



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

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COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

## AGENDA

**COUNCIL MEETING**  
**Monday, March 16, 2020**  
**7:00 P.M.**

**David Atchison**  
Mayor

**Vicky Clark**  
Council Member  
1<sup>st</sup> Precinct

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

**Al Smith**  
Council Member  
3<sup>rd</sup> Precinct

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

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

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

**Darwin McClary**  
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. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS
  - A. 2019 Senior Services Annual Report-Helen Guzzo
  - B. Code Enforcement Update
  - C. Redevelopment Ready Communities (RRC)-Elizabeth King
- VII. PUBLIC HEARING-None
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION –None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, March 2, 2020
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval Resolution # 2020-12, To Approve Special Event Alcohol Application Fee
  - B. Request Approval Resolution # 2020-13, To Approve Annual Council Default Check



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

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- C. Request Approval Resolution # 2020-14, A Resolution in Support of the Reinstatement of State Historic Tax Credits Senate Bill 54 / House Bill 4100
- D. Update on \$6500 Repayment from Former City Manager Rufus
- E. Request Approval for Kent Phillips to Purchase 1 Year and 3 Months Service Credit in the MERS Retirement System
- F. Discussion-Update on Union Steel Building
- G. Discussion Update on City Hall Vacancies
- H. Discussion City Issues with City Cell Phones
- I. Request Approval of Board and Commissions Appointments:
  - Jim Stuart, DDA, Initial Appointment, Term to Expire 12-31-2021
  - Christopher Burdette, Initial Appointment, Albion Building Authority, Term to Expire 6-30-2022
- J. To award a contract to Granger Waste Services of Lansing, Michigan, in accordance with the company's City of Albion Waste, Recycling, and Yard Waste Proposal, Option \_\_\_\_\_, dated March 2, 2020, for a term of ten (10) years commencing on April 1, 2020, and terminating on March 31, 2030, at a cost per household of \$\_\_\_\_\_ (\$\_\_\_\_\_ for senior citizens aged 60 years or older) per month and special events solid waste collection cost of \$45.00 per ton of waste disposed plus \$200.00 per hour per truck and 2-person crew. Said prices shall increase by three percent (3%) annually in each subsequent year of the contract. The Mayor and City Clerk are authorized to execute the contract on behalf of the city after approval of the contract as to legality in form and content by the City Attorney
- K. To award a contract to Great Lakes Engineering Group, LLC, of Lansing, Michigan, in the lump sum amount of \$1,100.00 for the preparation of the City of Albion's 2023 Local Bridge Program grant application for funding for the replacement of the North Albion Street Bridge in accordance with the firm's proposal, Bridge Engineering Services – Local Bridge Program Application for N. Albion Street over Kalamazoo River, dated February 27, 2020, and authorize the City Manager to execute all documents related to this contract award on behalf of the city after any necessary approvals from the City Attorney
- L. Discussion/Approval 1<sup>st</sup> Reading Ordinance # 2020-03, An Ordinance to Amend Chapter 2, Article II, Division I to Amend Sections 2-27, Employment Agreements



# CITY OF ALBION

## CITY COUNCIL MEETING AGENDA

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

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- M. Request Approval to Schedule Public Hearing Date of April 6, 2020 and to Approve the 2020 Amended City of Albion Downtown Development Authority Development Plan & Tax Increment Financing Plan
  - N. Request Approval to Appoint a Special Council to Prosecute City Charter Violations by Former Council Member Sonya Brown
  - O. Request Approval for the City Council to Direct City Manager to Live Stream all City Council Meeting Open Sessions with a Contingency to Record for Future Streaming and the City Manager will Notify Mayor and Council if Av Equipment Problems Prevent Record-Streaming of Meetings
  - P. Request Approval to Authorizing Funds to Support Local Food Banks/Food Hub Distributions During the Three-Week School Closure
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN



# Calhoun County SENIOR SERVICES



2019 Annual Report

## 2019 Overview

- Hosted the 10th annual Senior Fair in April, with 93 vendors and 625 visitors.
- Celebrated 19 Calhoun County Centenarians with a luncheon at Schuler's Restaurant and Pub.
- Sponsored lunch and bingo for over 400 seniors at Senior Day at the Calhoun County Fair.
- Awarded the **Joanne Konkle Leadership Award** to Jane Chappell and Micki Ogilbee.



## Senior Millage Allocation Committee

Seniors Served		
2017	2018	2019
5,783	6,468	6,568



Standing (L-R): Bob Lyng, Diane Peters, Art Kale, Jim Powers, Com. Rochelle Hatcher, Richard Lindsey, Yvonne Chapman, Tom Hunsdorfer, Willie Tabb  
 Sitting (L-R): Michelle Hill, Chairperson Com. Gary Tompkins, Jill Booth  
 Not pictured: Teresa Schell

**AT A GLANCE**

**6,568** County seniors served with Millage-funded programs.

**\$3.4 million** Spent by Senior Services to serve County seniors, age 60 and over.

**10** Special events sponsored by Senior Services.



# 2019 Seniors Served



# Served	2019 Services & Providers	Spent
25	Adult Day Care, Marian Burch Adult Day Care	\$109,196
1,273	Benefits Counseling/MMAP, CareWell Services	\$51,096
347	Community Care Options, Senior Health Partners	\$364,288
301	Dental Services, Fountain Clinic	\$430,544
103	Guardianship/Payee, Guardian Finance & Advocacy Services	\$86,989
126	Handy Helper, Senior Services of SWMI	\$45,000
261	Health Education, Senior Health Partners	\$20,000
42	Hearing Services, Calhoun County Public Health Department	\$61,814
314	Home Heating Assistance, Community Action	\$96,500
241	Legal Assistance, Legal Services of South Central Michigan	\$36,000
666	Meals - Home Delivered, CareWell Services through Senior Services of SWMI	\$307,513
498	Meals - Congregate, CareWell Services through Senior Services of SWMI	\$173,324
143	Minor Home Repair, Community Action	\$442,500
31	Money Management, Guardian Finance & Advocacy Services	\$20,073
354	Personal Emergency Response System (PERS), CareWell Services	\$56,726
59	Prescription Assistance, Fountain Clinic	\$29,661
21	Ramps for Seniors, Battle Creek Area Habitat for Humanity	\$31,056
354	Senior Center Support-Forks Senior Center, Albion	\$50,000
141	Senior Center Support-Heritage Commons, Marshall, CareWell Services	\$50,000
487	Senior Fitness & Fun, Senior Health Partners	\$100,349
676	Transportation, Community Action	\$504,568
105	Vision Services, Calhoun County Public Health Department	\$20,340
<b>6,568</b>	<b>Total Seniors Served (Unduplicated by program)</b>	

Mini-Grants: \$500-\$5,000 each awarded to twelve community organizations \$52,000  
 Partnership: Senior Health Partners \$25,000

**Total 2019 CONTRACT SPENDING \$3,164,537**

Revenue:	
Property Taxes - Senior Millage	\$2,645,283
Personal Property Tax Reimbursement	\$424,340
Interest & Dividends	\$46,426
Firekeeper's Revenue Sharing	\$68,657
Fund Balance	\$309,312
MIPPA Counseling Reimbursement	\$3,150
<b>Total 2019 REVENUE:</b>	<b>\$3,497,168</b>

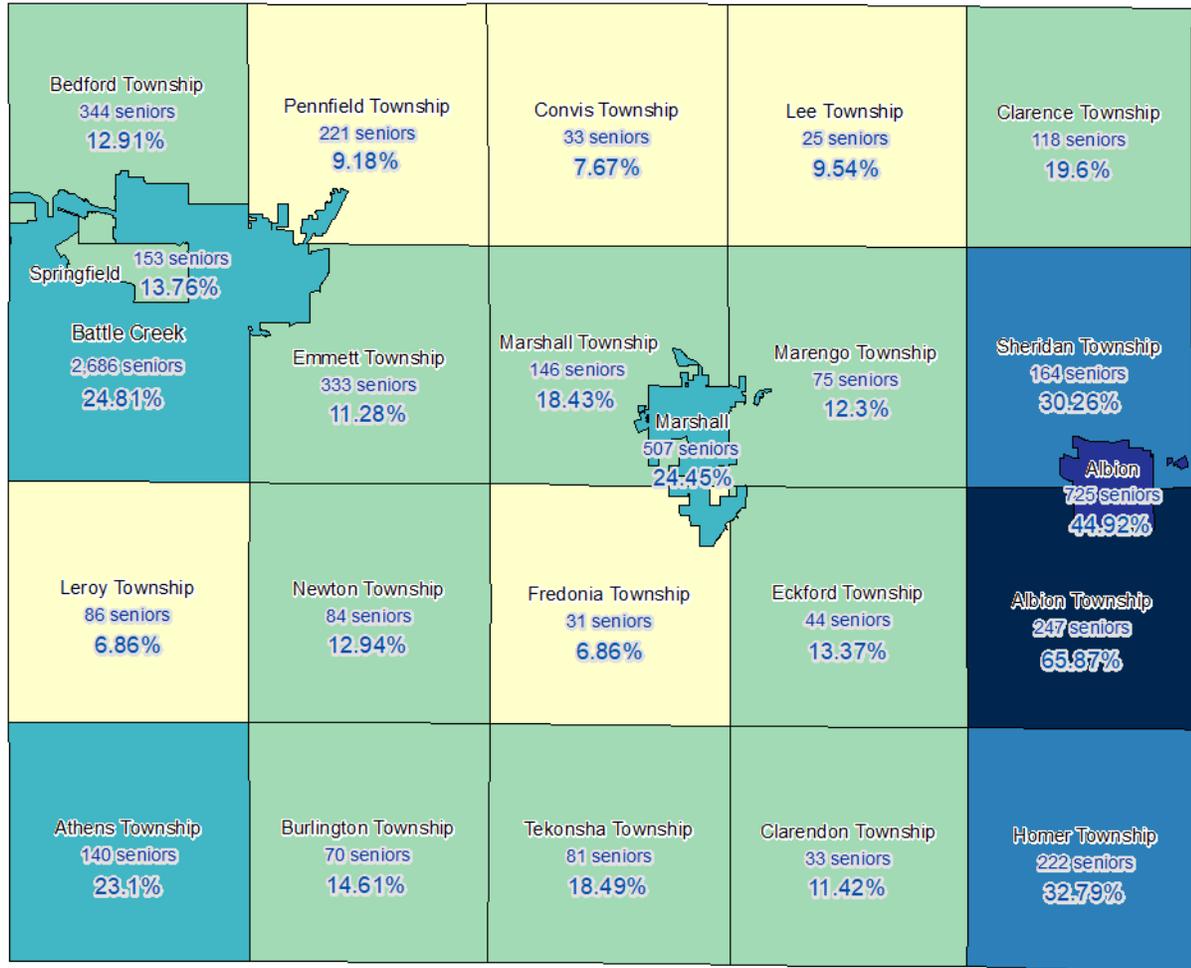
Expenditures:	
Senior Services Administration	\$332,631
Senior Millage Contract Spending	\$3,164,537
<b>Total 2019 EXPENDITURES:</b>	<b>\$3,497,168</b>



# 2019 Demographics



## Older Adults Served By Senior Millage Dollars

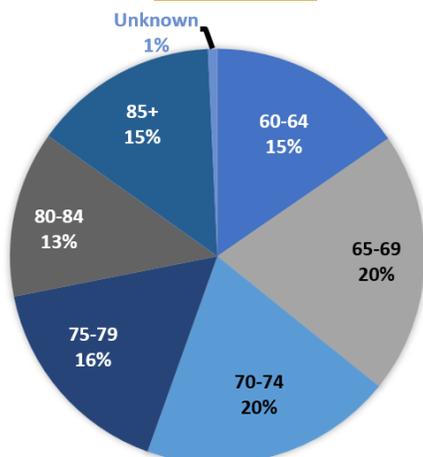


Percent of seniors 60 years or older that were served by Senior Millage programs

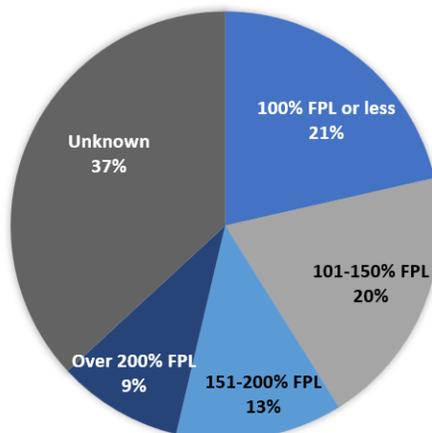


Source: U.S. Census Bureau 2018 ACS 5-Year Estimates Calhoun County GIS, 2019

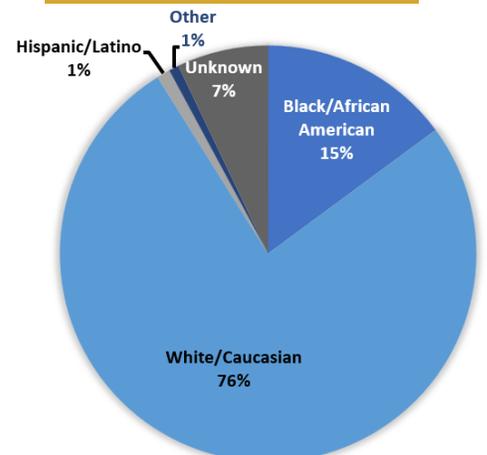
### Age



### Income



### Race/Ethnicity



Calhoun County Senior Services

315 W. Green St, Marshall MI 49068 | 269-781-0846 | seniormillage@calhouncountymi.gov



# Calhoun County SENIOR SERVICES



2019 Annual Report

## Highlights



1,164 seniors ate 135,217 nutritious meals.



1,273 seniors received 1,189 hours of benefits counseling.



676 seniors took 30,608 rides to medical appointments, the grocery store, and social trips.



46 seniors received assistance paying for 324 prescriptions.



13 evictions were prevented, 6 utility shutoffs were resolved, and 20 power of attorney documents were prepared.



487 seniors exercised 11,734 times at 14 sites across the County.



137 seniors received minor home repairs, up from 54 seniors in 2018.

## Mini-Grants

Awarded a record-breaking 12 mini-grants to:

- Talons Out Honor Flight (pictured)
- Albion-Marshall Connector
- Calhoun County Trail Alliance
- Neighborhoods Inc.
- Oaklawn Hospital
- Albion Community Gardens
- Wilder Creek Conservation Club
- Marshall House
- Aequitas Mobility Solutions
- Sprout Urban Farms
- Marshall Lions Club
- City of Albion



# \$52,000

Total amount awarded through mini-grants.

## About the Office

The Calhoun County Senior Millage was first passed by voters in 1996, and the Calhoun County Senior Services office was established in 1999. Calhoun County Senior Services administers the Senior Millage tax dollars by funding 22 programs through 10 trusted, non-profit community organizations. The Senior Millage is up for a ten year renewal on the August 4, 2020 ballot.



## Spotlight

SMAC member Tom Hunsdorfer was named Senior Services of Southwest Michigan's Meals on Wheels Volunteer of the Year.

## Staff Accomplishments

Manager **Helen Guzzo** completed the requirements to officially become a Licensed Social Worker.

Administrative Assistant **Lora Stevens** underwent training to become a certified Community Health Worker.

Specialist **Kate Turner** became a certified Medicare/Medicaid Assistance Program counselor, and also was certified as a Community Health Worker.



Calhoun County Senior Services

315 W. Green St, Marshall MI 49068 | 269-781-0846 | seniormillage@calhouncountymi.gov

City of Albion  
Council Session Minutes  
March 2, 2020

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director and Scott Kipp, Chief Public Safety.

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

Clark moved, Williamson supported, CARRIED, to Approve the Agenda as presented. (7-0, vv)

VI. PRESENTATIONS

A. Proclamation Designating March 2020 as March for Meals Month

Mayor Atchison read aloud the proclamation Designating March 2020 as March for Meals Month.

Comments were received from Karen Scula, Supervisor Calhoun County Meals on Wheels and Mayor Atchison.

B. Proclamation Recognizing March as Women's History Month

Mayor Atchison read aloud Proclamation Recognizing March as Women's Health Month.

C. Preventing Marihuana Abuse by Youth-Albion-Homer Substance Abuse Coalition

Harry Bonner and Maurice Barry, Albion-Homer Substance Abuse Coalition stated most kids are using everyday and it has a big impact on their lives. Many youth struggles with drug use and addiction. They would like to develop programs that help bring these problems to the forefront. They are requesting three Council Members to work with the Substance Abuse Coalition to create a plan that can be brought back to Council to be made into a policy. They would like to use this plan/policy as a model for other communities.

Comments were received from Council Member Reid and Mayor Atchison.

VII. PUBLIC HEARINGS-None

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

Comments were received from Garrett Brown, 1016 S. Superior St; Sonya Brown, 713 Orchard Dr and Wayne Arnold, 906 Hall St.

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

Williamson moved, Smith supported, CARRIED to adjourn to Closed Session. (7-0, rcv)

Mayor Atchison adjourned to closed session at 7:20 p.m.

Mayor Atchison re-convened the regular session at 7:55 p.m.

ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5) and Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

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

A. Approval Regular Session Minutes, February 18, 2020

- B. Approval of Traffic Control Order that Effective Immediately the Travel Lanes on the North Albion Street Bridge shall be Reduced by Six (6) Feet in Each Direction from Each Sidewalk Curb in Accordance with the Attached Engineer's Schematic to Redirect Traffic to the Center of the Bridge Using Appropriate Construction Barrels or Other Lawful Light-Weight Barricades. Yield Signs shall be Placed Immediately Before the Approaches to the Bridge from Each Direction to Instruct Motorists to Yield to Traffic Already in Transit Across the Bridge

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

#### XI. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval 2<sup>nd</sup> Reading & Adoption Ordinance # 2020-02, An Ordinance to Amend Chapter 22, Article IV, to Amend Sections 22-181 and 22-183, Outdoor and Sidewalk Cafes

Comments were received from City Attorney Harkness

Williamson moved, Clark supported, CARRIED, to Approve 2<sup>nd</sup> Reading & Adoption Ordinance # 2020-02, An Ordinance to Amend Chapter 22, Article IV, to Amend Sections 22-181 and 22-183, Outdoor and Sidewalk Cafes as presented. (7-0, rcv)

- B. Discussion Juneteenth Celebration

Council Member Reid stated the Juneteenth Celebration will be held on June 20<sup>th</sup> at Holland Park. This year, although they will have many of the same activities, they will be adding additional activities to make the celebration inter-generational. The celebration will begin with the walk from City Hall to Holland Park. She has asked the City to fix the potholes on Cass St before the celebration.

- C. Discussion/Approval Fee for Special Events

Comments were received from Council Member Smith

City Attorney Harkness stated approval of fee for special events must be done by resolution. This can be done at the next meeting.

- D. Discussion Code Enforcement Priorities

Council Member Williamson stated that he and Council Member Clark met with City Manager McClary and Director of Planning, Building & Code

Enforcement Tracy to discuss code enforcement. The following information was provided:

- We currently do not have a code enforcement officer
- There is a need for additional staff for code enforcement
- They were not able to provide definitive numbers
- Were not able to discuss actual priorities
- Should be able to answer some of the above questions at the next meeting
- Need to make data driven decisions pertaining to code enforcement

Comments were received from Council Member Clark and Mayor Atchison.

#### E. Discussion Four-Day Work Week

City Manager McClary stated administration is requesting that the City Council authorize a change in City Hall business hours to improve convenience to citizens and contractors and to improve the City's ability to attract and retain a quality, talented workforce and the morale and productivity of employees. The proposed hours will be Monday-Thursday from 7 a.m. to 6 p.m. or Monday through Thursday from 8 a.m. to 7 p.m.

Benefits would include:

- Convenience to citizens and contractors, since City Hall would now be open outside of normal business hours
- Improved ability to attract quality talent for key positions with the City
- Increased productivity, since employees would have longer rest periods between work weeks
- Improved employee morale, since employees would enjoy more hours to spend with family, friends, hobbies and other interests
- Reduced travel costs for employees

Comments were received from Council Members Smith, Williamson, Spicer, Reid and Clark and Mayor Atchison.

#### F. Request Approval of the Proposed New Credit/Purchase Card Policy for the City of Albion which Requires Additional Authorization before Any Changes and/or Modifications (Including the Issuance of Additional Cards) Can be Made to the City's Credit Card Account. This Will Significantly Reduce the Potential for Financial Loss from Misuse

Comments were received from Council Member Lawler; City Manager McClary; Finance Director Mead and Mayor Atchison.

*\*Mayor Atchison asked to make a friendly amendment to eliminate the Mayor from being issued a credit card.*

Williamson moved, Smith supported, CARRIED, To Approve the Proposed New Credit/Purchase Card Policy for the City of Albion which Requires Additional Authorization before Any Changes and/or Modifications (Including the Issuance of Additional Cards) Can be Made to the City's Credit Card Account. This Will Significantly Reduce the Potential for Financial Loss from Misuse and will exclude the Mayor from being issued a credit card. (7-0, rcv)

#### G. Discussion-Adult Use Marijuana Establishments

City Attorney Harkness provided Council with three sample ordinances from communities that have passed Adult Use Marijuana Establishments.

Questions/Comments from Council were as follows:

- Adult use establishments would include any type of business that utilizes recreational marijuana
- The use for medical marijuana cards is now basically useless
- Request has been made from one of our current medical marijuana licensees that has multiple class C licenses; 1 processing license and 1 provisioning license to change to recreational license
- Be respectful of all that voted to approve recreational marijuana use
- Would like to see how other communities are handling this
- The new law approving recreational marijuana rendered the medical marijuana moot expect for those under the age of 21
- Approval of recreational marijuana establishments will not come without issues
- You can still choose from the options that the State provides
- Cannot prohibit recreational marijuana from operating where medical marijuana is operating
- Can use a portion of the licensing fee to help curb crime
- City Attorney would not recommend Marijuana events or micro businesses.

Comments were received from Council Members Smith, Lawler, Williamson and Clark; Mayor Atchison and City Attorney Harkness.

#### H. Request Approval to Waive Attorney-Client Privilege and Publicly Release the Third-Party Investigation Report Submitted by Thrun Law Firm

Comments were received from Council Members Clark and Williamson; Mayor Atchison and City Attorney Harkness.

Lawler moved, Spicer supported, CARRIED, To Approve Waiving Attorney-Client Privilege and Publicly Release the Third-Party Investigation Report Submitted by Thrun Law Firm as presented. (6-1, rcv) (Williamson dissenting)

*\*\* Council Member Lawler cited Privilege and left at 8:55 p.m.*

I. Request Approval City Manager Performance Review Process

Comments were received from Council Member Williamson

Clark moved, Williamson supported, CARRIED, To Approve City Manager Performance Review Process as presented. (6-0, rcv)

J. Update on City Sidewalk Committee

City Manager McClary stated the first meeting for the City Sidewalk Committee will be held on Thursday, March 5<sup>th</sup> at 6:00 p.m. in the Mayor's office.

K. Discussion Submission of Kalamazoo River Restoration Ideas

City Manager McClary stated he met with the Michigan Department of Natural Resources regarding the \$25 million funding available for the Kalamazoo renovation. The State may be allocating some of those funds to the City. The funding can be used for the following options:

- Removing all five dams in the City
- Removing only one dam that is owned by the City
- Restoration of the retaining walls along the river
- The funding would be for a feasibility study to both restore or remove the dams

Comments were received from Council Members Williamson and Smith and Mayor Atchison.

L. Request Approval of the Three-Year Lease Agreement with Caron Chevrolet in the Amount of \$ 538.81 and \$781.81 due at signing for a 2020 Chevrolet Blazer and Authorize the Mayor and City Clerk to Execute any Necessary Documents on Behalf of the City which may be Required to Effectuate the Same

Comments were received from Council Member Smith; Chief Kipp and Mayor Atchison.

Williamson moved, Clark supported, CARRIED, To Approve Three-Year Lease Agreement with Caron Chevrolet in the Amount of \$ 538.81 and \$781.81 due at signing for a 2020 Chevrolet Blazer and Authorize the Mayor

and City Clerk to Execute any Necessary Documents on Behalf of the City which may be Required to Effectuate the Same as presented. (6-0, rcv)

## XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- City Attorney Harkness requested:
  - Resolution for special event fee
  - Update on \$6500 repayment from former City Manager Rufus
  
- Mayor Atchison asked for the following:
  - Resolution to purchase additional years of service for Kent Phillips
  - Update on demolition of Union Steel
  - Boards & Commissions appointments for ABA, DDA and Recreation Commission
  - Update on filling vacant City Hall positions
  - City issues with City cell phones
  
- Council Member Clark asked for presentation on data from Code Enforcement
  
- Council Member Williamson asked for an update on the action of repercussions of the investigation report that was released

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

Comments were received from Garrett Brown, 1016 S. Superior St; Wayne Arnold, 906 Hall St; Lavada Weeks, 917 Luther Dr; Sonya Brown, 713 Orchard Dr; Robert Dunklin, NAACP President; John Dunklin, 1203 Second St and Calhoun County Commissioner Gar Tompkins.

## XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets detailing the following:

- North Albion Street Bridge
- Solid Waste Collection Services Contract
- Sidewalk Program Fund Review Committee
- Code Enforcement Review Committee
- Rental Inspection Program Study Committee
- Anderson's Ethanol Waste Water Discharge

- City Staffing
- 2019 Audit Preparation Work
- Brick Street Lofts Project
- Chamber Eggs & Issue Meeting
- City Manager Extended Hours
- Upcoming Agenda Items

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Clark and Mayor Atchison

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Williamson moved, Smith supported, CARRIED, to Excuse Council Member Lawler who cited Privilege at 8:55 and left. (6-0, vv)

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: Council Member Lawler cited Privilege at 8:55 and left

XVIII. ADJOURNMENT

Williamson moved, Smith supported, CARRIED, to adjourn the regular session. (6-0, vv)

Mayor Atchison adjourned the Regular Session at 9:45 p.m.

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Date

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Jill Domingo  
City Clerk

RESOLUTION #2020-12

To Approve Special Event Alcohol Application Fee

Purpose and Finding: The City Council previously approved a modification to Ordinance 58-165 allowing for businesses and non-profit organizations to apply to serve alcohol at events in designated areas of the city. Section 58-165(3)(f) requires that the application fee be set by resolution of the Council. At the March 2, 2020 regular council meeting the administration recommended a \$50.00 application fee and the general consensus of council was to bring that back for approval via a resolution. Approval is recommended.

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

RESOLVED, that the Albion City Council, pursuant to Ordinance 58-165(3)(f), hereby approves a special event alcohol application fee in the amount of \$50.00;

I hereby certify that the above resolution was adopted on March 16, 2020 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

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

March 16, 2020

RESOLUTION #2020-13

To Approve Annual Council Default Check

Purpose and Finding: As the City Council is aware, pursuant to the City of Albion Charter, Section 4.3 preclude any person who is in default to the City from holding any City office. The council previously approved a resolution requiring that candidates for elective office be screen prior to the general election. Presently, however, the City Council members, appointive officers, and members of boards and commissions are not periodically screened to ensure compliance with the City Charter. This resolution would mandate an annual compliance check.

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

RESOLVED, that Albion City Council members, appointive officers of the City, and members of city boards and commissions shall be annually screened in June of each year to ensure compliance with Section 4.3 of the Albion City Charter;

I hereby certify that the above resolution was adopted on March 16, 2020 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

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

March 16, 2020

## RESOLUTION #2020-14

### A Resolution in Support of the Reinstatement of State Historic Tax Credits Senate Bill 54 / House Bill 4100

**WHEREAS**, the historic buildings, neighborhoods and places in Michigan villages, towns and cities distinguish each community and provide character and a sense of place that contribute significantly to the quality of life and the economic benefits enjoyed in and by each community; and

**WHEREAS**, the preservation and rehabilitation of historic buildings, places and neighborhoods contributes to the beauty, character, and economic vitality of Michigan communities; and,

**WHEREAS**, the labor-intensive nature of historic rehabilitation creates jobs and investment in local businesses and has been proven to generate more economic activity than equivalent investment in new construction; and

**WHEREAS**, demolition or destruction of historic buildings creates costs to Michigan and its communities by destroying the often-irreplaceable construction and ornamental materials of each structure and by adding significantly to landfills, whose makeup is estimated to be more than 40 percent building materials and waste; and

**WHEREAS**, development and redevelopment within established villages, townships and cities is encouraged by Governor Whitmer; and

**WHEREAS**, many public policies and financial and lending practices and policies create disincentives or barriers to the preservation, renovation and rehabilitation of historic buildings and resources and create a preferential financial environment for new construction; and

**WHEREAS**, Michigan has measured the economic impacts of the former Michigan Historic Tax Credit programs between their enactment in 1999 and their elimination in 2011 and seen significant positive direct impacts on the revitalization of neighborhoods and communities, the preservation and creation of affordable and market-rate housing, the creation of skilled local jobs, and the subsequent private investment in areas surrounding tax-credit-driven revitalization projects; and

**WHEREAS**, each \$1.00 of credit issued leverages \$11.37 in direct economic impact, such that the former Michigan Historic Tax Credit programs during their twelve-year history have leveraged \$251 million in Federal historic tax credits that otherwise would not have returned to Michigan, spurred \$1.46 billion in direct rehabilitation activity, and created 36,000 jobs; and

**WHEREAS**, the Michigan Legislature is presently considering Senate Bill 54 and House Bill 4100 that would reinstate an up-to-25 percent investment tax credit for owners of

historic residential and commercial properties who substantially rehabilitate their properties;

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

**NOW, THEREFORE, BE IT RESOLVED** that the City of Albion endorses and supports both Senate Bill 54 and House Bill 4100 and calls upon the Michigan Legislature to pass this important legislation and Governor Whitmer to sign it, in order to stimulate appropriate development and redevelopment and protect the historic character and quality of life of our communities.

**BE IT FURTHER RESOLVED** that the City Clerk shall forward a copy of this Resolution be forwarded to the Michigan Historic Preservation Network.

I hereby certify that the above resolution was adopted on March 16, 2020 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

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

March 16, 2020

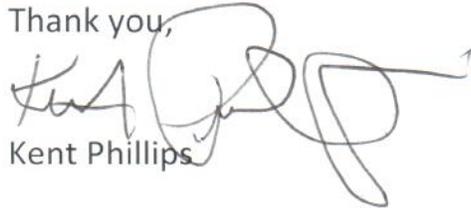
February 26, 2020

Dear Mayor Atchison and Albion City Council,

I would like to purchase 1 year and 3 months of Service Credit in our retirement system. In order to do so, a resolution must be passed by the Governing Body of Albion. I am not asking the City for help with any of the cost of this time purchase, just simply the ability to do so.

The resolution document and the information from MERS is included. I sincerely appreciate your consideration.

Thank you,

A handwritten signature in black ink, appearing to read 'Kent Phillips', with a large, stylized flourish extending to the right.

Kent Phillips

February 4, 2020

Kent G. Phillips  
415 Allen Place  
Albion, MI 49224

Dear Kent G. Phillips:

Enclosed is a calculation of the current cost to purchase service credit requested on your behalf. The estimated cost will expire two months from the calculation date, after which a new calculation will be required.

**To process your service credit purchase we must receive:**

- A signed copy of the Resolution (enclosed).
- Payment in full of the current cost amount as determined by MERS.

**How to submit payment:**

Payment must be made in the full amount of the purchase cost. We will accept payment in the form of a check from your personal account or employer, made payable to "MERS of Michigan." If some or all the payment will be remitted by wire transfer, please contact us for instructions.

If part of the cost is being paid by you and part is being paid by your employer, we will accept two lump sum checks that total the full cost.

If part of the cost is money that is being rolled over from another qualified plan, please complete the "Certification of Qualified Rollover to MERS" form (F-38), and return it to us. The form can be found on our website at [www.mersofmich.com](http://www.mersofmich.com).

Service credit purchases are not refundable. There are provisions in MERS' Plan for terminated participants to receive a refund of all employee contributions, in which case all service credit is forfeited. There is no provision for receiving a refund for purchased service credit only.

If you have any questions regarding this information, please contact our Service Center at 800.767.MERS (6377).

Sincerely,

Municipal Employees' Retirement System

## Section 2: Calculation Assumptions

### 1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

### 2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.00% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

### 3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

### 4. Benefit Program

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

### 5. Investment Assumption

The current investment return assumption for service credit purchase is 6.35%.

### 6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

## Section 3: Certification and Authorization

### PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

### GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on \_\_\_\_\_, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

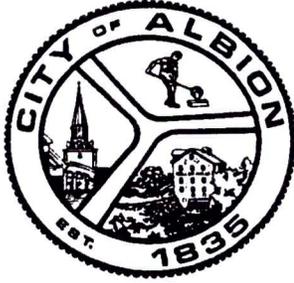
\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	



# City of Albion

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

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

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

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

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

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

Name: James David Stuart  
(First) (Middle) (Last)

Home Address: 205 W OAK ST, ALBION, MI Telephone #: 812-841-4604

Place of Employment: ALBION COLLEGE

Business Address: 611 E PORTER ST, ALBION, MI Telephone #: 517-629-0940

E-Mail: jimstuart@yahoo.com Fax: \_\_\_\_\_

Title/Type of Work: Programmer / Analyst

Length of Residence in City: 7 yrs Own/Rent: own US Citizen: Y  X N

Educational Background: Bachelors Degree in chemistry / Mathematics  
Olivet College

Community Activities: Stirling Books & Brew, Urban Blue Development,  
Urban Crew Development, AYSO 1625 Regional Commissioner (soccer),  
Downtown Albion Group, Philanthropic Men, Fete De La Musique  
coordinator,  
Old-timer Tee ball organizer.

Telephone #: 517-499-9961  
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.*

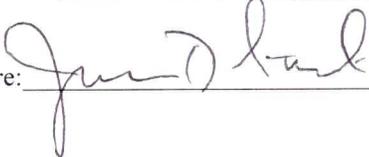
*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies 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, James D. Stuart, certify that the information provided  
(Please Print)

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

Date of Birth: 08/06/1960

Signature:  Date: 11-12-2019

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

- 1) DDA 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Downtown business owner, certified Tourism Ambassador,  
Albion promotor, small business coach-mentor-cheerleader.

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:

Would like to help the DDA become more active and  
involved in promoting growth in Albion's downtown

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: \_\_\_\_\_

Taxpayers as homeowners/individuals as well  
a small business owners.

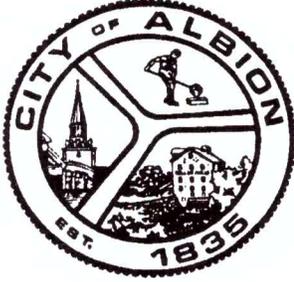
Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

**REFERENCES:**

Name: Tom Hollowood Relationship: Pastor

Telephone #: 517-945-8182

Name: Scott Evans Relationship: Friend



# 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

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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: Christopher L Burdette  
(First) (Middle) (Last)

Home Address: 2124 Horton Rd Jackson Telephone #: 5172620803  
49203

Place of Employment: Homestead Savings Bank

Business Address: 415 S Superior St Telephone #: 5176295588

E-Mail: cburdette@homesteadsavings.com Fax: \_\_\_\_\_

Title/Type of Work: SVP

Length of Residence in City: 4 Own/Rent: \_\_\_\_\_ US Citizen  Y  N

Educational Background: B.S - Business Mgt - Ferris State

Community Activities: Albion Home United Way Board

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

- 1) Building Authority 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Financial background

\_\_\_\_\_

\_\_\_\_\_

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:

Interested in being more active in the community

\_\_\_\_\_

\_\_\_\_\_

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: Scott Evans Relationship: supervisor

Telephone #: 505776295588

Name: Marcia Starkey Relationship: United Way Board

Telephone #: 5174992863  
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, Chris Burdette, certify that the information provided  
(Please Print)

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

Date of Birth: 9/13/1961

Signature: Chris Burdette Date: 3/9/2020



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b><i>APPROVAL OF CONTRACT – SOLID WASTE COLLECTION SERVICES</i></b>
<b>Meeting Date:</b>	March 16, 2020
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

## Background Brief:

City administration is requesting that the city council award a contract for single waste hauler solid waste collection services to Granger Waste Services for a period of ten years commencing on April 1, 2020, and terminating on March 30, 2030. After conducting a work session during which the city received overwhelming support from residents for continuing services with Granger, council directed administration to negotiate a new contract with Granger based on feedback from citizens and council members rather than solicit competitive bids for the services. Administration negotiated with Granger for several service options and contract terms, and council held a second work session to receive a presentation on the proposals and input from citizens. Council did not provide a clear consensus for a preferred service option at that meeting.

The new contract language will mirror the current contract except for specific provisions relating to the scope of the new services and pricing.

Attached is a copy of the Granger solid waste collection services proposals. Scott Truman of Granger will be available during Monday's meeting to answer any questions.

## Alternatives Analysis:

Do nothing. If city council opts to take no action, the city's current single hauler solid waste collection services contract will expire on March 31. Resident will need to contract on their own for these services, and the price for these services will increase considerably for residents. The city would likely experience increased heavy truck traffic on city streets as multiple waste haulers provide services to residents.

Award a new contract to Granger. If city council opts to award a new contract to Granger, the city will receive comprehensive and expanded services, including curb side recyclable materials collection, bulk item pickup monthly, and expanded yard waste collection at reasonable prices



for customers. Depending on the term of the contract of 3, 5, or 10 years, the annual contract price increase will be fixed at 5%, 4%, or 3% respectively.

Reject Granger's proposals and seek competitive bids. If the city council opts to reject Granger's proposals and seek competitive bids, the city would need to negotiate with Granger an acceptable extension of the existing contract. If an acceptable contract extension could not be achieved by March 31, single hauler solid waste collection services could cease, and the impact noted above for no action by council would result. Administration would have to prepare bid specifications and advertise for bids, and council would need to award a new contract. This process would take 2 to 3 months to complete. The resulting pricing of services under a competitive bid process is uncertain. Granger would be placed at a competitive disadvantage since its negotiated contract pricing has been made public.

**Summary of Previous Council Action:**

01/29/2020 – Council held a work session meeting to discuss the city's single hauler solid waste services contract and to receive public input.

02/03/2020 – Council authorized the City Manager to enter into negotiations with Granger Waste Services on the terms, conditions, and pricing for a modification or extension of the city's rubbish collection contract with certain conditions.

03/12/2020 – Council held a work session to receive a presentation from Granger Waste Services on its proposals for a new contract and to receive public input.

**Financial Impact:**

The financial impact depends on the solid waste collection services option council selects for the new contract. The current service cost per household is \$13.90 per month. The new cost for expanded services will range from a minimum of \$15.75 to a maximum of \$20.47 (\$9.51 to \$9.65 for senior citizens) per month. The cost of rubbish collection services for 12 receptacles at municipal facilities is included in the pricing at no additional cost to the city. Event solid waste collection will cost \$45.00 per ton of waste for disposal and \$200.00 per hour for truck and crew of 2 people. The city currently pays \$7,000.00 annually for the county's recycling drop off center services, and this cost will be eliminated when curb side recycling services commence.

**Recommended Motion(s):**

To award a contract to Granger Waste Services of Lansing, Michigan, in accordance with the company's City of Albion Waste, Recycling, and Yard Waste Proposal, Option \_\_\_\_\_, dated March 2, 2020, for a term of ten (10) years commencing on April 1, 2020, and terminating on March 31, 2030, at a cost per household of \$\_\_\_\_\_ (\$\_\_\_\_\_ for senior citizens aged 60 years or older) per month and special events solid waste collection cost of \$45.00 per ton of waste disposed plus \$200.00 per hour per truck and 2-person crew. Said prices shall increase by three percent (3%) annually in each subsequent year of the contract. The Mayor and City Clerk are authorized to



execute the contract on behalf of the city after approval of the contract as to legality in form and content by the City Attorney.

**Attachments:**

Granger Waste Services Proposal for Waste, Recycling, and Yard Waste Collection Services dated March 2, 2020



**GRANGER**

**CITY OF ALBION  
WASTE, RECYCLING & YARD WASTE  
COLLECTION PROPOSAL**

SUBMITTED BY: GRANGER WASTE SERVICES, INC.



16980 Wood Road  
Lansing, Michigan 48906-1044  
1-888-9GRANGER (1-888-947-2643)  
P 517-372-2800  
F 517-372-9220  
[www.grangernet.com](http://www.grangernet.com)

March 2, 2020

City of Albion  
112 W Cass St  
Albion, MI 49224

**RE: Proposal for Waste, Recycling, and Yard Waste Collection**

To Whom It May Concern:

I am pleased to offer the following proposal for waste, recycling collection, and yard waste for the City of Albion. For more than 50 years, Granger has built strong customer and community relationships by delivering quality waste collection services. We pride ourselves on our proven track record of providing waste hauling, disposal and recycling services to residential, institutional, commercial and industrial customers.

As you will see in our proposal, our experience makes us more than qualified to perform these services. Additionally, our commitment to exceptional service, safety program, quality equipment, use of technology and effective communication truly set us apart from the competition.

This proposal is valid for 90 days. I certify that as an officer of Granger Waste Services, I am legally able to contractually bind our organization to an agreement based on this proposal.

Thank you for your consideration. We look forward to continuing doing business with the City of Albion.

Sincerely,

Todd J. Granger  
Chief Financial Officer  
Secretary & Treasurer

## WHO WE ARE

Granger is a family-owned and operated business headquartered in Lansing, Michigan, with additional operational locations in Alma, Jackson and Cedar Springs. Guided by strong ethics, integrity and a commitment to exceptional service, Granger has been a leading comprehensive environmental management firm for more than 50 years. Harnessing resources to create ethical environmental solutions, we provide a full range of hauling and disposal services, landfill management and recycling.



Granger employs more than 250 associates in various professional, service and technical positions. Our reputation for excellent customer service and decades of waste hauling experience make the Granger team highly qualified to meet the City of Albion's long-term waste and recycling needs.

## QUALIFICATIONS

### Experience

During its more than 50 years as a waste hauler, Granger has provided service to a large number of single-subscription customers, as well as providing contracted, single-hauler services to many local municipalities.

In 1983, Granger became the first hauler in the area to provide rolling trash carts to customers when it debuted its Captain Curby<sup>SM</sup> trash collection service. In the 1970s, Granger became a landfill owner and continues to own and operate two landfills in the greater Lansing area. As a service to the community, Granger began offering recycling drop-offs for Lansing area residents in the late 1980's, and followed with residential recycling collection in 1991. Seasonal yard waste collection was introduced by Granger in 1995. Granger's experience with waste and recycling collection and waste disposal is lengthy and varied.

As of the end of 2019, Granger services approximately 250,000 residential and commercial customers in the mid-Michigan area. More than 50,000 of those customers are serviced as part of 42 community contracts.

### References

Municipality Name	Contact Person Phone Number	Service(s) Provided	Households	Dates of Work
City of Mason	Deborah Stuart 517-676-9155	Residential trash and recycling collection	3,000	1975 to present
City of Ionia	Jason Eppler 616-527-4170	Residential trash and recycling collection	1,900	2002 to present
City of DeWitt	Dan Coss 517-669-2441	Residential trash and recycling collection	1,700	2003 to present

### Disposal/Storage Facility

Once trash is picked up, it is unloaded at Granger’s Disposal Center of Jackson located at 2600 Lansing Avenue before being transferred to Granger’s Wood Street Landfill located at 16980 Wood Road in Lansing, Michigan. Landfills are engineered to be secure spaces to put trash, meaning the groundwater and surrounding area are diligently protected from the trash inside using the best available practices and technology. Our landfills also serve an important purpose of providing fuel for renewable energy generation. Granger follows all guidelines set forth by the Michigan Department of Environment, Great Lakes & Energy (EGLE) in operating and maintaining Wood Street Landfill.

### Primary Contact

Jessica Webb  
Sales Representative  
Phone: 517-371-9728  
Mobile: 517-474-1292  
Email: jwebb@grangernet.com  
Website: www.grangernet.com

### Administrative Contact

Jami Anderson  
Market Development Administrator  
Phone: 517-371-9722  
Mobile: 517-256-8114  
Email: janderson@grangernet.com

### Sales Manager

Scott Truman  
Phone: 517-371-9749  
Mobile: 517-388-3858  
Email: struman@grangernet.com

### Collection Details

Granger will service residential trash, recycling and yard waste collection using automated side load trucks staffed by one driver. These trucks use a mechanical arm operated by the driver from inside the cab of the truck to pick up and dump the carts. Using this type of truck increases both the safety and efficiency of the collection.



Granger will provide residents with an assigned service day each week (or every other week if carts are chosen for the recycling option). Residents will need to have their carts by the curb by 7 a.m on their assigned collection day.

Once service has started, Granger will be able to verify service with its on-board routing system (Encore). The driver will indicate with the push of a button whether a stop was serviced or skipped. If the stop is skipped for some reason, the driver may capture a time-stamped GPS picture of the location to attach to the customer's account. The photo option could provide details about why the stop was not serviced (e.g., cart not out, cart overweight, unacceptable material, etc.). The driver also has the ability to enter written details about the stop at this time.

Granger is proposing the cost-effective, efficient and environmentally friendly option of blue bag recycling. With Granger's Blue Bag Recycling program, residents purchase specially made blue recycling bags from local retailers or online and place all their recycling loose in the bags. The bags are placed in trash carts on the regular collection day and picked up with the trash using the same truck.

When trash is unloaded at Granger's Disposal Center of Jackson, the highly visible blue bags are separated from the trash before being combined with other recyclables and transferred to an intermediate recycling processor in Traverse City, Michigan. (More information about blue bag recycling can be found in Appendix D, Sample Welcome Materials.)

If curbside recycling with a recycling cart is selected rather than blue bag recycling, recycling collection will be provided every other week.

When an observed holiday falls on a weekday, all residential collection is delayed by one day for the remainder of the week. Granger drivers work on Saturdays during holiday weeks so that all collections, even those normally on Fridays, will receive service the following day.

For missed stops due to driver error, every effort will be made to make the service up in a timely fashion. When this is not possible, drivers will pick up extra materials on the next scheduled collection day.

In situations beyond Granger's control, such as extreme weather conditions, drivers will pick up extra materials on the next scheduled collection day.

### **Equipment and Maintenance**

Granger operates a fleet of reliable trucks in good working order. Additionally, we maintain a fully staffed team of mechanics to quickly and efficiently conduct repairs and preventive maintenance. This combination of quality equipment and on-site maintenance personnel helps ensure collection can be made reliably and spills, leaks and other issues that frustrate residents can be handled quickly and efficiently.

### **Service You Can Count On**

We live by the Golden Rule—treating our customers the way we like to be treated—with integrity, courtesy and respect. Our associates pride themselves on providing dependable and consistent service in a safe and efficient manner, week in and week out.

Granger's professional drivers are trained to protect the safety of the communities in which they work. Granger has a rigorous safety program and full-time safety supervisors with years of experience.



## Technology

Granger effectively implements technology to improve efficiency, communication and safety. Each truck has cameras both inside and outside of the truck, as well as in-cab tablets. These tools, as well as our routing and messaging software, allow for real-time tracking, increased safety and efficiency and swift action to correct and communicate any issues, delays or changes in our service.

## Communication

We maintain several avenues for communication and customer service inquiries, including a comprehensive website, call center, email and social media.

- **Website:** Our website ([www.grangernet.com](http://www.grangernet.com)) contains valuable information and customer support, as well as a quick and convenient way for customers to contact us and order additional services. Our blog ([grangernet.com/blog](http://grangernet.com/blog)) includes more in-depth articles about topics of interest in waste and recycling.
- **Customer Service:** Granger has dedicated customer service representatives available Monday – Friday, 8 a.m. to 5 p.m. We can be contacted toll-free at 1-888-9GRANGER or by email at [info@grangernet.com](mailto:info@grangernet.com). Our customer service representatives will deal promptly with any service concern.
- **Social Media:** Granger provides service updates and other information through its Facebook page at [facebook.com/collectingtomorrowsenergy](https://facebook.com/collectingtomorrowsenergy).
- **Email:** Granger sends holiday delay reminders, service alerts and other pertinent information to customers who provide their email address.

## Public Education and Outreach

Granger takes pride in our community participation. You'll see Granger trucks in local parades, meet our mascot Captain CurbySM at events, notice our containers at community clean up days and work side by side with our associates on area committees.

Granger associates are committed to providing education to Granger customers and the general public. Civic, professional and school groups are invited to learn more about waste and recycling through tours, presentations and other educational opportunities.

## PROPOSED CONTRACT

Granger is proposing four different service options for the City of Albion:

- Option A—Weekly trash collection with 96-gallon carts, every other week recycling collection with 96-gallon carts, once a month bulk item collection, and seasonal (April – November) weekly yard waste collection with 96-gallon carts, maximum 10 bags.
- Option B—Weekly trash collection with 96-gallon carts, every other week recycling collection with 96-gallon carts, once a month bulk item collection, and seasonal (April – November) weekly unlimited yard waste collection with 96-gallon carts.
- Option C—Weekly trash collection with 96-gallon carts, weekly recycling collection with blue bags, once a month bulk item collection, and seasonal (April-November) weekly yard waste collection with 96-gallon carts, maximum 10 bags.
- Option D—Weekly trash collection with 96-gallon carts, weekly recycling collection with blue bags, once a month bulk item collection, and seasonal (April – November) weekly unlimited yard waste collection with 96-gallon carts.

Residents may request a smaller (65-gallon) cart for trash collection, but the rate will remain the same. Recycling carts and yard waste carts are only available in 96-gallon size.

Additional annual community cleanup day.

Annual rate adjustments vary based on contract length. After the first year of the contract, rates would be adjusted each year by 5% for a three-year contract, 4% for a five-year contract or 3% for a 10-year contract.

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

Pricing for all options can be found in Appendix F.

## SUMMARY

We thank you for the opportunity to serve the City of Albion. If you have any questions or need additional information, please do not hesitate to contact us.

## **APPENDIX D**

### **SAMPLE ANNOUNCEMENT MATERIALS**

**(will be personalized to Albion)**



## We have great news for City of Albion!

Granger Waste Services and City are pleased to announce that Granger will continue to be the waste hauler for residents.

Granger is a family-owned and operated business headquartered in Lansing, Michigan, with additional operational locations in Alma, Jackson and Cedar Springs. Guided by strong ethics, integrity and a commitment to exceptional service, Granger has been a leading comprehensive environmental management firm for more than 50 years.



### CONTACT INFORMATION

Please make sure City of Albion has your correct contact information. Otherwise, you may not receive your informational packet from Granger in a timely fashion.



### SIGNING UP

If you are a resident of City of Albion, you will be automatically signed up for Granger service. you don't need to do anything.



### CARTS

A Granger yard waste cart will be delivered to you. You may start using this immediately.

If you have questions, or would like to find out more about Granger, use the contact information below.

**Mailing Address**  
Granger  
16980 Wood Rd.  
Lansing, MI 48906

**Customer Service**  
517-372-2800  
**Toll-Free**  
1-888-9GRANGER

**Website**  
[www.grangernet.com](http://www.grangernet.com)  
**Email**  
[info@grangernet.com](mailto:info@grangernet.com)

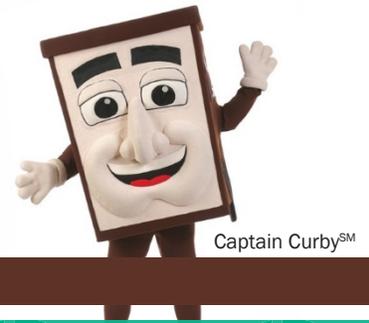


Like us on Facebook!

# APPENDIX E

## SAMPLE WELCOME MATERIALS

(will be personalized to Albion service)



Captain Curby<sup>SM</sup>

## NEW CUSTOMER GUIDE

We are excited to be your new waste hauler. To help make the transition smooth, our mascot, Captain Curby<sup>SM</sup>, has a few things to share with you.



**Trash Collection Day: MONDAY (weekly, beginning April 3)**



**Yard Waste Collection Day: WEDNESDAY (weekly, April - November, beginning April 5)**

### SERVICE DETAILS

#### TRASH SERVICE

All residents will receive a rolling trash cart. Carts hold approximately five (5) bags of trash. Up to three (3) extra bags can be placed outside your cart each week for no additional charge. Due to the type of truck that will service your route, where and how you place your cart is important, so please review the enclosed cart placement document carefully.

#### TRASH CART DELIVERY

Carts will be delivered beginning the week of March 6. Delivery is expected to take most of March, so you may not see your cart until later in the month. Please do not put your Granger cart out until service begins in April.

#### TRASH TIPS

- Place trash at the street by 7 a.m. on your collection day.
- Double bag loose materials like kitty litter, animal waste, sawdust, ashes, insulation and packing peanuts.
- Place long items like broom handles, curtain rods, etc. on the ground beside the trash.

#### YARD WASTE SERVICE

Yard waste will be collected weekly on Wednesdays (April – November). Please use your Granger yard waste cart and you may have unlimited paper yard waste bags outside the cart, which can be purchased from many local retailers.

### CUSTOMER SERVICE

#### INVOICING AND PAYMENT

You will receive your first invoice from Granger in early April. It will include charges for both trash service and yard waste for April, May and June. Review the reverse side of this sheet for more information.

#### CONNECT WITH US

Receive reminders from us about holiday or weather service delays and other important service-related information. Sign up by completing the form at [www.grangernet.com/email-sign-up](http://www.grangernet.com/email-sign-up).

#### OBSERVED HOLIDAYS

All Granger offices and operations are closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If the holiday falls on a weekday, collections will be delayed by one day for the rest of the week.

***If the holiday falls on a Saturday or Sunday, there will be NO delay.***

#### Mailing Address

Granger  
16980 Wood Rd.  
Lansing, MI 48906

#### Customer Service

517-372-2800  
**Toll-Free**  
1-888-9GRANGER

#### Website

[www.grangernet.com](http://www.grangernet.com)  
**Email**  
[info@grangernet.com](mailto:info@grangernet.com)



# GRANGER.

## INVOICE AND PAYMENT INFORMATION

### INVOICE DETAILS

#### INVOICING

You will receive your first invoice from Granger in April. Watch your mail carefully for a Granger envelope. Your bill will include charges for three months of service, as we bill quarterly.

- 1 The due date and amount due are located in the box at the bottom of the invoice.
- 2 You will need the invoice number in order to complete the registration for online bill pay.
- 3 You can find your **NEW** account number at the top, left corner of your invoice. Please use this number when calling about your account or making a payment.

### PAYMENT OPTIONS

#### ONLINE BILL PAY

Take advantage of Granger's convenient online payment system. You will need to register by following the instructions below. Make sure you have your invoice handy. To sign up:

1. Go to [www.grangernet.com](http://www.grangernet.com) and click on the brown "Make a Payment" button at the top right corner of the page.
2. Click on "Register Here."
3. Fill in your account number and invoice number. Enter and reenter your email address.
4. Create a password which is between six and 10 characters long, using the letters A-Z and numbers 0-9. Reenter the password to confirm.

#### MAIL

Be sure to make your check out to **Granger** and write your Granger account number in the memo. Send your check to:

**P.O. Box 22213**  
**Lansing, MI 48906-22213**

#### PHONE

Call our office at **1-888-9GRANGER** to pay your bill over the phone or set up recurring autopayment.

		PO Box 22213 LANSING, MI 48909-2213 1-888-9GRANGER (1-888-947-2643) P:(517) 372-2800 WWW.GRANGERNET.COM	
Account Number: 11111111	Invoice Number: 2222222	Invoice Date: 02/28/2014	Page 1 of 1
JOE CUSTOMER 1012 CUSTOMER LANE JACKSON, MI 49201		WHATEVER HAPPENS, CONDUCT YOURSELVES IN A MANNER WORTHY OF THE GOSPEL OF CHRIST. PHILIPPIANS 1:27	
Residential Invoice		Date Due: 03/20/2014	
Date:	Description:	PO Number 4400025808	Units: \$/Unit: Subtotal:
BALANCE FORWARD (If less than \$5.00 see reverse side for more information) \$20.00			
ACCOUNT NUMBER: 11111111 SITE NAME: CUSTOMER JOE, 1012 CUSTOMER LANE, JACKSON, MI 49201			
04/30/2014	LARGE CART SERVICE CHARGE	1.00	\$25.75 \$25.75
03/31/2014	LARGE CART SERVICE CHARGE	1.00	\$25.75 \$25.75
02/28/2014	LARGE CART SERVICE CHARGE	1.00	\$25.75 \$25.75
Current	30 Days	60 Days	90 Days Total
\$97.25	\$0.00	\$0.00	\$97.25
PLEASE DETACH HERE AND RETURN BELOW PORTION WITH YOUR PAYMENT.			
		PO Box 22213 LANSING, MI 48909-2213 1-888-9GRANGER (1-888-947-2643) P:(517) 372-2800 WWW.GRANGERNET.COM	
PAY ONLINE AT <a href="http://WWW.GRANGERNET.COM">WWW.GRANGERNET.COM</a>			
Please make check payable to Granger PO Box 22213, Lansing MI 48909-22213			
Name: JOE CUSTOMER		1	
Account Number:	11111111		
Invoice Number:	2222222		
Due Date:	03/20/2014		
Total Due:	\$97.25		
Amount Paid:	\$		

### CONVENIENCE FOR YOU

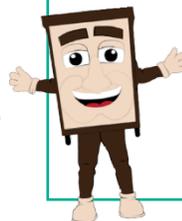
## Paperless Billing

Receive your bill electronically, with our environmentally friendly paperless billing program. We'll send your future invoices to your email—no more paper bills!

Complete the form at  
[www.grangernet.com/paperless-billing](http://www.grangernet.com/paperless-billing).

### CURBY QUICKPAY

Sign up for Curby Quick Pay for automated payment of your bills. Call 517-372-2800 or 1-888-9GRANGER to set up a recurring payment.





# WASTE ACCEPTANCE GUIDELINES

In order to ensure we are complying with all state rules and regulations and so our associates can do their jobs safely, please carefully follow our waste acceptance guidelines. These guidelines also protect you!

## PLEASE DO NOT PUT THE FOLLOWING IN YOUR TRASH:

- Open, empty or used beverage containers (with a deposit)
- Whole car or truck tires (scrap tires)
- Grass clippings or leaves
- Used oil (Oil filters must be drained for 24 hours before being placed in trash.)
- Car or truck batteries
- Oil-based paint (Latex paint is allowed, but only if dried.)
- Refrigerants/Freon (must be properly removed from appliances prior to disposal)
- Empty drums (unless clean and crushed)
- Explosives, ammunition or firearms
- Propane or other compressed gas tanks (unless empty and disabled)

A complete and detailed list of these guidelines is available at [www.grangernet.com/waste-acceptance](http://www.grangernet.com/waste-acceptance). For further clarification, please contact Granger at **1-888-947-2643**. Or contact the Michigan Department of Environmental Quality at [www.michigan.gov/deq](http://www.michigan.gov/deq) for information on materials prohibited for disposal in Michigan landfills and alternate disposal options.





GRANGER.

COLLECTION DAY INFORMATION

# CART PLACEMENT



Captain Curby<sup>SM</sup>

Captain Curby<sup>SM</sup> has a few tips for properly placing your cart on collection day. Following these instructions will help ensure your cart is emptied completely and the lid closes after service.

## PARK IT.

- Carts should be in place by 7 a.m. on your collection day.
- Carts should be placed within 3 feet of the street.



## POINT IT.

- Carts should face forward.
- Wheels and handles should be placed away from the street.

## SPACE IT.

- Cart should have a minimum of 2 feet of clearance on both sides. Please do not place any closer than 2 feet to poles, mailboxes or recycling containers.
- Cart should be unobstructed (no vehicles parked in front of the cart).





**GRANGER**

## Frequently Asked Questions

### *about Automated Trash and Recycling Service*

#### **What is an automated side load (ASL) truck?**

An ASL truck is a type of truck used to pick up trash and recycling. The opening for materials is on the side of the truck. The truck only has one driver and the driver uses a joystick inside the truck to control a mechanical arm that empties carts.

#### **Why are you changing my route to an ASL truck?**

The most important reasons are safety and injury prevention. Using the automated truck helps prevent injuries and helps keep our drivers safer since they spend less time in the road. Another bonus is more efficient service.

#### **Are you laying anyone off as a result of these new trucks?**

Some customers have worried that these changes mean we're downsizing our workforce. Rest assured! Granger is growing and we're hiring new drivers all the time. To check out our openings, visit [www.grangernet.com/careers](http://www.grangernet.com/careers).

#### **Do I have to use the cart?**

Please use the cart. It will help us collect your trash in a safer, more efficient way.

#### **Will I still be able to put out extra bags with the new truck?**

Yes. The driver will occasionally get out of the truck in order to collect extra bags. Bags should be no larger than 30 gallons and weigh no more than 30 pounds. Please note that additional charges may apply if extra bags are not included in your service.

#### **Will I still be able to dispose of bulk items like furniture and appliances?**

Yes, but these items may need to be picked up with a different truck. Please call 517-372-2800 or complete the bulk request form at [www.grangernet.com/bulk-pickup-request](http://www.grangernet.com/bulk-pickup-request). We will let you know of any special instructions.

#### **Does it matter how I place my cart at the street? What will happen if I don't do it correctly?**

It really does matter. Please see the reverse side of this sheet for instructions on how to place your cart. If you don't place your cart correctly, we will still pick up your trash. However, it will make it a lot more difficult. For example, if your cart is facing the wrong way, it will be more difficult for the mechanical arm to set your cart down upright and for the lid to close automatically.

Want more information about the ASL truck? (You can even see some video of how the truck works!)  
Check out our blog posts:

**Trash Talk: Here's the Scoop on the Automated Side Load (ASL) Truck**

([www.grangernet.com/trash-talk-heres-low-automated-side-load-asl-truck](http://www.grangernet.com/trash-talk-heres-low-automated-side-load-asl-truck))

**How You Should Place Your Cart and Why It Matters** ([www.grangernet.com/place-cart-matters](http://www.grangernet.com/place-cart-matters))



Don't just trash it, **BLUE BAG** it!

Participate in the Blue Bag Recycling Program today!

## BUY

Purchase any size sturdy blue recycling bags at local retailers or online.

### TIPS:

- Drawstring bags are best.
- Read the packaging and look for the word "RECYCLING" on the label. (Glad® and Husky® are the most common brands.)

## BAG IT

Place all clean recyclables into blue recycling bags.

### TIPS:

- **DON'T USE BLUE BAGS FOR TRASH!**
- No sorting required – recyclable materials can all hang out together in the same bag.
- Empty and rinse all containers; break down boxes and bulky items.

## TIE IT

Tie blue recycling bags and place *with trash bags* at the curb or in your personal cart on your collection day.

### TIPS:

- Double tie bags for extra security.
- Place your blue recycling bags either in your trash cart or at the curb next to your trash.
- Remember to stay within your bag limit to avoid an extra charge. (Visit the Recycle & Waste For Your Home section of our website to learn what your bag limit is.)
- Bag tag customers must use a bag tag on each blue bag.

Want to know more about how blue bag recycling works? Check out our blog post **Solving the Mystery of the Blue Bag.**

[www.grangernet.com/solving-the-mystery-of-the-blue-bag](http://www.grangernet.com/solving-the-mystery-of-the-blue-bag)



**GRANGER.**



# BLUE BAG RECYCLING GUIDE



Your recycling collection is referred to as “single-stream” or “comingled” recycling. This means that all recyclables go into your blue bag together and do not need to be sorted. Blue recycling bags are separated from trash bags once the truck returns to our facility. Recyclables are later sorted at a single-stream sorting facility.

## ACCEPTED MATERIALS

---

### MIXED PAPER

Place newspaper, magazines, direct “junk” mail, first class mail, other printing and writing papers, phone books and envelopes loose in recycling cart. **NOT ACCEPTED: string, twine, stickers, coins or plastic stuck on papers**

### METAL CANS & FOIL

Includes tin and aluminum cans and aluminum foil and trays. Rinse clean and flatten. **NOT ACCEPTED: paint cans, appliances, hangers, fencing, scrap metal, aerosol cans or containers with food residue**

### BOXBOARD

Boxboard includes items like tissue boxes, cereal boxes and paper towel rolls. Dry goods boxes only. Break down and remove any contaminants (food, plastic or foil packaging). **NOT ACCEPTED: foam, wax- or foil-coated boxes, refrigerator or freezer boxes, including 6-, 12- or 24-pack beverage cases**

### CORRUGATED CARDBOARD

Break down, remove any contaminants (foam, wood or food) and place cardboard in your bags or stack it under your bags at the curb.

**NOT ACCEPTED: wax-coated boxes, 6-, 12- or 24-pack beverage cases**

### PLASTIC JUGS, TUBS & CONTAINERS

Items should be clean and dry. Includes bottles and jugs with narrow, threaded neck; plastic tubs (margarine, sour cream, etc.); microwave trays; and yogurt containers. Must be empty, clean and dry. **NOT ACCEPTED: plastic bags, grocery bags, paper- or wax-coated milk or juice cartons, foam containers/packaging, syringes, garden hoses/ rubber, furniture, pools, toys, buckets, laundry baskets, barrels, free-flowing liquids**



# APPENDIX F

# PRICING

## APPENDIX F – Unit Pricing

### THREE YEAR

- Option 3A – Recycle Cart with Yard Waste Cart (10 bag service)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$19.82/\$18.38 SR	\$19.43/\$18.01 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.64/\$8.20 SR	\$9.45/\$8.03 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Every other week	\$4.80	\$4.70	96-gallon
Yard Waste	Weekly (April-November)	\$4.38	\$4.30	96-gallon & Bags (10 max)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**THREE YEAR**

- **Option 3B** – Recycle Cart with Yard Waste Cart (unlimited)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$20.47/\$19.02 SR	\$20.06/\$18.64 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.65/\$8.20 SR	\$9.46/\$8.04 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Every other week	\$4.80	\$4.70	96-gallon
Yard Waste	Weekly (April-November)	\$5.02	\$4.92	96-gallon & Bags (unlimited)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpsters
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**THREE YEAR**

- **Option 3C** – Blue Bag Recycling with Yard Waste Cart (10 bag service)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$15.99/\$14.24 SR	\$15.67/\$13.96 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.65/\$7.90 SR	\$9.46/\$7.75 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Weekly	\$.96	\$.94	Blue Bags
Yard Waste	Weekly (April-November)	\$4.38	\$4.29	96-gallon & Bags (10 max)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**THREE YEAR**

- **Option 3D** – Blue Bag Recycling with Yard Waste Cart (unlimited)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$16.64/\$14.89 SR	\$16.30/\$14.59 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.65/\$7.90 SR	\$9.46/\$7.75 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Weekly	\$.96	\$.94	Blue Bags
Yard Waste	Weekly (April-November)	\$5.03	\$4.92	96-gallon & Bags (unlimited)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**FIVE YEAR**

- **Option 5A** – Recycle Cart with Yard Waste Cart (10 bag service)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$19.71/\$18.27 SR	\$19.32/\$17.90 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.58/\$8.14 SR	\$9.40/\$7.98 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Every other week	\$4.80	\$4.70	96-gallon
Yard Waste	Weekly (April-November)	\$4.33	\$4.24	96-gallon & Bags (10 max)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**FIVE YEAR**

- **Option 5B** – Recycle Cart with Yard Waste Cart (unlimited)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$20.36/\$18.92 SR	\$19.95/\$18.54 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.58/\$8.14 SR	\$9.39/\$7.98 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Every other week	\$4.80	\$4.70	96-gallon
Yard Waste	Weekly (April-November)	\$4.98	\$4.88	96-gallon & Bags (unlimited)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpsters
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**FIVE YEAR**

- **Option 5C** – Blue Bag Recycling with Yard Waste Cart (10 bag service)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$15.87/\$14.11 SR	\$15.55/\$13.82 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.58/7.82 SR	\$9.39/\$7.66 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Weekly	\$.96	\$.94	Blue Bags
Yard Waste	Weekly (April-November)	\$4.33	\$4.24	96-gallon & Bags (10 max)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**FIVE YEAR**

- **Option 5D** – Blue Bag Recycling with Yard Waste Cart (unlimited)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$16.52/\$14.76 SR	\$16.19/\$14.46 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.58/\$7.82 SR	\$9.39/\$7.66 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Weekly	\$.96	\$.94	Blue Bags
Yard Waste	Weekly (April-November)	\$4.98	\$4.88	96-gallon & Bags (unlimited)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**TEN YEAR**

- **Option 10A** – Recycle Cart with Yard Waste Cart (10 bag service)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$19.60/\$18.18 SR	\$19.20/\$17.81 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.51/\$8.09 SR	\$9.32/\$7.93 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Every other week	\$4.80	\$4.70	96-gallon
Yard Waste	Weekly (April-November)	\$4.29	\$4.20	96-gallon & Bags (10 max)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**TEN YEAR**

- **Option 10B** – Recycle Cart with Yard Waste Cart (unlimited)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$20.24/\$18.82 SR	\$19.83/ \$18.44 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.51/\$8.09 SR	\$9.32/\$7.93 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Every other week	\$4.80	\$4.70	96-gallon
Yard Waste	Weekly (April-November)	\$4.93	\$4.83	96-gallon & Bags (unlimited)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**TEN YEAR**

- **Option 10C** – Blue Bag Recycling with Yard Waste Cart (10 bag service)

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$15.75/\$13.99 SR	\$15.43/\$13.71 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.51/\$7.75 SR	\$9.32/\$7.60 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Weekly	\$.95	\$.93	Blue Bags
Yard Waste	Weekly (April-November)	\$4.29	\$4.20	96-gallon & Bags (10 max)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**TEN YEAR**

- **Option 10D – Blue Bag Recycling with Yard Waste Cart (unlimited)**

Collection	Frequency	Monthly Price/unit (Billing by Contractor)	Monthly Price/unit (Billing by City)	Tote/Bin Size Provided
TOTAL	Weekly	\$16.39/\$14.63 SR	\$16.06/\$14.34 SR	96-gallon (standard) 65-gallon (by request)
Trash	Weekly	\$9.51/\$7.75 SR	\$9.32/\$7.60 SR	96-gallon (standard) 65-gallon (by request)
Recyclables	Weekly	\$.95	\$.93	Blue Bags
Yard Waste	Weekly (April-November)	\$4.93	\$4.83	96-gallon & Bags (unlimited)
Large Item Collection	1x Month	\$1.00	\$.98	N/A
Trash – City Hall, Cemetery, Water & Sewer, Maple Grove Apartments	Weekly	Included with trash	Included with trash	(4) 4-yard dumpsters
Trash – Albion Street Department	Weekly	Included with trash	Included with trash	(1) 6-yard dumpster
Trash – Maple Grove Apartments, Albion EDC, Albion Fire Department	Weekly	Included with trash	Included with trash	(3) 96-gallon

\*Recycling & Yard Waste will be provided on a city-wide basis. Annual rate adjustments will differ according to contract length.

Three (3)-year agreement = 5% annual increase

Five (5)-year agreement = 4% annual increase

Ten (10)-year agreement = 3% annual increase

\*If City of Albion handles billing of residents and pays Granger direct for the monthly bill, a 2% administrative discount can be applied.

**Appendix B  
Municipal Facilities and Events**

<b>Description</b>	<b>Address</b>	<b>Quantity</b>	<b>Size</b>
Albion Street Department	12980 27 Mile Road	2	6-yard, 1 time per week
City Hall	112 West Cass Street	1	4-yard, 1 time per week
Cemetery	1301 South Superior Street	1	4-yard, 1 time per week
Water & Sewer	507 North Albion Street	1	4-yard, 1 time per week
Maple Grove Apartments	1041 Maple Street	1	4-yard, 1 time per week
Maple Grove Apartments	1041 Maple Street	3	96-gallon, 1 time per week
Albion EDC	309 North Superior Street	1	96-gallon, 1 time per week
Albion Fire Department	207 North Clinton Street	2	96-gallon, 1 time per week



# APPENDIX G

# CONTAINER SPECIFICATIONS

# CARTS



**Regular Curby Cart**

Capacity: 96 gallons (4-5 trash bags)

Size: 45" high, 29" wide, 34" deep



**Small Curby Cart**

Capacity: 65 gallons (2-3 trash bags)

Size: 41" high, 27" wide, 28" deep



**Curby Recycler**

Capacity: 96 gallons

Size: 45" high, 29" wide, 34" deep

# FRONT-LOAD CONTAINERS



**2-Yard**

Size: 75" x 42" x 42"

Load Height: 40"



**4-Yard**

Size: 75" x 58" x 57"

Load Height: 51"



**6-Yard**

Flat: 75" x 78" x 64"

Slant: 75" x 77" x 64"



**8-Yard**

Flat: 75" x 71" x 81"

Slant: 75" x 89" x 78"



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b><i>AWARD OF CONTRACT – 2023 LOCAL BRIDGE PROGRAM GRANT APPLICATION PREPARATION FOR NORTH ALBION STREET BRIDGE</i></b>
<b>Meeting Date:</b>	March 16, 2020
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

## Background Brief:

Administration is requesting that city council award a contract to Great Lakes Engineering Group, LLC, of Lansing, Michigan, to complete the preparation and submittal of the City of Albion's grant funding application under the State of Michigan Local Bridge Program for the 2023 program year for the replacement of the North Albion Street Bridge. City Manager McClary solicited proposals from the city's engineering firm, Wightman, and its bridge inspections engineering firm, Great Lakes Engineering, to complete this work. Great Lakes Engineering submitted the lowest price proposal.

As council is aware, the North Albion Street Bridge is in serious dilapidated condition. Recently, the city's bridge inspection engineer recommended, and the city implemented, actions to reduce the lane width of the bridge by six (6) feet in each direction with appropriate barricades and signage to direct traffic toward the center of the bridge to relieve stress on the outer bridge supports that are seriously deficient. This action allows the city to maintain the current weight load limits of 24/27/31 tons rather than reducing the weight load to 4 tons to keep both lanes completely open.

The 2023 Local Bridge Program grant application is due by May 1, 2020.

## Alternatives Analysis:

Do nothing. If the city council opts to take no action, administration will need to prepare and submit the grant application if the city wishes to be considered for funding for the replacement of the North Albion Street Bridge in 2023. Since city staff does not possess the technical knowledge and expertise related to bridge construction and replacement, the grant application would lack the quality and thoroughness needed to assure a highly competitive application. The



chances of being awarded funding may be reduced as a result of a mediocre application for funding.

Award a contract to Great Lakes Engineering or Wightman. If the city council opts to award a contract for the preparation of the grant application for the 2023 Local Bridge Program project year, the city will receive professional and technical expertise in the preparation of the grant application. The grant application will be more thorough and of higher quality and will increase the city's likelihood of being awarded funding.

**Summary of Previous Council Action:**

None

**Financial Impact:**

If a contract is awarded to Great Lakes Engineering to prepare the Local Bridge Program 2023 grant application for the North Albion Street Bridge, the cost to the city will be \$1,100.00. Wightman submitted a similar proposal at a cost of \$2,000.00.

**Recommended Motion(s):**

To award a contract to Great Lakes Engineering Group, LLC, of Lansing, Michigan, in the lump sum amount of \$1,100.00 for the preparation of the City of Albion's 2023 Local Bridge Program grant application for funding for the replacement of the North Albion Street Bridge in accordance with the firm's proposal, Bridge Engineering Services – Local Bridge Program Application for N. Albion Street over Kalamazoo River, dated February 27, 2020, and authorize the City Manager to execute all documents related to this contract award on behalf of the city after any necessary approvals from the City Attorney.

**Attachments:**

Proposal for Local Bridge Program Application preparation services – Great Lakes Engineering

Proposal for Local Bridge Program Application preparation services - Wightman



February 28, 2020

City of Albion  
112 West Cass Street  
Albion, MI 49224

Attention: Mr. Darwin D.P. McClary, City Manager

**RE: N. ALBION STREET BRIDGE FUNDING APPLICATION**

Dear Darwin:

Thank you for the opportunity to partner with the City for the preparation of a grant application to MDOT for the Local Bridge Program for 2023 for the reconstruction of the N. Albion Street Bridge. Through past experiences with design of City bridges (E. Erie, E. Cass, N. Clinton, & N. Eaton) and preparing the cost estimate for last year's application, we are familiar with the historical context and expectations. We understand the City recently reduced the width of the bridge to a single lane due to structural deficiencies on the outer beams. We recognize that the applications are due May 1, 2020 and are prepared to expedite the application preparation process.

We will utilize the most recent bridge inspection report to assemble the *Bridge Safety Inspection Report* and the *Structure Inventory and Appraisal*. While the estimated cost of the bridge replacement in 2019 was approximately \$1.6M, we will prepare a current cost estimate for the bridge using MDOT's *LAP – Bridge Cost Estimate Worksheet*. As part of the application, we also anticipate preparing a narrative description of the project, location map, detour route map, and current photos of the structure.

Since time is of the essence, we are prepared to commence the application process immediately. Assuming we are authorized to proceed by March 3, 2020, we anticipate completing the application for consideration of the City Council no later than the April 20, 2020 meeting. Please be advised that the minimum match for reconstruction of the bridge is 5% and higher scores may be obtained for an increased match amount.

All services described above will be provided for a **Fixed Fee of \$2,000** and will be invoiced monthly with payment due within 30 days in accordance with our Standard Terms and Conditions (attached). Any changes in the above outlined scope of services may result in a change of schedules and/or the proposed fees. Please notify me if you find any discrepancies with our understanding of the scope.

Thank you again for requesting a proposal from our firm for professional engineering services. If this proposal is acceptable to you, please sign and date where indicated below and return a signed copy of this proposal to our office. We look forward to working with you on this project.

**ALLEGAN**

▲ 1670 LINCOLN RD. (M-40)  
ALLEGAN, MI 49010  
○ 269.673.8465

**BENTON HARBOR**

▲ 2303 PIPESTONE RD.  
BENTON HARBOR, MI 49022  
○ 269.927.0100

**KALAMAZOO**

▲ 433 E. RANSOM ST.  
KALAMAZOO, MI 49007  
○ 269.327.3532

**ROYAL OAK**

▲ 306 S. WASHINGTON AVE., SUITE 200  
ROYAL OAK, MI 48067  
○ 248.791.1371

City of Albion  
Mr. Darwin D.P. McClary, City Manager  
February 28, 2020  
Page 2

Very truly yours,

**WIGHTMAN**



Mickey E. Bittner, P.E.  
mbittner@gowightman.com

Enclosure

**Proposal Accepted by the City of Albion:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Darwin D.P. McClary, City Manager  
*Printed Name & Title*





## Standard Terms and Conditions

Updated 4/1/2019

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not be responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's Standard of Care for the purposes of this Agreement shall be that consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's Hourly Rate, and all of Consultant's Reimbursable Expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, a required item or component of the project is omitted from Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents. Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be



cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.

13. Limitations/Exclusions. Client agrees that Consultant's total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's total fee received for the Project.
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.
15. Indemnity. Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.
16. Certificate of Merit Requirement. Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.
17. Jurisdiction and Venue. Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
18. Termination. Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of

termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.

19. Billing Rates.

Principal .....	\$210.00/hour
Senior Licensed Staff.....	\$175.00/hour
Licensed Staff III.....	\$140.00/hour
Licensed Staff II.....	\$130.00/hour
Licensed Staff I.....	\$115.00/hour
Professional Staff V.....	\$140.00/hour
Professional Staff IV.....	\$125.00/hour
Professional Staff III.....	\$105.00/hour
Professional Staff II.....	\$95.00/hour
Professional Staff I.....	\$85.00/hour
Technician IV.....	\$90.00/hour
Technician III .....	\$85.00/hour
Technician II.....	\$75.00/hour
Technician I.....	\$70.00/hour
Administrative.....	\$70.00/hour
3 Man Survey Crew.....	\$185.00/hour
2 Man Survey Crew .....	\$150.00/hour
1 Man Survey Crew .....	\$100.00/hour
3 Man Survey Crew (Construction Staking).....	\$210.00/hour
2 Man Survey Crew (Construction Staking).....	\$175.00/hour
1 Man Survey Crew (Construction Staking).....	\$130.00/hour
High Definition Laser Scanning Technician .....	\$150.00/hour
Expert Witness/Testimony .....	\$400.00/hour
High Definition Laser Scanner Fee .....	\$150.00/hour

Reimbursable Expenses. Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

- Black & White Prints/Copies
  - 8 ½ x 11 \$0.19/sheet
  - 8 ½ x 14 \$0.19/sheet
  - 11 x 17 \$0.19/sheet
- Color Prints/Copies
  - 8 ½ x 11 \$0.85/sheet
  - 8 ½ x 14 \$0.85/sheet
  - 11 x 17 \$1.25/sheet
- Black & White Plots
  - 12 x 18 \$1.50/sheet
  - 18 x 24 \$2.75/sheet
  - 24 x 36 \$5.00/sheet
  - 30 x 42+ \$7.50/sheet
- Color Plots
  - 12 x 18 \$9.00/sheet
  - 18 x 24 \$18.00/sheet
  - 24 x 36 \$30.00/sheet
  - 30 x 42+ \$42.00/sheet



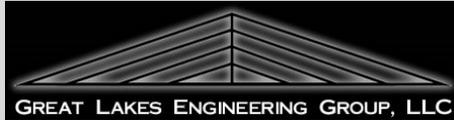
**Proposal for:**

**Bridge Engineering Services**  
**Local Bridge Application for N. Albion Street over Kalamazoo River**

Prepared for:

**City of Albion**

**February 27, 2020**



**PRIME VENDOR**

**GREAT LAKES ENGINEERING GROUP, LLC**

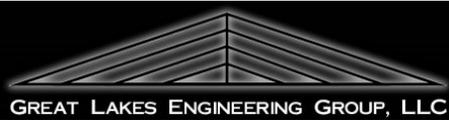
934 Clark Street  
Lansing, MI 48906  
Phone: (517) 363-4400  
Fax: (517) 363-4036  
E-mail: [amy@glengineering.com](mailto:amy@glengineering.com)  
Federal I.D. Number: 38-3526743

Great Lakes Engineering Group is a Limited Liability Corporation and licensed in the State of Michigan. **Great Lakes Engineering Group is certified as a DBE company with the Michigan Department of Transportation.**

Contact Person: Amy L. Trahey, P.E.  
Approved Negotiator: Amy L. Trahey, P.E.

**Great Lakes Engineering Group is pre-qualified with MDOT for this project in the following classification:**

- Bridge Safety Inspection
- Bridge Project Scoping
- Bridge Load Rating Analysis
- Short & Medium Span Bridge Design
- Bridge Construction Engineering



Great Lakes Engineering Group, LLC (GLEG) understands that this project consists of compiling and submitting an Application to the Michigan Department of Transportation's Local Bridge Program for the replacement of the N. Albion Street bridge over the Kalamazoo River. GLEG also has the capacity to perform any design and construction administration work that may be associated with this structure, but is not included at this time.

The N. Albion Street bridge is a single span bridge with a steel superstructure and concrete deck that are in poor condition. Two of the existing steel beams have corrosion and heavy section loss. The concrete deck has large areas of deterioration including a full-depth hole in the northwest quadrant. The most recent load rating calculations resulted in closure of the outer portion of the bridge thereby reducing the clear width to a single lane crossing. The bridge is posted for a 24/27/31 ton weight limit.

### **Bridge Definition and Application Process:**

Eligibility: To be eligible for bridge funds, the structure must meet the definition of a bridge, defined as a structure with a clear span of more than 20 feet, measured along the centerline of the roadway over a stream, watercourse, or railroad. The N. Albion Street bridge meets these requirements.

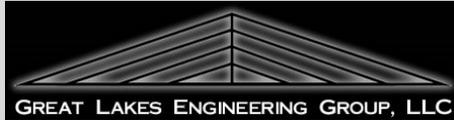
Work Type: An application must list the specific work being applied for in the preventative maintenance and/or rehabilitation categories. The recommended category for the N. Albion Street bridge is full bridge replacement.

Participation Level: The preventive maintenance, structure rehabilitation and replacement, and approach construction costs may be eligible for a maximum of 95 percent participation from federal and/or state funds. The right-of-way, design engineering, and construction engineering costs are not eligible for Local Bridge Program funds.

Cost Estimates: GLEG will compile detailed cost estimates for the recommended repair or replacement options. The current Local Agency Program Bridge Cost Estimate Worksheet will be utilized. This worksheet uses statewide average unit prices of various construction activities. This information will be helpful in determining estimated construction costs for different types of repairs.

### Site Review for Bridge Applications:

MDOT bridge personnel will review submitted applications for completeness and determine the preliminary (computer generated) rating points. The MDOT bridge staff will perform site visits, verify appropriate scopes of work, and create written site reports. The applications, preliminary rating points, and the site visit reports will then be forwarded to the respective Region Bridge Council for their review and the addition of discretionary rating points.



## **Items to be Furnished by the City of Albion:**

A Board Resolution will be needed as part of the application submission, and this will need to occur on or before the month of April, 2020.

## **Schedule**

The funding applications for the Local Bridge Program are due to MDOT on May 1, 2020. GLEG will compile the application in early Spring of 2020, assist the City with the board resolution process, and submit the application electronically to MDOT on or before May 1, 2020.

## **Qualifications of Team**

GLEG has performed Bridge Safety Inspections & Bridge Scoping Services and Local Bridge Program Applications for MDOT, local agencies and private clients over the past 19 years and thoroughly understands the process and realize the importance of providing experienced personnel to yield quality and detailed applications.

**Evan Currie, P.E.** will serve as **Bridge Engineer** and **Consultant Project Manager** and will dedicate the resources of the GLEG team to the project. He will act as the point of contact for the City of Albion. Mr. Currie has compiled bridge applications, performed bridge scopes, bridge safety inspections, and fracture critical inspections for Cities, Counties, and MDOT throughout Michigan. He fosters a positive relationship with MDOT Local Bridge Program Engineers, and has successfully compiled Local Bridge Applications most recently for the City of Jackson, City of East Lansing, Midland County Road Commission, and the Road Commission for Oakland County.

## **Cost Proposal**

The Lump Sum cost to compile the Local Bridge Application is \$1,100.00. This cost will remain valid for a 60 day period.

**CITY OF ALBION  
ORDINANCE #2020-03**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE II, DIVISION I TO AMEND  
SECTION 2-27, EMPLOYMENT AGREEMENTS

**Purpose and Finding:**

Presently Section 2-27 of the City of Albion Code of Ordinances requires all employment agreements entered into by the City Manager with subordinate employees to conform to a form agreement adopted by ordinance. To the best of the staff's knowledge, no such form agreement was ever adopted by ordinance. An employment agreement template has been prepared by the City Attorney and that template has been utilized by the City for employment of non-union employees in the City for nearly a decade. This ordinance modifies two aspects: (1) it modifies the ordinance such that a modification to the template may be done via resolution as opposed to an ordinance; (2) it modifies the ordinance such that the City Manager may vary the terms after consultation with the City Attorney only as opposed to the Attorney and the Council. As long as the agreement substantially conforms to the template, the City Manager is free to vary the terms as he deems appropriate for each employee, which is within his purview. The Council should not be involved in the same as it could potentially impede the City Manager's ability to enter into contracts with subordinate employees.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 2, Article II, Division I, of the Codified Ordinances of the City of Albion, is hereby amended, by amending Section 2-27 as follows:

**ARTICLE II: OFFICERS AND EMPLOYEES**

**DIVISION I: GENERALLY**

- a. The city manager, on behalf of the city, shall enter into an employment agreement with any person whom the city manager appoints.
- b. The mayor, on behalf of the city, after council confirmation, shall enter into an employment agreement with the city manager.
- c. Any such agreements executed pursuant to this section shall be in substantially the same form as the council has approved by resolution; provided, however, that the city manager or mayor may vary the terms of such agreement after consultation with the city attorney.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on May 6, 2020 after publication.

First Reading:

Second Reading & Adoption:

March 16, 2020

April 6, 2020

Ayes \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Absent \_\_\_\_\_

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Jill Domingo,  
Clerk

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David Atchison,  
Mayor.

**FOR INFORMATION ONLY**

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019	END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	01/31/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		3,927,663.00	3,889,655.01	102,101.97	4,197,453.00	2.43
209 - ASSESSING		10.00	50.00	0.00	0.00	0.00
215 - CLERK		315.00	315.20	51.30	100.00	51.30
260 - FINANCE DEPT AND/OR ABA GENERAL		1,680.00	1,717.50	36.93	1,600.00	2.31
276 - CEMETERY		48,500.00	53,935.27	3,200.00	58,000.00	5.52
345 - PUBLIC SAFETY		85,930.44	94,856.26	6,096.77	103,250.00	5.90
422 - CODE ENFORCEMENT		117,500.00	112,834.77	5,153.80	119,500.00	4.31
442 - CITY MAINTENANCE		74,200.00	59,050.00	0.00	0.00	0.00
444 - TREE TRIMMING		18,226.00	18,226.00	0.00	0.00	0.00
448 - STREET LIGHTING		96,127.00	96,127.00	0.00	0.00	0.00
758 - ALBION RIVER/BIKE TRAIL		22,700.00	25,000.00	0.00	42,300.00	0.00
775 - PARKS		11,694.00	11,694.40	220.00	3,250.00	6.77
778 - HOLLAND PARK TRANSFORMATION PROJECT		0.00	96.00	35,000.00	75,000.00	46.67
930 - TRANSFER IN		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL REVENUES		4,414,545.44	4,373,557.41	151,860.77	4,610,453.00	3.29
101 - CITY COUNCIL		44,360.00	29,833.78	882.42	44,854.00	1.97
172 - CITY MANAGER		153,353.00	150,051.70	10,520.89	259,065.00	4.06
209 - ASSESSING		47,650.00	44,850.77	7,394.87	46,800.00	15.80
210 - ATTORNEY		141,250.00	140,767.42	8,078.66	111,200.00	7.26
215 - CLERK		122,375.00	110,912.57	7,070.78	167,960.00	4.21
226 - HUMAN RESOURCES		18,587.00	18,566.70	1,006.90	17,241.00	5.84
260 - FINANCE DEPT AND/OR ABA GENERAL		505,065.00	486,323.36	20,624.43	520,365.00	3.96
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		75,040.00	74,218.21	3,223.92	69,623.00	4.63
276 - CEMETERY		173,535.00	159,058.37	7,559.76	171,946.00	4.40
345 - PUBLIC SAFETY		2,131,846.39	2,061,998.17	136,679.81	2,140,036.00	6.39
422 - CODE ENFORCEMENT		270,070.00	271,247.57	8,720.70	276,040.00	3.16
442 - CITY MAINTENANCE		136,750.00	132,488.59	1,522.18	57,095.00	2.67
444 - TREE TRIMMING		32,555.00	28,077.94	7,150.00	19,425.00	36.81
447 - ENGINEERING		22,060.00	16,416.29	311.69	15,187.00	2.05
448 - STREET LIGHTING		241,127.00	244,352.22	0.00	135,000.00	0.00
526 - EPA LANDFILL		21,750.00	24,182.06	0.00	10,000.00	0.00
758 - ALBION RIVER/BIKE TRAIL		22,700.00	29,771.71	0.00	42,300.00	0.00
775 - PARKS		253,415.00	237,501.58	12,547.53	235,240.00	5.33
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,460.00	186.68	0.00	75,000.00	0.00
895 - GENERAL APPROPRIATION		160,475.00	152,643.72	36,578.33	305,450.00	11.98
TOTAL EXPENDITURES		4,578,423.39	4,413,449.41	269,872.87	4,719,827.00	5.72
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,414,545.44	4,373,557.41	151,860.77	4,610,453.00	3.29
TOTAL EXPENDITURES		4,578,423.39	4,413,449.41	269,872.87	4,719,827.00	5.72
NET OF REVENUES & EXPENDITURES		(163,877.95)	(39,892.00)	(118,012.10)	(109,374.00)	107.90

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND							
000 - GENERAL		833,449.00		847,207.29	102.82	877,420.00	0.01
486 - I-94 TRUNKLINE		0.00		0.00	0.00	36,345.00	0.00
487 - M-99 TRUNKLINE		55,000.00		67,480.19	0.00	37,035.00	0.00
488 - M-199 TRUNKLINE		0.00		0.00	0.00	19,225.00	0.00
TOTAL REVENUES		888,449.00		914,687.48	102.82	970,025.00	0.01
454 - ACT 51 NON-MOTORIZED		105,000.00		2,319.20	0.00	20,000.00	0.00
461 - MAINTENANCE		350,048.00		312,432.35	25,151.64	390,105.00	6.45
465 - TRAFFIC SERVICES		3,073.00		711.61	0.00	3,178.00	0.00
467 - WINTER MAINTENANCE		49,250.00		28,831.25	387.45	43,015.00	0.90
486 - I-94 TRUNKLINE		36,705.00		25,233.53	381.95	36,345.00	1.05
487 - M-99 TRUNKLINE		36,552.00		24,350.00	1,317.04	37,035.00	3.56
488 - M-199 TRUNKLINE		19,050.00		10,356.75	132.38	19,225.00	0.69
965 - TRANSFER OUT		193,000.00		193,000.00	0.00	190,000.00	0.00
TOTAL EXPENDITURES		792,678.00		597,234.69	27,370.46	738,903.00	3.70
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		888,449.00		914,687.48	102.82	970,025.00	0.01
TOTAL EXPENDITURES		792,678.00		597,234.69	27,370.46	738,903.00	3.70
NET OF REVENUES & EXPENDITURES		95,771.00		317,452.79	(27,267.64)	231,122.00	11.80

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000	- GENERAL	288,395.00		302,008.81	203.65	293,850.00	0.07
930	- TRANSFER IN	190,000.00		190,000.00	0.00	190,000.00	0.00
TOTAL REVENUES		<u>478,395.00</u>		<u>492,008.81</u>	<u>203.65</u>	<u>483,850.00</u>	<u>0.04</u>
461	- MAINTENANCE	427,621.00		361,080.79	12,720.95	432,973.00	2.94
465	- TRAFFIC SERVICES	6,965.00		408.40	0.00	6,965.00	0.00
467	- WINTER MAINTENANCE	34,750.00		19,691.22	1,427.75	37,000.00	3.86
965	- TRANSFER OUT	3,000.00		3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		<u>472,336.00</u>		<u>384,180.41</u>	<u>14,148.70</u>	<u>479,938.00</u>	<u>2.95</u>
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		478,395.00		492,008.81	203.65	483,850.00	0.04
TOTAL EXPENDITURES		472,336.00		384,180.41	14,148.70	479,938.00	2.95
NET OF REVENUES & EXPENDITURES		<u>6,059.00</u>		<u>107,828.40</u>	<u>(13,945.05)</u>	<u>3,912.00</u>	<u>356.47</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		187,861.00		197,940.43	13,644.04	194,600.00	7.01
TOTAL REVENUES		<u>187,861.00</u>		<u>197,940.43</u>	<u>13,644.04</u>	<u>194,600.00</u>	<u>7.01</u>
780 - RECREATION		177,669.00		173,223.90	10,933.95	191,932.00	5.70
TOTAL EXPENDITURES		<u>177,669.00</u>		<u>173,223.90</u>	<u>10,933.95</u>	<u>191,932.00</u>	<u>5.70</u>
<b>Fund 208 - RECREATION FUND:</b>							
TOTAL REVENUES		187,861.00		197,940.43	13,644.04	194,600.00	7.01
TOTAL EXPENDITURES		<u>177,669.00</u>		<u>173,223.90</u>	<u>10,933.95</u>	<u>191,932.00</u>	<u>5.70</u>
NET OF REVENUES & EXPENDITURES		10,192.00		24,716.53	2,710.09	2,668.00	101.58

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		2020		% BDTG USED
		AMENDED BUDGET	END BALANCE 12/31/2019	YTD BALANCE 01/31/2020	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND						
000 - GENERAL		280,565.00	279,323.71	55.21	278,850.00	0.02
TOTAL REVENUES		<u>280,565.00</u>	<u>279,323.71</u>	<u>55.21</u>	<u>278,850.00</u>	<u>0.02</u>
523 - LEAF PICKUP		10,023.00	15,449.43	1,396.52	11,523.00	12.12
524 - TREE DUMP		10,730.00	7,347.69	669.27	50,680.00	1.32
528 - SOLID WASTE		151,358.00	124,945.03	6,487.56	167,300.00	3.88
965 - TRANSFER OUT		36,500.00	25,500.00	0.00	36,500.00	0.00
TOTAL EXPENDITURES		<u>208,611.00</u>	<u>173,242.15</u>	<u>8,553.35</u>	<u>266,003.00</u>	<u>3.22</u>
Fund 226 - SOLID WASTE FUND:						
TOTAL REVENUES		280,565.00	279,323.71	55.21	278,850.00	0.02
TOTAL EXPENDITURES		<u>208,611.00</u>	<u>173,242.15</u>	<u>8,553.35</u>	<u>266,003.00</u>	<u>3.22</u>
NET OF REVENUES & EXPENDITURES		71,954.00	106,081.56	(8,498.14)	12,847.00	66.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000	- GENERAL	5,898.84		5,912.58	1.95	455,000.00	0.00
400	- FED DRUG LAW ENFOR - REIMBUR	52,551.00		57,120.82	0.00	30,000.00	0.00
930	- TRANSFERS IN	14,393.00		14,393.43	0.00	0.00	0.00
TOTAL REVENUES		72,842.84		77,426.83	1.95	485,000.00	0.00
333	- DRUG LAW ENFORCEMENT	33,901.48		34,242.92	927.66	80,800.00	1.15
400	- FED DRUG LAW ENFOR - REIMBUR	42,801.10		41,051.85	578.26	40,000.00	1.45
TOTAL EXPENDITURES		76,702.58		75,294.77	1,505.92	120,800.00	1.25
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		72,842.84		77,426.83	1.95	485,000.00	0.00
TOTAL EXPENDITURES		76,702.58		75,294.77	1,505.92	120,800.00	1.25
NET OF REVENUES & EXPENDITURES		(3,859.74)		2,132.06	(1,503.97)	364,200.00	0.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND							
000 - GENERAL		4,819.00		4,769.47	98.42	4,533.00	2.17
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00		1,260.00	126.00	1,512.00	8.33
271 - FIRE/AMBULANCE BUILDING		28,968.00		28,967.80	1,200.00	32,000.00	3.75
273		1.00		1.00	0.00	1.00	0.00
TOTAL REVENUES		35,300.00		34,998.27	1,424.42	38,046.00	3.74
260 - FINANCE DEPT AND/OR ABA GENERAL		7,334.00		6,233.56	0.00	6,776.00	0.00
264 - EDC BUILDING		297.00		297.24	0.00	0.00	0.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		2,005.00		1,976.68	17.91	2,085.00	0.86
267 - 201 MARKET PLACE		140.00		0.00	0.00	0.00	0.00
271 - FIRE/AMBULANCE BUILDING		26,600.00		18,661.76	1,036.83	24,800.00	4.18
273 - 112 E ERIE ST		5,851.00		5,653.34	138.38	1,950.00	7.10
TOTAL EXPENDITURES		42,227.00		32,822.58	1,193.12	35,611.00	3.35
Fund 275 - ALBION BUILDING AUTHORITY FUND:							
TOTAL REVENUES		35,300.00		34,998.27	1,424.42	38,046.00	3.74
TOTAL EXPENDITURES		42,227.00		32,822.58	1,193.12	35,611.00	3.35
NET OF REVENUES & EXPENDITURES		(6,927.00)		2,175.69	231.30	2,435.00	9.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		2020		
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED	
Fund 277 - ABA SEC 8 MAPLE GROVE								
000 - GENERAL		438,279.00	460,966.79	36,398.82		376,250.00	9.67	
TOTAL REVENUES		<u>438,279.00</u>	<u>460,966.79</u>	<u>36,398.82</u>		<u>376,250.00</u>	9.67	
701 - ABA SEC 8 MAPLE GROVE		849,503.00	782,311.23	19,479.21		345,950.00	5.63	
905 - DEBT SERVICE - BONDS		61,750.00	61,500.00	0.00		0.00	0.00	
TOTAL EXPENDITURES		<u>911,253.00</u>	<u>843,811.23</u>	<u>19,479.21</u>		<u>345,950.00</u>	5.63	
Fund 277 - ABA SEC 8 MAPLE GROVE:								
TOTAL REVENUES		438,279.00	460,966.79	36,398.82		376,250.00	9.67	
TOTAL EXPENDITURES		911,253.00	843,811.23	19,479.21		345,950.00	5.63	
NET OF REVENUES & EXPENDITURES		<u>(472,974.00)</u>	<u>(382,844.44)</u>	<u>16,919.61</u>		<u>30,300.00</u>	55.84	

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		7,750.00		4,989.87	152.34	6,500.00	2.34
TOTAL REVENUES		<u>7,750.00</u>		<u>4,989.87</u>	<u>152.34</u>	<u>6,500.00</u>	<u>2.34</u>
443 - SIDEWALK PROGRAM		41,000.00		2,954.93	0.00	111,000.00	0.00
TOTAL EXPENDITURES		<u>41,000.00</u>		<u>2,954.93</u>	<u>0.00</u>	<u>111,000.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		7,750.00		4,989.87	152.34	6,500.00	2.34
TOTAL EXPENDITURES		<u>41,000.00</u>		<u>2,954.93</u>	<u>0.00</u>	<u>111,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(33,250.00)		2,034.94	152.34	(104,500.00)	0.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND							
000	- GENERAL	1,214,512.00		1,249,940.51	101,019.47	1,277,500.00	7.91
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	250,000.00		250,000.00	0.00	0.00	0.00
TOTAL REVENUES		<u>1,464,512.00</u>		<u>1,499,940.51</u>	<u>101,019.47</u>	<u>1,277,500.00</u>	<u>7.91</u>
536	- SEWER UTILITY OPERATIONS	1,424,648.00		1,423,294.47	66,646.58	1,493,015.00	4.46
542	- WWTP ENERGY IMPROVEMENTS	8,265.00		8,305.98	192.00	8,265.00	2.32
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	2,300.00		2,291.00	0.00	0.00	0.00
906	- DEBT SERVICE - LOANS	2,047.00		2,046.71	0.00	1,704.00	0.00
965	- TRANSFER OUT	149,115.00		149,115.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>1,586,375.00</u>		<u>1,585,053.16</u>	<u>66,838.58</u>	<u>1,502,984.00</u>	<u>4.45</u>
Fund 590 - SEWER FUND:							
TOTAL REVENUES		<u>1,464,512.00</u>		<u>1,499,940.51</u>	<u>101,019.47</u>	<u>1,277,500.00</u>	<u>7.91</u>
TOTAL EXPENDITURES		<u>1,586,375.00</u>		<u>1,585,053.16</u>	<u>66,838.58</u>	<u>1,502,984.00</u>	<u>4.45</u>
NET OF REVENUES & EXPENDITURES		<u>(121,863.00)</u>		<u>(85,112.65)</u>	<u>34,180.89</u>	<u>(225,484.00)</u>	<u>15.16</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	01/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 591 - WATER FUND							
000 - GENERAL		960,455.00		987,536.13	73,828.58	963,650.00	7.66
TOTAL REVENUES		<u>960,455.00</u>		<u>987,536.13</u>	<u>73,828.58</u>	<u>963,650.00</u>	<u>7.66</u>
536 - WATER UTILITY OPERATIONS		1,222,628.00		1,191,076.30	51,380.72	1,182,230.00	4.35
540 - WELLHEAD PROTECTION		500.00		0.00	0.00	500.00	0.00
906 - DEBT SERVICE - LOANS		5,123.00		5,123.14	0.00	0.00	0.00
965 - TRANSFER OUT		231,800.00		231,800.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>1,460,051.00</u>		<u>1,427,999.44</u>	<u>51,380.72</u>	<u>1,182,730.00</u>	<u>4.34</u>
Fund 591 - WATER FUND:							
TOTAL REVENUES		960,455.00		987,536.13	73,828.58	963,650.00	7.66
TOTAL EXPENDITURES		<u>1,460,051.00</u>		<u>1,427,999.44</u>	<u>51,380.72</u>	<u>1,182,730.00</u>	<u>4.34</u>
NET OF REVENUES & EXPENDITURES		(499,596.00)		(440,463.31)	22,447.86	(219,080.00)	10.25

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2020  
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2019		YTD BALANCE		2020	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 661 - EQUIPMENT POOL FUND							
000 - GENERAL		303,087.00	327,608.42	9,894.74		327,525.00	3.02
TOTAL REVENUES		<u>303,087.00</u>	<u>327,608.42</u>	<u>9,894.74</u>		<u>327,525.00</u>	<u>3.02</u>
770 - EQUIPMENT POOL		332,081.00	304,316.18	15,009.32		325,595.00	4.61
965 - TRANSFER OUT		31,528.00	31,528.43	0.00		17,850.00	0.00
TOTAL EXPENDITURES		<u>363,609.00</u>	<u>335,844.61</u>	<u>15,009.32</u>		<u>343,445.00</u>	<u>4.37</u>
Fund 661 - EQUIPMENT POOL FUND:							
TOTAL REVENUES		303,087.00	327,608.42	9,894.74		327,525.00	3.02
TOTAL EXPENDITURES		363,609.00	335,844.61	15,009.32		343,445.00	4.37
NET OF REVENUES & EXPENDITURES		<u>(60,522.00)</u>	<u>(8,236.19)</u>	<u>(5,114.58)</u>		<u>(15,920.00)</u>	<u>32.13</u>
TOTAL REVENUES - ALL FUNDS		9,532,041.28	9,650,984.66	388,586.81		10,012,249.00	3.88
TOTAL EXPENDITURES - ALL FUNDS		10,710,934.97	10,045,111.28	486,286.20		10,039,123.00	4.84
NET OF REVENUES & EXPENDITURES		<u>(1,178,893.69)</u>	<u>(394,126.62)</u>	<u>(97,699.39)</u>		<u>(26,874.00)</u>	<u>363.55</u>

FROM 01/01/2020 TO 01/31/2020

FUND: 101 202 203 208 226 248 250 265 275 277 367 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2020	Total Debits	Total Credits	Ending Balance 01/31/2020
Fund 101	GENERAL FUND				
001.00	CASH	274,830.85	418,476.87	470,405.15	222,902.57
002.00	CASH - INCOME TAX ACCOUNT	117,339.20	55,738.26	0.03	173,077.43
003.00	CERTIFICATES OF DEPOSIT	100,277.00	0.00	60.00	100,217.00
005.00	HRA ACCOUNT FOR EMPLOYEES	937.52	0.00	449.72	487.80
007.00	CASH PARK FENCE	17,672.51	6.00	0.00	17,678.51
	GENERAL FUND	511,057.08	474,221.13	470,914.90	514,363.31
Fund 202	MAJOR STREETS FUND				
001.00	CASH	242,974.38	56,882.18	96,325.25	203,531.31
017.00	INVESTMENTS	607,257.23	50,000.00	0.00	657,257.23
	MAJOR STREETS FUND	850,231.61	106,882.18	96,325.25	860,788.54
Fund 203	LOCAL STREETS FUND				
001.00	CASH	409,194.42	19,832.72	16,381.96	412,645.18
Fund 208	RECREATION FUND				
001.00	CASH	150,884.47	16,262.08	17,466.17	149,680.38
Fund 226	SOLID WASTE FUND				
001.00	CASH	120,880.27	3,982.42	17,301.69	107,561.00
Fund 248	DDA FUND				
001.00	CASH	62,018.12	30.33	358.33	61,690.12
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,600.73	11.42	0.00	33,612.15
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	9,865.76	1.95	2,566.75	7,300.96
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	205,241.69	1,424.42	1,748.17	204,917.94
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	199,044.30	36,436.91	149,769.14	85,712.07
002.00	CASH - CAPITAL PROJECTS RESERV	317,346.60	6,001.79	0.00	323,348.39
008.00	CASH-SECURITY DEPOSIT	27,038.99	445.02	88.04	27,395.97
	ABA SEC 8 MAPLE GROVE	543,429.89	42,883.72	149,857.18	436,456.43
Fund 367	SIDEWALK PROGRAM FUND				
001.00	CASH	311,597.38	152.34	777.83	310,971.89
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	(120,248.83)	153,939.24	9,151.28	24,539.13
017.00	INVESTMENTS	261,735.06	0.00	150,000.00	111,735.06
	STREET IMPROVEMENTS FUND	141,486.23	153,939.24	159,151.28	136,274.19
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	11,890.96	296,134.43	303,780.74	4,244.65
Fund 590	SEWER FUND				
001.00	CASH	274,588.10	77,680.28	216,222.78	136,045.60
017.00	INVESTMENTS	319,044.29	100,000.00	0.00	419,044.29
	SEWER FUND	593,632.39	177,680.28	216,222.78	555,089.89
Fund 591	WATER FUND				
001.00	CASH	508,640.22	67,527.68	296,103.43	280,064.47
003.00	CERTIFICATES OF DEPOSIT	150,045.00	49.00	0.00	150,094.00
017.00	INVESTMENTS	371,554.72	200,000.00	0.00	571,554.72
	WATER FUND	1,030,239.94	267,576.68	296,103.43	1,001,713.19

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION

FROM 01/01/2020 TO 01/31/2020

FUND: 101 202 203 208 226 248 250 265 275 277 367 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2020	Total Debits	Total Credits	Ending Balance 01/31/2020
Fund 661 001.00	EQUIPMENT POOL FUND CASH	62,798.28	9,894.74	27,568.61	45,124.41
TOTAL - ALL FUNDS		5,048,049.22	1,570,910.08	1,776,525.07	4,842,434.23