overall, the objective is to develop a County-wide Public Transit Service Plan that engages all stakeholders, building a consensus of what public transit services are needed in each community and direction for moving forward. There is unprecedented support for this initiative from community leaders within Calhoun County making this the right time to launch this much needed project.

PROJECT DESCRIPTION (Explain how you will achieve the project's purpose or goal, who will conduct the project, what methods do you anticipate using, why do you prefer these methods, why do you think these methods are the best choice for the target audience, what are the anticipated results, how will these results be communicated to the target audience, etc.)

Calhoun County plans to accomplish the project with the assistance of a qualified consultant. A task force of local officials and current transit leaders from communities within Calhoun County will assist in the development of a request for proposals that will be released and the most qualified consultant with demonstrated success will be hired. The process will focus on stakeholder engagement to assess the needs of the community as well as create buy-in from those most affected by transit services. The goal is a Plan that will provide different scenarios with corresponding implementation strategies, both short and long-term, and that represent the desired state for public transit in Calhoun County.

The consultant will employ data collection methods that are comprehensive and creative. The consultant will consider stakeholder and staff input as well as public meetings/workshops when developing a vision, goals and objectives for county-wide transit services. The consultant will review existing data, conduct new analysis where necessary, and evaluate existing services in their efforts to establish a detailed service plan (including ADA paratransit) of proposed operations along with an implementation and financial plan. The consultant will rely on experience and expertise in the transit field to propose a policy framework that best fits Calhoun County (see attached). These data collection methods are preferred because they allow for objectivity and the detailed results will provide for maximum implementation. The completed project will be communicated first to the local task force leading the initiative. These community leaders will provide detailed presentations within their organizations and to any stakeholders that were identified during the project. The County-wide Transit Service Plan will be made available for review on the County's website and the websites of the municipalities participating in the project.

PROJECTS AND DELIVERABLES (what will be produced and/or implemented using the results of this project)

The final product will be a County-wide Transit Service Plan for Calhoun County that includes the much needed data to understand existing transit services and needs, and the framework for a more efficient and integrated public transit system county-wide. The Plan will include components such as: existing and future needs assessment; vision, goals, and objectives for an integrated transit system; performance measures for assessing level of service; policy framework for prioritizing transit investments; complimentary ADA paratransit strategy; detailed service plan of proposed operations; implementation and financial plan.

Another critical component of the project will include detailed maps to aid in communicating the results of the project. These maps will graphically display data as well as define current and future transportation corridors, service centers, and routes (at a minimum).

TIME FRAME (projects are expected to begin within six months of an executed authorization)

This project will be active from October 2017 through September 2018.

PROJECT SUPPORT (provide letters of support – if the project is within a transit agency's geographical area, letters of support and coordination from the local transit agency must be provided.)

Please see attached letters of support from the following entities:

- City of Marshall
- City of Albion
- Calhoun County
- Southcentral Michigan Planning Council (SMPC)
- Senior Millage Allocation Committee - \$5000

BUDGET (If project will have multiple activities, or is paid based on milestone progress, split budget accordingly; otherwise show as one activity with the total amount being requested.)

ACTIVITY/ITEM	FEDERAL	STATE	LOCAL	TOTAL
Consulting Services	\$ 140,000	\$	\$ 35,000	\$ 175,000
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL	\$ 140,000	\$	\$ 35,000	\$ 175,000

County-wide Public Transit Service Plan for Calhoun County

Project Description continued in more detail:

Data Collection Methods to include:

- Stakeholder/staff interviews
- Public meetings/workshops

Data Analysis to include:

- Existing and Future Needs Analysis
 - Document existing transit conditions including: trip origin, ridership, and rider characteristics (demographics).
 - Document the characteristics of potential future riders, particularly in relation to land use and economic development needs).
- Develop Vision, Goals and Objectives for the Plan
 - Consider all modes of transit as it relates to economic development, social equity, environmental and financial sustainability.
 - Consider both long and short term scenarios.
 - Consider long range land use plans in the community.
- Develop Performance Measures and Standards for Assessing Transit Performance and Level of Service
 - Establish a set of performance measures for assessing transit performance and level of service for different transit types.
 - Identify potential tools for efficiently collecting data and monitoring performance.
- Develop a Complimentary ADA Paratransit Strategy
 - Identify opportunities to more effectively meet ADA paratransit and other accessibility needs.
- Develop a Policy Framework for Prioritizing Transit Investments
 - Develop and implement a methodology for prioritizing transit corridors and investments (capital and operating) to build a network overtime that is based on ridership, operating and capital costs, constraints, equity, connectivity and functionality.
- Develop and Implementation and Financial Plan
 - Recommend implementation strategies for plan elements including discussion of priorities and timing issues
 - Identify potential barriers to implementation and recommendations for addressing those barriers.
 - Develop a capital and operating plan that includes cost estimates as well as potential funding sources.
 - Develop capital costs for transit infrastructure improvements.
 - Align funding priorities at the local, state and federal level with regard to proposed county-wide transit service and related infrastructure.

The family of Rosalyn J. Jones would like to thank you
very much for the cards, flowers and kind expressions.
Thank you for sharing your memories, support and love.
Your acts of kindness, prayers and encouragement are
deeply appreciated and will always be remembered.

Sincerely,

The Family of Rosalyn J. Jones