



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

AGENDA COUNCIL MEETING

Monday, March 21, 2016

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

• **Joseph V. Domingo**
Mayor

▪ **Maurice Barnes, Jr.**
Council Member
1st Precinct

▪ **Lenn Reid**
Council Member
2nd Precinct

▪ **Garrett Brown**
Council Member
3rd Precinct

• **Rebecca Decker**
Council Member
4th Precinct

• **Cheryl Krause**
Council Member
5th Precinct

• **Andrew French**
Mayor Pro Tem
Council Member
6th Precinct

• **Sheryl Mitchell**
City Manager

• **The Harkness Law Firm**
Atty Cullen Harkness

• **Jill Domingo**
City Clerk

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Michael Vought/MDOT, M-99 Proposed Street Repair
 - B. Mariah Phelps, EDC Intern, Redevelopment Ready Community
 - C. Carl Gibson-Calhoun County Office of Senior Services
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Study Session Minutes-February 29, 2016
 - B. Approval of Regular Session Minutes-March 7, 2016
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval Resolution # 2016-18, Credit Card Policy (RCV)
 - B. Request Approval to Set Tree Dump Dates (RCV)
 - C. Request Approval 1st Reading Ordinance # 2016-01
An Ordinance to Amend Section 2-388 Sale



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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of Obsolete Property (RCV)

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.

D. Discussion-Abatements for 600 Block of Austin Avenue

E. City Manager Report

F. Future Agenda Items

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

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

XI. ADJOURN

City of Albion
Study Session
February 29, 2016

I. CALL TO ORDER

Mayor Domingo opened the study session at 6:30 p.m.

II. ROLL CALL

Maurice Barnes (1), Lenn Reid (2), Rebecca Decker (4), Cheryl Krause (5) and Andrew French (6) and Mayor Joseph Domingo. Garrett Brown (3) arrived at 6:50 p.m.

STAFF PRESENT:

Sheryl Mitchell, City Manager; Jill Domingo, City Clerk; Cullen Harkness, City Attorney; Tom Mead, Finance Director; Jim Lenardson, Director of Public Services; Scott Kipp, Chief of Public Safety; John Tracy, Director Building, Code Enforcement and Planning; Harry Longon, Deputy Director Public Services; Larry Williams, Recreation Coordinator and Sandee MacGeorge, HR Coordinator.

III. PUBLIC COMMENTS

No public comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. **Overview-City Manager Sheryl Mitchell**

City Manager Mitchell stated the current City administration has identified the following guiding goals:

- Achieve long-term fiscal sustainability
- Provide a government structure and framework that supports economic vitality, job growth, quality of life and innovation
- Provide essential community services through planning, prioritization, and community partnerships
- Open and transparent communications with internal and external stakeholders
- Encourage employees to work as a team and who are committed to providing the highest quality services supported through professional growth and development.

The strategic objectives are as follows:

- Infrastructure (funding for roads, water mains/sewer, water tower, sidewalks)
- Blight removal (abandoned houses, demolitions, code enforcement, sale of vacant lots)
- Economic vitality (jobs, economic development, new business downtown)
- Vibrant neighborhoods (neighborhood associations, affordable quality housing)
- Government effectiveness (cross training, delinquent tax collection, collaborations, innovations and use of technology, placemaking)

Comments were received from Mayor Domingo.

B. Recreation Department-Recreation Coordinator Larry Williams

Recreation Coordinator Larry Williams stated the following goals for the Recreation Department:

- Recreation Department has moved its office location to the Albion Community Schools and it has been working out well. This allows for increased access to the kids.
- The Recreation Department is providing a Friday gym class.
- Continue to evaluate current programs and modify them to meet the needs of the community.
- Explore additional program offerings which will serve the broader community.
- Enhance the Community School relationship.
- Help Community Schools to address issue of bullying by implementing programs such as all boys and all girls assemblies and a school wide token economy, girls on the run and a mileage club for students.
- Publicize Program Offerings-The Recreation Department will continue to work on providing the public a schedule of all programs offered along with a brief description and other pertinent information of the programs on the Recreation page of the City's web page. They will also work with the Senior Forks Center to include their program offerings under the umbrella of the Recreation Department.
- Enhance and Expand Community Partnerships-The Albion Recreation Department will continue to explore ways of increasing the number of community partners which will enhance the program offerings and staffing needs.
- Continue to work with current partners to maintain and expand upon services which are already in place.

Comments were received from Council Member Barnes, City Manager Mitchell and Mayor Domingo.

C. Albion Department of Public Safety-Chief Scott Kipp

Chief Kipp stated the following goals for the Albion Department of Public Safety:

- Continue Efforts to Build Community Trust-Although great strides were made in 2015 in building community trust through interactions with residents on a daily basis, there is still work to be done. In 2016, several policies will be implemented that will help provide greater transparency and understanding to the victims of crime that they deal with on a daily basis.
- Starting January 1st Sergeants are now providing monthly reports on the statuses for all cases being handled by their shifts. While they have been responsible for managing their cases for the past several years, the monthly reports will help them keep a closer watch on the statuses so incidents don't fall through the cracks.
- Starting March 1st, officers are going to have to follow-up with every victim and provide them with status updates to their cases. There is a lack of communication both from victims and officers creating a sense that the officers don't care or are not doing anything. Most times victims wait for the officers to contact them. This will make the victims feel more involved and aware of the process.
- Continuing to develop the prevention programs for both police and fire. Currently there are two officers doing fire prevention and one officer trained as a Certified Crime Prevention Specialist. Two sergeants will be going to the Crime Prevention Specialist training this year. The goal is to get as many officers training in prevention as possible. This is a great tool for the agency to use to interact with the community on a positive note before criminal activity occurs.
- Technology-They are currently reaching the end of the life cycle of many of the expensive technological equipment. They have three in car computers that were purchased in 2005 that are using Microsoft XP that is no longer supported by Microsoft. These computers run about \$4,000 apiece and are extremely tough and hold up under heat, cold and jarring that occurs in a patrol car. The portable radios that were purchased in 2005 are also reaching the end of their life cycle. Replacement radios range from \$4,000 to \$6,000 each. We currently have 15 mobile radios and 34 portable radios. They are working on locating grants to assist in the cost of replacing the radios but individual grants for equipment are hard to locate.
- Training-ADPS will continue training efforts in 2016 where they left off in 2015. The Fair and Impartial Policing has already began and was made available to community leaders and command staff last year. They are currently scheduling training for all officers in April, which will be part of the larger effort to train all officers in Calhoun County. Once the training has been completed, a department policy will be developed for Fair and Impartial Policing. They are continuing to develop a fire training program with Sheridan Township on a monthly basis along with developing more intense training on engine operations.

- Accreditation-The Michigan Association of Chief of Police have developed an accreditation process for Michigan Law Enforcement agencies. It is the intent for ADPS to move forward with the accreditation process with the hopes that ADPS will eventually become accredited. The entire process takes several years to complete, but will assure we are developing policies, procedures and training in line with national standards. This will also help reduce the City's insurance costs.

Comments were received from Council Members Decker, French and Krause; City Manager Mitchell and Mayor Domingo.

D. Department of Public Services-Director Jim Lenardson

Public Services Director Jim Lenardson stated the following goals for the Public Service Department:

- Continue in a positive direction
- Work with the USDA-Rural Development Division and prioritize potential equipment replacement based on the best needs of the City. Potential costs for new Vector and other equipment have been gathered.
- Continue training in daily operations and safety updates.
- Continuation of the street replacement/maintenance program which correlates to the 2017 Superior St. downtown project. If we receive the Transportation Alternative Program (TAP) Grant from the State of Michigan it is hoped that this will reduce our financial portion of the project (estimated of \$50,000) which may allow for funding of local street projects yet in 2016.
- Currently working with Wightman and Associates to move forward with the USDA grant for the water tower restoration as we have received the Water System Reliability Study and are now able to incorporate that information into the grant application.
- A Request For Proposal (RFP) has been completed for the continuation of the Sidewalk Replacement Program. The RFP was posted in the Albion Recorder and due on February 29th, 2016. The bids were opened on Monday, February 29, 2016 at 10:00 a.m. in the Mayor's Office. The bid tabulation is still being worked on but the lowest bid came in at \$85,000 which is substantially lower than the \$125,000 budgeted.
- The RFP for the Single Waste Hauler is being worked on and hopefully will be completed and distributed in the near future. Director of Public Services Lenardson would like some direction from the council to provide ideas and directions towards the Single Waste Program that will incorporate the desires of the Council's constituents.

Some of the questions and concerns of the Council pertaining to the Single Waste Hauler are as follows:

1. How many houses will be serviced?
2. What will they be picking up?
3. Will leaves and recycling be included in the service?
4. How will residents be billed? Will it be a single bill to the City and the City will then bill residents or will the residents be billed directly?
5. What will happen if a resident does not pay the bill?
6. Will bills for trash be written off at the end of the year like water bills?
7. What is the price difference between direct billing the City and billing each resident?
8. Council wants to be sure going to a single waste hauler will insure residents they are receiving a good price for the service. their trash pickup.
9. How much additional work will direct billing make for the Finance Department to bill residents for waste services and will the billing cycle be monthly or quarterly?
10. The single hauler will be for residential only.
11. How long of a contract would the City have with the single hauler?
12. How do other cities handle a single waste hauler?

The consensus of the Council is to have a study session for the single waste hauler to work out how the RFP for Single Waste Haulers should be done.

Comments were received from Council Members French, Brown, Reid and Decker; Director of Public Services Lenardson, Chief Kipp, Director Planning, Building & Code Enforcement Tracy and Mayor Domingo.

E. Planning, Building & Code Enforcement-Director John Tracy

Director John Tracy stated the goals for Planning, Building & Code Enforcement are as follows:

- Achieve monthly dialog with and between Planning, EDC, DDA, ABA, etc. to work towards the betterment of the community as a whole.
- Clean-up of main thoroughfares into the city.
- Continue to work with and promote new business within the city.
- Continue to provide and improve on zoning process (*within legal boundaries*).
- Implementation of rental registration and rental certification. Will be presented to Council in June for approval.
- Complete documentation of parcels without public sidewalks adjacent/abutting (*Public Works/ Planning Project* Continue to vacate alleys never developed and / or no-longer used as intended, place on tax roll, eliminate cost to city for upkeep. Elimination of city property as applicable, place on tax roll,

- eliminate cost to the city.
- Continue to improve use of GIS as applicable.
- Continue to work with Calhoun County Land Bank Authority:
 - A. To demolish blighted properties with the most impact for Revitalization of the City.
 - B. Rehab properties.
- Work with Habitat for Humanity reference rehab of owner occupied residence.
- RRC
- Comprehensive Plan Rewrite.

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

F. Finance Department-Director Tom Mead

Finance Director Tom Mead stated the online payment/credit card payment system is available for residents and the current activity is approximately \$500-\$700 daily. The following are the goals for the Finance Department:

Accomplishments -2015

- Continued to work on discrepancies and errors from the 2014 software conversion and errors made from staffing decisions made in the past.
- Explored and tried department restructuring. Still have much more work to do in this area.
- Worked on cross training the staff. However, with the replacement of one staff member, and with future restructuring possible, still have more work to do in this area.
- Made significant progress in getting the department "caught up" in reconciliations and other areas. Still have a ways to go.
- Implemented online and credit card payment ability for our citizens.

Goals for 2016:

- Continue to make strides towards cross-training the staff to alleviate concerns arising when during times of staff vacancies, including vacations and sick days.
- Continue to train the staff so more of the day-to-day and other routine duties can be shifted to them, as described within their job descriptions, so that I will have more time available to focus more on City-wide financial matters, long- term planning, cost saving measures, and other efficiencies.
- Work towards getting the long neglected Public Safety Pension files up-to-date.

- Take initial steps to preparing long term forecasts or projections for the City, looking out possibly 3 to 5 years.
- Increasing the City's investment activity to maximize returns. There has been no new activity in this area for several years due to time constraints associated with department downsizing.
- Continue to work towards getting the department compliant in areas of distributions, reconciliations, reporting, etc.

Visions for 2017 and beyond:

- Continue to explore options for a department restructuring that might improve efficiencies while also being agreeable to the unions.
- Continue efforts to put together long term forecasts or projections for the City.
- Explore software options to computerize many of the Public Safety Pension Fund records. The current status of some of these records is very concerning.
- Again, attempt to get into a "current" state so we can be proactive instead of reactive.
- Explore ways in which we can get maximum utilization from some of the City's less common Funds. For example, more profitability in the Equipment Pool Fund which translates into increased capital asset purchasing power. Also maximizing ACT 51 reimbursements which translates into more Major and Local Street Fund repair money.
- Continue to look at appropriate fee charges to help the City recover its cost for providing services. This could involve internal and possibly independent fee and cost studies.

Comments were received from Council Member Barnes and Mayor Domingo who reminded Council that the Maple Grove Trust would be expiring this year.

G. City Clerk-Clerk Jill Domingo

City Clerk Domingo stated the goals for the Clerk's Office are as follows:

- Conduct four (4) elections-March Presidential Primary; May Special; August Primary and November General which include the following:
- Maintain and test all equipment-tabulators, automarks and e-poll books.
- Train election inspectors for two year certification
- Train election inspectors on e-poll book prior to each election.
- Implement new agenda and minute software. Currently working with City Manager Mitchell on this project. City Manager Mitchell has found a cost effective program that will work well for the City and offers a 90 day free trial period.

- Contract File/Records-Continue updating records that should be maintained in the Clerk's office on a Excel spreadsheet for easy access
- Newsletter-Continue producing a weekly newsletter
- Boards & Commissions-Agenda's and Minutes/Keeping Boards & Commissions book updated with accurate board members and information/Notify the Mayor and City Manager of any openings/Oath of Office
- Website-Continue to update website with new information

Comments were received from Council Members Brown and Decker.

H. Human Resources-Human Resources Coordinator Sandee MacGeorge

- Create a Retiree list with current contact information
- Distribute Revised Safety Manual after final approval
- Make final revisions and distribute new Employee Policy Manual
- Organize and archive old employee personnel records
- Keep directors on track with staff evaluations
- Organize one on one meetings for interested employees, including Albion District Library and the Housing Commission, with MERS, ICMA and AFLAC

Comments were received from City Manager Mitchell

I. City Attorney-City Attorney Cullen Harkness

City Attorney Harkness stated the following goals for the City Attorney's Office:

- We currently have no incoming litigation
- Plans for additional education
- Continue to provide legal updates to Public Safety
- Maintain accessibility to City Manager, Department Head and Public Safety
- We have a 90% conviction rate for cases going to court
- Plans to help victims get more interested in following through with cases
- Has less than a seven day turn around for warrants
- Update City Ordinances that may be out dated
- Work on Charter Amendments
- Continue to inform Council on criminal cases
- We currently have no ongoing litigation
- Work on the Albion Trust-some of the things that are of concern:
 1. He would like to see a shorter time period for the Trust
 2. Would like the Board to not be able to self-appointment for terms that have expired.
 3. Would like Trust be modifiable if necessary
 4. Would like oversight and accountability for the Trust

Comments were received from Council Member Brown and Mayor Domingo.

J. City Manager-City Manager Sheryl Mitchell

City Manager Mitchell stated the following goals are the completed and ongoing goals for the City Manager:

GOAL	2015 STATUS	2016
<ul style="list-style-type: none"> • Increase financial resources/reduce expenses – actively seeking grants and alternative sources of funding. Reduction in expenses through Assessor's contract, telephone system, and entered into agreement with Office Depot to reduce costs. 	Done	Ongoing
<ul style="list-style-type: none"> • Community Wide Marketing Plan - working with Chamber, Albion College and Albion Community Schools on marketing plan utilizing French Special Projects assistant Marie Macone on a 6-month internship. 	Done	
<ul style="list-style-type: none"> • Recreation Master Plan - Work with Citizens Advisory Committee and Planning Commission on update of 5-year plan. Received Approval from DNR Trust. 	Done	
<ul style="list-style-type: none"> • DDA Plans - work with DDA on update of DDA Master Plan and Parking Plan 	Initiated	Ongoing
<ul style="list-style-type: none"> • Performance Measures for Departments/Divisions – making revisions to current evaluation process to be more consistent across departments and incorporate performance measures for department directors. 	Initiated	Ongoing
<ul style="list-style-type: none"> • Maintain a General Fund balance that is at least 15% of expenditures - with ongoing declines in property tax revenues, this becomes increasing more difficult to attain each year. 	Done	Ongoing
<ul style="list-style-type: none"> • Monthly Financial Reports to Council – working with Finance Director to at least provide quarterly updates. This will begin in March, 2016. 	Not in place yet	Ongoing
<ul style="list-style-type: none"> • Complete Restructuring of Recreation Department - eliminated director's position. Department is now staffed by 3 permanent part-time staff. Supplemented by Michigan Works youth, volunteers, and partnership organizations. 	Done	

- **Munetrix** – available via website to provide citizens with financial and service level information. Department Heads will be adding information for capital plans online in Munetrix. Done Ongoing
- **Priority Based Budgeting**-Bring long-term financial planning process and strategies to the budgeting process focusing on citizens public priorities. High cost associated with this plan so it has currently been taken off the immediate goals list.
- **Town Hall meetings** – first series of 6 meetings was very successful. Future meetings will most likely be focused on particular topics of discussion. These will be based on the comprehensive plan. Done Ongoing
- **Restructure the City Website** – conversion is completed. Done Ongoing
- **Expand quality of Information of Government Access Channel** – more frequent updates. Evaluation equipment upgrades
- **Update Telephone System** – has not been undertaken yet. Conversion to a less expensive long-distance service has been completed. Evaluate all communications systems for upgrades. Initiated Ongoing
- **Neighborhood Revitalization** - evaluate and implement programs for rehabilitation and construction of neighborhood housing. Investigate Neighborhood Enterprise Zones. Albion College has also initiated a plan through the college in reference to neighborhood revitalization. Initiated Ongoing
- **Train Service & Depot** - work with partners on increasing frequency of stops and upgrades to station and infrastructure. Applying for a grant to update the train station. Albion has the highest increase in ridership. Initiated Ongoing
- **MDNR Trust Fund Grant** - implementation of grant for Albion River Trail expansion Initiated Ongoing
- **Lead Task Force** - work with County committee to increase lead testing in pre-school children and resources for remediation of housing and water connections. Initiated Ongoing

Council Member French asked about possible railroad crossing closings in Albion?

City Manager Mitchell stated the Railroad would like to increase the rate of speed the trains are able to travel through town, however, any crossing closures must be approved by Council.

Additional comments were received from Council Members Brown and Barnes; Chief Kipp and Mayor Domingo.

K. Questions/Discussion

Council Member French asked if the website was cell phone friendly to which City Manager Mitchell indicated it was.

Mayor Domingo thanked the City Manager and Department Heads for their presentations at the meeting and thought everyone did a very nice job.

V. PUBLIC COMMENT

No public comments were received.

VI. ADJOURNMENT

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

Mayor Domingo adjourned the Study Session at 8:30 p.m.

Date

Jill Domingo
City Clerk

City of Albion
City Council Meeting
March 7, 2016

I. CALL TO ORDER

Mayor Domingo opened the regular session at 7:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Maurice Barnes (1), Lenn Reid (2), Garrett Brown (3), Rebecca Decker (4), Cheryl Krause (5) and Andrew French (6) and Mayor Joseph Domingo.

STAFF PRESENT:

Sheryl Mitchell, City Manager and Cullen Harkness, City Attorney.

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Barnes and Mayor Domingo.

VI. PRESENTATIONS

A. Linda Freybler, Calhoun County Convention Visitor's Bureau-\$20,000 Check Presentation to the Holland Park Transformation Project.

Ms. Freybler thanked Amy Robertson and was impressed by Lenn Reid's presentation of History Hill. She thanked everyone for the transformation project and presented a \$20,000 check from the Calhoun County Convention Visitor's bureau.

B. Update on Albion District Library-Cindy Stanczak

Library Director Cindy Stanczak presented the following updates to the Council for the Albion District Library:

- The Albion District Library works on a calendar year budget and the audit will be in April
- There has been a heavy use of the Library
- The Library provided 640 programs last year

- They received a \$30,000 grant from Albion-Homer United Way for a reading program
- They will hire a family literacy assistant
- "Geek the Library"-what are you excited about
- The Dolly Parton Imagination Library has books delivered every month to the homes of 320 children in Albion.

Comments were received from Council Members French and Krause.

C. Meals on Wheels Proclamation-Kitty Knoll, Senior Services and Dan Pontius, Nutrition & Transportation Program Manager

Mayor Domingo read aloud the Proclamation for Meals on Wheels and presented to Kitty Knoll, Senior Services and Dan Pontius, Nutrition & Transportation Program Manager.

Comments were received from Kitty Knoll, Senior Services and Dan Pontius, Nutrition & Transportation Program Manager who stated the following:

- 150 Seniors in Calhoun County are on the waiting list for Meals on Wheels
- The "March for Meals" helps to raise awareness about senior services and the Meals on Wheels program
- A \$30.00 donation will feed a senior 1 meal a day for a week.

VII. CITIZENS COMMENTS

No comments were received.

VIII. CONSENT CALENDAR (VV)

(Items on Consent Calendar are voted on as one unit)

A. Approval Regular Council Session Minutes-February 16, 2016

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

IX. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval for Lion's White Cane Event

French moved, Krause supported, CARRIED, To Approve Lion's White Cane Event as presented. (7-0, vv)

B. Request Approval of City Manager's Goals (RCV)

French moved, Krause supported, CARRIED, to Approve City Manager's Goals as presented. (7-0, rcv))

C. Request Approval Vehicle for Hire Annual Business License for Maxie Transportation.

French moved, Barnes supported, CARRIED, to Approve Vehicle for Hire Annual Business License for Maxie Transportation as presented. (7-0, rcv)

D. Request Approval Annual Garbage License for: (RCV)

1. Turner Sanitation
2. Republic Waste
3. Waste Management
4. Granger Container Service

Comments were received from Mayor Domingo.

French moved, Reid supported, CARRIED, to Approve the Above Annual Garbage Licenses as presented. (7-0, rcv)

E. Request Approval of Annual Mechanical Amusement Devices for: (RCV)

1. Albion College
2. Cascarelli's Tavern
3. Leisure Hour Club
4. Pizza Hut
5. Redbox Automated
6. Spartan Stores/Family Fare
7. R & R
8. Albion Moose

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

French moved, Decker supported, CARRIED, To Approve the Above Annual Mechanical Amusements Devices as presented. (7-0, rcv)

F. City Manager Report

City Manager Mitchell updated the Council on the following items:

- **Lead Task Force** -- next meeting; Thursday, March 10, 1:30pm-3:00pm at Grace Health, Sanitas Conference Center (lower Level, 181 W. Emmet Street, Battle Creek, MI.
- **M-99 (Superior Street) Reconstruction Public Open House** - Monday, March 21, 2015 - 4:30 – 6:30 p.m., Albion District Library, 501 S. Superior St.
- **Redevelopment Ready Community** - Kick-off - Monday, March 28 at 7pm. Location to be announced.

- **DDA** - will be reviewing and updating the 2006 Parking Study for downtown
- **Active Shooter & Intruder Training** - for all employees - March 23, 8:30am-12:30pm or March 29, 12:30pm-3:30pm
- **Forks Senior Center** - gave an update last week - March 2nd
- **Albion Community Schools** - invited to provide update at meeting on Tuesday, March 8th
- **Ismon House** - contractor is moving forward with 3rd floor renovations. Next board meeting is Tuesday, March 15 at 5:30pm.
- **Retirement Party for Steve Williamson** - Tuesday, March 15 at 12noon at Street Dept. Garage
- **Albion Prayer Breakfast** - Saturday, March 19th, 9:30am at Albion College, Upper Baldwin - asked if Council would purchase a table.
- **Boy Scout Troop #1 - 100 Year Celebration** - Saturday, March 19 at 10:30am at Bohm Theater, followed by lunch at First United Methodist Church

G. Future Agenda Items

- Council Member Barnes would like abatements for the 600 block of Austin Avenue added to the next agenda.
- Council Member Brown would like a date for the single waste hauler study session.

Q. Motion to Excuse Absent Council Member (s)

No action was necessary as all members were present.

- X. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to agenda items and to no more than five (5) minutes. Proper decorum is required.)

No comments were received.

XI. ADJOURNMENT

French moved, Barnes supported, CARRIED, to ADJOURN Regular Session. (7-0, vv).

Mayor Domingo adjourned the Regular Session at 8:05 p.m.

Date

Jill Domingo
City Clerk

Resolution #2016-18

A RESOLUTION AMENDING THE CREDIT CARD POLICY AND PROCEDURES FOR THE CITY OF ALBION PURSUANT TO PUBLIC ACT 266 OF 1995.

WHEREAS, Public Act 266 of 1995 requires all municipalities within the State of Michigan to formulate and maintain written policies when authorizing the use of credit cards for the purchase of goods and services for the official business of the municipality; and

WHEREAS, the City of Albion desires to authorize certain city employees to use credit cards for the purchase of goods and services for the official business of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Albion City Council does hereby adopt and establish the following policy for the use of credit cards for the purchase of goods and services for the official business of the City of Albion:

ISSUANCE OF CREDIT CARDS

1. Credit cards may only be issued to the following City employees: Mayor, City Manager, Finance Director, City Clerk, Chief of Public Safety, Director of Public Services, Deputy Director of Public Services, Director of Planning, Building and Code Enforcement, and the Recreation Director. Should a department not have a director, the City Manager may authorize the issuance of a credit card to an employee within that department.
2. The City Manager shall be the officer responsible for the issuance, accounting, monitoring, and retrieval of any and all credit cards issued in the name of the City of Albion. Any credit card issued in the name of the City of Albion may only be used for the purchase of goods and services for the official business of the City of Albion. No person shall be allowed to have custody or possession of a credit card in the name of the City of Albion unless said person is an active employee of the City. To this end, any person terminated or voluntarily discontinuing their employment with the City of Albion, any persons on extended sick leave, or any person on leave of absence for any reason other than vacation shall deposit any City credit cards in their possession with the City Manager.
3. The authorized credit limit of each individual credit card issued by the City of Albion shall not exceed \$5,000.00.
4. Purchases made via the credit card must comply with the City's purchasing and expenditure policies. The card in no way changes such policies.
5. Anyone using a City of Albion credit card shall sign an agreement to abide by adopted City credit card policy and procedures.

TRANSACTION PROCEDURE

6. Credit card transactions may be performed in person, over the telephone, through the internet, or through the mail. When using a City credit card, authorized employees are required to follow the below listed procedures, in addition to procedures for management approval and payment of the charges:
 - A. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a city government credit card. If the transaction is via a telephone, internet, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date of the card.
 - B. All original receipts and credit card statement are to be submitted to the Finance Department-Accounts Payable
 - C. Retain copies of all receipts and credit card statements and provide a copy to the City Manager on request.
 - D. Each authorized Department Head or designated employee is responsible for the use of a City credit card by their department. The Department Head or designee is responsible for ensuring any charges made are authorized by City expenditures, and that adequate funding is available within the department's approved budget.
 - E. Each authorized employee making use of a City credit card shall make a full accounting of any expenditures at the same time the periodic credit card billing is received by the City. This full accounting shall include, but not be limited to, the following:
 - 1) A specific listing of any goods and services purchased;
 - 2) The cost of any such goods or services;
 - 3) The dates that the purchases were made;
 - 4) Original receipts to support the transaction(s) reflected on the statement and
 - 5) A statement of the official business purpose for which the goods or services were purchased (if requested).

TAX EXEMPT STATUS

7. An authorized employee using a City credit card shall notify the vendor or merchant that the credit card transaction is tax exempt for goods and services purchased in the State of Michigan (use the attached letter certifying the City's tax exempt status).

CREDIT CARD SECURITY

8. An authorized employee possessing a City credit card shall always treat the credit card with a level of care that will secure the credit card and the account number.
 - A. **STORAGE OF THE CREDIT CARD.** The City credit card shall be kept in a secure location at all times.
 - B. **CREDIT CARD ACCOUNT NUMBER.** The City credit card account number shall be guarded carefully. The account number should not be written down or posted.
 - C. **LOST OR STOLEN CREDIT CARDS.** If a City credit card is lost or stolen, the employee shall immediately notify the City Manager and the organization issuing the card to report the same.
 - D. **PERSONAL LIABILITY.** The use of a City credit card by an authorized employee will not impact the cardholder's personal credit history when used for authorized purposes. The City issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner only and will be held personally liable for using the card for unauthorized purchases or purposes.

PROCEDURES FOR CREDIT CARD PAYMENT

9. The authorized employee shall review and approve all credit card billings received for payment prior to the submission of the statement to the Finance Department-Accounts Payable. The Finance Department-Accounts Payable shall review each credit card billing and all documentation as provided above to guarantee compliance with this Resolution prior to approving such bills for payment. The Finance Director shall review the statements and bring any discrepancies to the attention of the City Manager for resolution. The outstanding balance due on any credit card account billing statement shall always be paid in full by the due date listed on the billing.

PROHIBITED USES

10. Under no circumstances should Municipal credit cards be used for any of the following:
 - a. Cash advances;
 - b. Standard merchant category exclusions (e.g. liquor or tobacco products);
 - c. Personal use (including the purchase of personal items, or any other items that are not for City use);

PENALTY FOR WRONGFUL USE

11. Any employee of the City of Albion who violates the provisions of this policy shall be subject to disciplinary action up to, and including, dismissal, and may be subject to civil or criminal action.

At a regular meeting of the Albion City Council, motion was made by Council member _____, supported by Council member _____, to adopt the above resolution.

Date: March 21, 2016

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on March 21, 2016.

Jill Domingo
City Clerk

City of Albion Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Albion, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Albion as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Albion for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the City's Personnel Policies, up to and including termination. The City of Albion will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said policy.

Signature: _____

Date: _____

(For City Manager's Office Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____

Resolution #2004-02

A RESOLUTION ESTABLISHING A CREDIT CARD POLICY AND PROCEDURES
FOR THE CITY OF ALBION PURSUANT TO PUBLIC ACT 266 OF 1995.

WHEREAS, Public Act 266 of 1995 requires all municipalities within the State of Michigan to formulate and maintain written policies when authorizing the use of credit cards for the purchase of goods and services for the official business of the municipality; and

WHEREAS, the City of Albion desires to authorize certain city employees to use credit cards for the purchase of goods and services for the official business of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Albion City Council does hereby adopt and establish the following policy for the use of credit cards for the purchase of goods and services for the official business of the City of Albion:

1. **ISSUANCE OF CREDIT CARDS**

Credit cards may only be issued to the following City employees: Mayor, City Manager, City Clerk/Treasurer/Finance Director, Chief of Public Safety, Director of Public Services and the Recreation Director. The City Manager shall be the officer responsible for the issuance, accounting, monitoring, and retrieval of any and all credit cards issued in the name of the City of Albion. Any credit card issued in the name of the City of Albion may only be used for the purchase of goods and services for the official business of the City of Albion. No person shall be allowed to have custody or possession of a credit card in the name of the City of Albion unless said person is an active employee of the City. To this end, any person terminated or voluntarily discontinuing their employment with the City of Albion, any persons on extended sick leave, or any person on leave of absence for any reason other than vacation shall deposit any City credit cards in their possession with the City Manager.

2. **TRANSACTION PROCEDURE**

Credit card transactions may be performed in person, over the telephone, through the internet, or through the mail. When using a City credit card, authorized employees are required to follow the below listed procedures, in addition to procedures for management approval and payment of the charges:

- A. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a city government credit card. If the transaction is via a telephone, internet, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date of the card.

- B. Retain all receipts and credit card slips.
- C. Each authorized employee making use of a City credit card shall make a full accounting of any expenditures at the same time the periodic credit card billing is received by the City. This full accounting shall include, but not be limited to, the following:
 - 1) A specific listing of any goods and services purchased;
 - 2) The cost of any such goods or services;
 - 3) The dates that the purchases were made; and
 - 4) A statement of the official business purpose for which the goods or services were purchased.

3. **TAX EXEMPT STATUS**

An authorized employee using a City credit card shall notify the vendor or merchant that the credit card transaction is tax exempt for goods and services purchased in the State of Michigan (use the attached letter certifying the City's tax exempt status).

4. **CREDIT CARD SECURITY**

An authorized employee possessing a City credit card shall always treat the credit card with a level of care that will secure the credit card and the account number.

- A. **STORAGE OF THE CREDIT CARD.** The City credit card shall be kept in an accessible but secure location at all times.
- B. **CREDIT CARD ACCOUNT NUMBER.** The City credit card account number shall be guarded carefully. The account number should not be written down or posted.
- C. **LOST OR STOLEN CREDIT CARDS.** If a City credit card is lost or stolen, the employee shall immediately notify the City Manager and the organization issuing the card to report the same.
- D. **PERSONAL LIABILITY.** The use of a City credit card by an authorized employee will not impact the cardholder's personal credit history when used for authorized purposes. The City issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner only and will be held personally liable for using the card for unauthorized purchases or purposes.

5. **PROCEDURES FOR CREDIT CARD PAYMENT**

The authorized employee shall review and approve all credit card billings received for payment prior to the submission of the billing to the City

Clerk/Treasurer/Finance Director. The City Clerk/Treasurer/Finance Director shall review each credit card billing and all documentation as provided in Section 3 above to guarantee compliance with this Resolution prior to approving such bills for payment. The City Clerk/Treasurer/Finance Director shall bring any discrepancies to the attention of the City Manager for resolution. The outstanding balance due on any credit card account billing statement shall always be paid in full by the due date listed on the billing.

6. **PENALTY FOR WRONGFUL USE**

Any employee of the City of Albion who violates the provisions of this policy shall be subject to disciplinary action up to, and including, dismissal, and may be subject to civil or criminal action.

At a regular meeting of the Albion City Council, motion was made by Council member Waite, supported by Council member Branche, to adopt the above resolution.

Date: January 20, 2004

Ayes: 7
Nays: 0
Absent: 0

I certify that this resolution was adopted by the City Council of the City of Albion on January 20, 2004.

Kerry Helmick
Kerry Helmick
City Clerk/Treasurer/Finance Director

City of Albion Credit Card Procedures

Issuance of Credit Cards

1. Credit cards will only be issued to the Mayor, City Manager, City Clerk/Treasurer/Finance Director, Chief of Public Safety, Director of Public Services and the Recreation Director.
2. The authorized credit limit of each individual credit card issued by the City of Albion shall not exceed \$5,000.

Card Use

1. The credit card shall be used for the purchase of goods and services that are for the official business of the City of Albion when normal accounts payable procedures cannot be utilized.
2. Purchases made via the credit card must comply with the City's purchasing and expenditure policies. The card in no way changes such policies.
3. Anyone using a City of Albion credit card shall sign an agreement to abide by adopted City credit card policy and procedures.

Items that cannot be purchased with the credit card

1. Cash advances
2. Standard merchant category exclusions (e.g. liquor or tobacco products)
3. Personal use

City of Albion Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Albion, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Albion as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Albion for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the City's Personnel Policies, up to and including termination. The City of Albion will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said policy.

Signature: _____

Date: _____

(For City Manager's Office Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____

CITY OF ALBION TREE DUMP OPENING “DATES FOR 2016”

The Tree Dump schedule is as follows. Starting each month from April through October from 8:00 a.m. to 12:00 p.m. The only items that will be accepted are; limbs, brush, shrubs, leaves and grass clippings only. No other material will be accepted.

THERE WILL BE A SPECIAL TREE DUMP OPENINGS. NO PASS WILL BE REQUIRED ON MAY 14th AND NOV. 12th, FROM 8:00 A.M. TO 4:00 P.M.

Grass clippings and leaves will be accepted at a site located behind and west of the area where limbs are dumped. These materials cannot be mixed with limbs and brush. Citizen will have to take leaves and grass clippings out of bags and remove the bag from site.
NO COMMERCIAL DUMPING ALLOWED.

The Tree Dump location is off Brownswood Road by the Albion Sewage Treatment Plant. (Directional signs will be posted). Citizens will be required to show proof of residency with their Tree Dump Pass to the attendant, before unloading vehicle.

An annual Tree Dump Pass may be purchased at Albion City Hall - 112 W.Cass St. from the Clerk's Office for \$10.00 dollars.

TREE DUMP OPENING DATES FOR 2016

April 9 th	8 a.m. to 12 p.m.
April 23 rd	8 a.m. to 12 p.m.
Special Opening	<u>No Pass Required</u>
May 14 th	- 8 a.m. to 4 p.m.
May 28 th	8 a.m. to 12 p.m.
June 11 th	8 a.m. to 12 p.m.
June 25 th	8 a.m. to 12 p.m.
July 9 th	8 a.m. to 12 p.m.
July 23 th	8 a.m. to 12 p.m.
Aug. 13 th	8 a.m. to 12 p.m.
Aug. 27 th	8 a.m. to 12 p.m.
Sept. 10 th	8 a.m. to 12 p.m.
Sept. 24 th	8 a.m. to 12 p.m.
Oct. 8 th	8 a.m. to 12 p.m.
Oct. 22 th	8 p.m. to 12 p.m.
Special Opening	<u>No Pass Required</u>
Nov. 12 th	- 8 a.m. to 4 p.m.

**ANY OTHER SPECIAL OPENING'S WILL BE PRINTED
IN OUR LOCAL MEDIA**

CITY OF ALBION
ORDINANCE #2016-01

AN ORDINANCE TO AMEND SECTION 2-388
SALE OF OBSOLETE PROPERTY

Purpose and Finding: Ordinance 2-388 currently provides the City's procedure for the sale of obsolete or unusable personal property owned by the City. Several employees have expressed an interest in purchasing obsolete property for sale. It is believed that these employees, by virtue of their employment, should have the first option to purchase said property. The amendment gives employees the first opportunity and also gives the City Manager the authority to control that procedure. The purchases of the obsolete or unusable property, whether to an employee or to the public, would continue to be done consistently with state and federal law requirements as well.

THE CITY OF ALBION ORDAINS:

Section 2-388 – Sale of Obsolete Property

1. The sale of unusable or obsolete personal property from any using agency within the City, which has a value of \$2,500.00 or more, or other limited as established by resolution of the council, shall occur as follows:
 - A. The sale of obsolete or unusable property of a value of more than \$2,500.00 shall first be offered to current City employees. Interested employees may submit sealed bids to the City Manager within the time period designated by the City Manager. The City Manager shall have the discretion to set minimum bids for the sale of the property. Employees must demonstrate, where applicable, that they are permitted to purchase and/or own the property under state and federal law. If the property is not sold to an employee via this subsection, the sale of the obsolete property shall proceed via subsection (B);
 - B. The same of obsolete of unusable property of a value of more than \$2,500.00, which is not sold pursuant to subsection (A) shall be sold by public auction, held after a five-day publication of the time of the sale, the items of property to be sold, and any relevant terms of sale;

- C. The proceeds of any sale of personal property under this section shall be paid to the general fund unless otherwise advertised in the five-day publication and approved by the City Council;
 - D. Nothing contained within this section shall be deemed to abrogate or supersede federal or state law requirements regarding the ownership, possession, sale, or transfer of certain personal property.
2. Subsection (1) of this section shall not apply to the sale of unusable or obsolete personal property in the following situations:
- A. Unusable or obsolete personal property with a value of \$2,500.00 or less, or other limited as established by resolution of the council, may be sold directly by the City Manager without public auction or sealed bid;
 - B. The sale of personal property used as a trade-in for the purchase of new supplies or materials or equipment.

This Ordinance shall take effect on May 4, 2016, after publication.

First Reading: March 21, 2016

Second Reading & Adoption: April 4, 2016

Ayes: _____

Ayes: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

Jill Domingo, City Clerk

Joseph V. Domingo, Mayor

From: John Tracy
Sent: Wednesday, March 16, 2016 12:27 PM
To: Sheryl Mitchell <smitchell@cityofalbionmi.gov>
Subject: 600 Block of Austin Ave.

Sheryl,

Do to the winter weather rehab of structures in the 600 block of Austin Ave. have for the most part been on hold.

Property owner of 610 Austin Ave. claims to have hired an individual to begin work on the exterior of the structure as soon as the weather breaks.

John Tracy
Director of Planning, Building, Code Enforcement
City of Albion
112 W. Cass Street
Albion, Michigan 49224
Office: 517-629-7189
Fax: 517-629-7454
jtracy@cityofalbionmi.gov