



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 6, 2017

7:00 P.M.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Books & More Update-Jim & Staci Stuart & Dorothy Dickerson
 - B. Proclamation-Dorothy Dickerson
 - D. Proclamation-15th Annual March of Meals Month
 - E. DNR Grant-Danielle Nelson
 - F. Update from AmeriCorps Vista-Albion Forward & Other Projects – Danielle Nelson & Morgan Hull
- 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 Regular Council Session Minutes, February 21, 2017
 - B. Approval Special Session Minutes, February 27, 2017
 - C. Approval Goal Setting Study Session Minutes-February 27, 2017
 - D. Approval Goal Setting Study Session Minutes-February 28, 2017
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 2nd Reading Ordinance # 2017-02, An

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.



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

- Ordinance to Amend Ordinances 66-139 and 66-176 Solid Waste (RCV)
- B. Request Approval for the Red, White and Blue Cruise-In to Use the East Parking Areas Behind Buildings between Cass St. & Erie St. Including the Stoffer Plaza Market Place (RCV)
- C. Request Approval Resolution # 2017-06, Request for Monthly Budget Updates
- D. Discussion/Approval Resolution # 2017-07, A Resolution for Public Posting of City of Albion Job Opportunities (RCV)
- E. Request Approval Resolution # 2017-08, A Resolution to Approve Recommendation of Special Event Liquor License for the Sister City Event (RCV)
- F. Request Approval Resolution # 2017-09, Resolution for Approval Contracts with Abraham & Gaffney, P.C. for Fiscal Year 2016 Auditing Services (RCV)
- G. Holland Park Update
- H. Albion Malleable Update
- I. Austin Avenue Initiative Update
- J. Discussion on Demolition Legislation
- K. Discussion on \$100/Day Fee for not complying with the Single Hauler Ordinance
- L. Oaklawn Dialysis Center Update
- M. Discussion/Joint Meeting with Marshall Public Schools
- N. Discussion/Approval Change Citizen Comments to Public Comments and Change from Five (5) Minutes to Three (3) Minutes (RCV)
- O. City Manager Report
- P. Future Agenda Items
- Q. Motion to Excuse Absent Council Member(s)
- X. **CITIZENS COMMENTS** (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

XI. ADJOURN

CITY OF ALBION

Proclamation

Honoring

Dorothy Dickerson

WHEREAS Dorothy Dickerson has operated businesses in Downtown Albion, along with her husband Gar, and independently, since 1959; and

WHEREAS Dorothy operated the independent retail bookstore, “Books and More”, in downtown Albion since October of 2002; and

WHEREAS She added the “Real Coffee” portion of the business the following year to meet needs in the local community; and

WHEREAS Dorothy persevered with this business despite significant downturn in the local and regional economy and through the loss of other manufacturing and downtown retail establishments; and

WHEREAS She is loved and recognized by many students from the former Albion Public Schools, where she served as a substitute teacher; and

WHEREAS Dorothy is appreciated by many Books and More patrons, who have come to know and love Dorothy; and

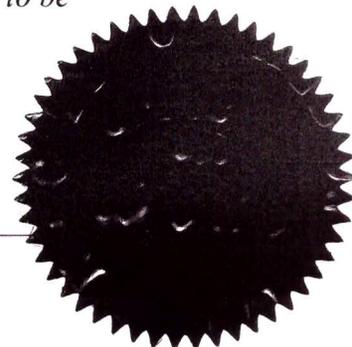
WHEREAS Dorothy Dickerson has set the example for other small business owners by caring more about the community than about personal gain.

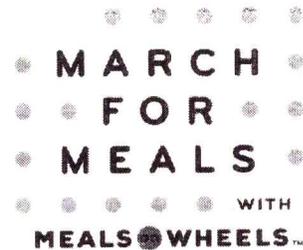
NOW THEREFORE, I, Garrett Brown, Mayor of the City of Albion, along with the Albion City Council, do hereby proclaim our sincerest thanks to Dorothy Dickerson for being a mainstay in our downtown, a friend to all, and a supporter of Albion.

In witness whereof I have hereunto set my hand and caused the seal of this city to be affixed.

Dated this 6th day of March, 2017

Mayor _____





A PROCLAMATION PROCLAIMING MARCH 2017 AS THE 15th ANNUAL MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

WHEREAS, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregate and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

WHEREAS, the 2017 observance of March for Meals celebrates 15 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

WHEREAS, Meals on Wheels programs – both congregate and home-delivered, in Calhoun County have served our communities admirably for many years; and

WHEREAS, volunteers for Meals on Wheels programs in Calhoun County are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in Calhoun County provide nutritious meals to seniors throughout Calhoun County that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in Calhoun County provide a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

WHEREAS, Meals on Wheels programs in Calhoun County deserve recognition for the contributions they have made and will continue to make to local communities, our State and our Nation.

NOW, THEREFORE, I Garrett Brown, as Mayor of Albion do hereby proclaim March 2017 as the 15th Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2017 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 6th day of March, 2017.

Mayor





Michigan Natural Resources Trust Fund Application Background Information

Due April 1, 2017

The City of Albion, in Calhoun County, Michigan, is a hub for three major trails in the state: The Iron-Belle Trail, the Great Lake-to-Lake Trail, and the North Country Trail. The Calhoun County Trailway Alliance (CCTA), the Michigan Trails and Greenways Alliance, and the Michigan Department of Natural Resources, along with many others, are working to fill the gaps that exist to complete these major trail networks across Calhoun County.

In December, PEA Inc., an engineering firm, was contracted by the CCTA to conduct preliminary engineering required for trail construction from Historic Bridge Park between Battle Creek and Marshall, to Concord where Jackson County's Falling Water's Trail begins. When PEA Inc. completes this, all preliminary engineering for the eastern portion of Calhoun County will have been secured. Preliminary engineering includes detailed site development plans. Funding for preliminary engineering was secured by the CCTA through a grant from the Enbridge Donation Fund.

PEA Inc. will complete preliminary engineering for a section of trail from Marshall to Albion by the end of March, 2017. Included in this will be a section of trail from Albion's existing River Trail to 27-mile road. It is this section of trail that will be submitted to the Michigan Natural Resources Trust Fund for a grant for construction.

To apply to the Michigan Natural Resources Trust Fund, the City of Albion must vote to approve the application.

The application will be for trail construction from the existing River Trail up along the east side of Albion Street up to Austin Avenue, heading west through McAuliffe Park and ending at 27-mile road along the south side of Austin Avenue.

The cost estimate for this section of trail construction is \$340,000. The Michigan Natural Resources Trust Fund application requires an \$85,000 match. The CCTA will begin securing the matching funds immediately. However, the application requires that the match be guaranteed, therefore the Battle Creek Community Foundation (BCCF) has committed to provide any portion of the local match that is not secured at the time required. A letter of commitment to this effect will be submitted with the application.

The CCTA will provide support for the grant application, preparing the application for the City of Albion to submit and coordinating with PEA Inc. for the site development plans to be submitted with it.

The application is due April 1, 2017.

Attachments

Timeline

BCCF Matching Funds Commitment

MICHIGAN NATURAL RESOURCES TRUST FUND

2017 APPLICATION SCHEDULE

January 2017	Application period starts in MiRecGrants
March 1, 2017	Recreation plans and plan amendments must be submitted by this date on MiRecGrants. https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR
April 1, 2017	Application due date. Application period closes in MiRecGrants.
April 2017	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May - July 2017	Grants Management staff conducts review of all applications and conducts site visits.
August - September 2017	Preliminary scores are made available to grantees and supplemental information is requested.
September - October 2017	Grants Management staff review supplemental materials and complete final score evaluation.
Early December 2017	MNRTF Board makes final recommendations for funding.
December 2017 - January* 2018	A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.
Early to Mid-2018	Grants Management distributes Project Agreements to grantees, usually by June, but actual date dependent on Legislature approval.
Mid to Late 2018	Projects may be started after the Project Agreement has been executed.

** All time periods given are best estimates at the time of publication and are subject to change.*

City of Albion
City Council Meeting
February 21, 2017

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and Scott Kipp, Chief Public Safety.

V. Mayor & Council Member's Comments

Comments were received from Council Members Brown and French.

VI. Presentations

A. Albion River Trail Update-Gregg Strand

Gregg Strand updated the Council on the Albion River Trail highlighting the following:

- The City of Albion and Albion College support the Albion River Trail Expansion which is a 1.2 mile extension.
- This provides the City of Albion a unique opportunity to connect four regional trail systems to the expanded Albion River Trail: the Calhoun County Trail, the Great Lake to Lake Trail, Michigan's Iron Belle Trail and the North Country National Scenic Trail
- A Michigan Natural Resources Trust Fund grant was awarded for approximately \$296,000 in 2015

- The City of Albion and Albion College have made a commitment to the project in the amount of approximately \$100,000 in matching funds, in cash and/or in-kind services
- The grants and agreements take about a year to complete.
- The final trail route has been finalized and the engineering complete.
- Once approval is received from the DNR, the project will go out for bid
- The grant is a reimbursable grant. Albion College will act as the general contractor of the project and will manage all financial aspects. The project will not require any funds from the City of Albion.
- The DNR requires an easement be obtained for the River Trail Expansion so the Trail will remain as public use.
- The construction is anticipated to be complete by the end of 2017

Comments were received from Council Member French.

B. Neighborhood Health Visitors-Tom Brown

Tom Brown and Alfredia Dysart Drake updated the Council with the following presentation on the Neighborhood Health Visitors:

- The Neighborhood Health Visitors program is a year-round activity that trains and deploys community volunteers to connect Albion area residents with health resources and begin Neighborhood Organizations.
- Their goal is to provide Albion area residents with 100% access to health care with zero disparities. They work to make sure that everyone in greater Albion has all the health related help that is available. The goal is to visit all of Albion City, plus Albion and Sheridan Townships.
- The need for this program came about when local industries moved and our Trillium hospital closed suddenly. Access to and resources for health care were drastically affected. Our community came together to develop the "Albion Health Plan".
- Our Neighborhood Health Visitors Program, as part of that plan, works to inform all in our Albion area about local services that are available to address their health needs. These services are:
 - Reduce the costs of prescription medications and other health services Provide medical insurance to low income families
 - Adjust payments for medical services based on income
 - Help find a local primary care provider and hospital

services

- Refer you to other services through the 211 Network with our Health Navigator
- FREE digital thermometers , smoke alarms, or other health and safety items are distributed by the Visitors in their neighborhoods
- As of Jan. 2017, they've made nearly 2000 door-to-door visits with the help of over 190 volunteers, and 38% are Albion College students! Trained college student's pair with local NHVs to form visiting teams. Now VISTAS and Build Albion Fellows are helping.
- Tom will be retiring in March of 2017 and moving to Chelsea. A retirement party will be held on Friday, February 24, 2017 at the Ismon House from 4:00-6:00 p.m. and all are invited to attend.

Comments were received from Council Member Lawler.

C. Update on Albion Forward Survey-AmeriCorps Vista Members

Jeremiah Simon and Danielle Nelson, AmeriCorps Vista Members gave the following update on the Albion Forward Survey:

- The Albion Forward Survey began on January 4th and has gone well. The goal of the survey is to 1) gather community input in regards to economic development, education, health and food access and look at the assets we can build on; 2) identify ways residents of Albion connect to events and services in Albion; and 3) identify transportation needs of Albion residents. The survey takes about 10-15 minutes to complete. There is an online version as well as paper copies that are distributed by VISTAs in person at various businesses, community sites, and organizations.
- Residents' feedback on the survey has been generally positive. While everyone has their own ideas and critiques, citizens they have spoken with are generally impressed with the survey, are glad it is being implemented, and hopeful that its results will assist the community
- In terms of results so far, they are about halfway to their target number of surveys taken. While it's too early to offer concrete results and nothing has been analyzed in regards to demographic information such as income, they wanted to share some preliminary results.
 - ❖ When asked how they find out about services and what's going on in Albion, the top two answers by far were social media and word of mouth.

- ❖ Survey respondents were asked what they would like to see a Neighborhood Planning Council in their neighborhood do if there was one. The top two choices were running a Neighborhood Watch and giving input on developments in their community.
They have learned so far that Albion's workforce skills are incredibly diverse and serves as a reminder of the rich resources the members of this community has to offer.
- ❖ The top two transportation needs so far are going to and from the doctor and going to and from grocery shopping.
Community classes related to exercise, stress reduction, and food tastings and demonstrations so far are the top 3 health and wellness classes respondents are interested in.
- ❖ They have also learned that so far 25% of those surveyed could not see a doctor, receive treatment, and/or get a prescription because of cost. 20% of those surveyed have worried about having enough food at least once in the past year, which was mainly due to cost of food.
- ❖ On a positive note, almost one hundred people have expressed interest in volunteering in Albion and have given them their contact information so that they could get in touch with them when opportunities arise.

Comments were received from Council Members Lawler, French and Barnes.

VII. Public Hearing

A. Proposed Revocation of the Liquor License for Singh & Singh of Albion, LLC, D/B/A Fedco Party Store

Mayor Brown opened the Public Hearing for the Proposed Revocation of the Liquor License for Singh & Singh of Albion, LLC, D/B/A Fedco Party Store at 7:30 p.m.

City Manager Mitchell stated the public notice for the revocation of the liquor license for Singh & Singh had been posted. This action arose due to delinquent personal property taxes that were owed to the City of Albion for Singh & Singh of Albion, D/B/A Fedco Party Store for 2013 and 2014.

Comments were received from the following:

Sonny Singh, Owner Fedco Party Store that stated he enjoyed having a business in the City and that he did come down and make payment arrangements with the City.

Lonnie Brewer, 1200 Hillside Rd, Apt #9, stated he was involved in the meeting with Sonny Singh along with Council Member Lawler and City Manager Mitchell for payment arrangements for the past due personal property taxes. He would also like to see the business kept downtown.

Bill Dobbins, 15901 E. Michigan Avenue, stated he feels the business is a distraction in the revitalization of the downtown area. Being across from the Downtown Hotel, the business is in a key target area for the reinvestment of the downtown. He feels the physical appearance of the building is a reflection of how the business is run. He would like to see the business move to another location. He asked if the City is properly inspecting the building. He feels the bar can no longer be set any lower. He feels the bar needs to be raised and that it should no longer be acceptable for businesses to not pay taxes. The City needs to draw a strong line and move the downtown in the right direction.

Nidia Wolf, 409 Irwin Avenue, stated she had worked for several years with Fedco as the Director of the Downtown Development Authority to clean the place up. She stated attempts have been made to clean up the front of the building but she feels the bar also needs to be raised.

Wayne Arnold, 906 Hall St, stated he would like the business assisted with helping to fit into the downtown revitalization and also to renovate the building.

Dave Atchison, 108 W. Erie St, stated there has been several large liquor containers and broken glass around the Fedco Building. Several guests of his establishment have stated they felt uncomfortable being in the downtown area due to intoxicated people around the Fedco building. He does not feel the business compliments Albion.

Robert Solis, 208 W. Center St, stated the owners are trying to clean up areas around the building when they see it and feels they deserve an opportunity to pay their taxes.

Lonnie Brewer, 1200 Hillside Rd, Apt #9, stated Double Vision had the same type of problem with trash when they were located downtown due in part to some of the trash cans being in front of the businesses. He feels this issue is due to the Downtown Hotel not wanting Fedco downtown and feels the City should support a business that caters to low income families.

Maria Cordova, 411 S. Ionia St, asked about the vacant buildings near and around the Fedco building and what would be done with those being brought up to code. Does this apply to all buildings in the downtown? Are other businesses also behind on their personal property taxes.

Mayor Brown closed the Public Hearing at 7:49 p.m.

The Council continued discussion on the Proposed Revocation of the Liquor License for Singh & Singh of Albion, LLC D/B/A Fedco Party Store with the following comments:

City Attorney Harkness stated businesses were identified that owed personal property taxes. This was only one of the businesses that was identified. The most cost effective method for the City to collect these taxes is through a recommendation to the State Liquor Commission for revocation of a liquor license. A letter was mailed from the City Attorney's office and the business in question did not respond to the letter. A second letter was mail certified to the business and again no response was received. The recommendation of a revocation of a liquor license must be done prior to April 1st. The business has made arrangements with the City of Albion and are making good faith payments for the past due taxes. A significant portion of the amount due to the City should be paid prior April 1st. This action has been initiated only due to the past due personal property taxes owed to the City of Albion.

Council Member Barnes stated he feels there may be racial motives for this action taken against Fedco. He would like to know what the policy and procedure is for code violations and if those are being followed.

Council Member Lawler stated that Mr. Singh did indicate to her that he had called the City to try and make payment arrangements but left a message and a call was never returned. She asked the Council to focus on the task at hand which was the payment of the delinquent personal property taxes.

Council Member French asked if the Resolution needed to be passed at tonight's meeting to maintain proper procedures.

City Attorney Harkness stated the Resolution would need to be approved by the second meeting in March. This would ensure that if it did need to be submitted to the State Liquor Commission, it would meet the April 1st deadline. This resolution would only be sent to the State Liquor Commission if the

payment plan failed. The Resolution allows for the City to hold the business to a standard of maintaining payments.

Council Member Brown expressed she felt the timing was suspicious.

Mayor Brown stated that positive things are happening in Albion and he wants to be sure the City is consistent and fair with action that is being taken. Revitalizing the downtown is a key element and he wants to be sure that are keeping our current businesses. There will be another business that has been identified as owing delinquent personal property taxes and that will be coming to Council for a public hearing and approval of resolution.

Council Member Barnes stated the discussion should focus only on this business and the taxes they owe.

Council Member Lawler stated the business did make payment arrangements and fully understand the personal property tax process.

Council Member Reid asked if the business did understand the personal property tax process and should have the opportunity to correct this.

Council Member French stated the Resolution allows for the City to hold the business to a standard of maintaining payments.

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

Comments were received from Bill Dobbins, 15901 E. Michigan Avenue; Nidia Wolf, 409 Irwin Avenue, Singh Singh, Owner-Fedco, 217 S. Superior St; Lonnie Brewer, 1200 Hillside Rd, Apt. 9 and Robert Solis, 208 W. Center St.

IX. Consent Calendar (VV)

A. Approval Regular Session Minutes – February 6, 2017

French moved, Lawler supported, CARRIED, to approve the Consent Calendar as presented. (6-0 vv)

X. Items for Individual Discussion

- A. Request Approval Resolution # 2017-03, A Resolution to Object to the Renewal of and Request for Revocation the Liquor License for Singh & Singh of Albion, LLC, D/B/A Fedco (RCV)

Comments were received from Council Member Barnes, Mayor Brown, City Attorney Harkness and City Manager Mitchell.

Barnes moved, French supported, CARRIED, to Approve Resolution # 2017-03, A Resolution to Object to the Renewal of and Request for Revocation the Liquor License for Singh & Singh of Albion, LLC, D/B/A Fedco as presented. (4-2 rcv) (Lawler and Mayor Brown dissenting)

- B. Request Approval 1st Reading Ordinance # 2017-02, An Ordinance to Amend Ordinances 66-139 and 66-176 Solid Waste (RCV)

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

French moved, Lawler supported, CARRIED, to Approve 1st Reading Ordinance # 2017-02, An Ordinance to Amend Ordinances 66-139 and 66-176 Solid Waste as presented. (6-0 rcv)

- C. City Manager Report

City Manager Mitchell updated the Council with the following items:

- She congratulated Mayor Brown and Council Member Brown on winning the WOTABU Road Rally that took place over the weekend
- The goal setting sessions are scheduled for Monday, February 27th and Tuesday, February 28th. These will be held at the Ludington Center at 7:00 p.m. and will be facilitated by Patrick McLean of the Ford Institute.
- Albion Junior Optimists (JOI) will host the State Convention the weekend of March 3rd-4th. This will be an overnight event with approximately 50 young people.
- The City is converting from Pitney Bowes to Lake Michigan Mailers for mail service. Projected savings of \$2,000/yr.
- City Income tax forms are now available at City Hall, Albion District Library or can be downloaded from the City's website.
- Property taxes were due February 14th. Residents can still pay for 2016 taxes at City Hall through February 28th. After February 28th, all real property taxes must be paid to the Calhoun County Treasurer.

- The Board of Review organizational meeting is March 7th at 2pm in City Hall. The Board of Review will convene March 20-21 from 9am-4pm and March 23 from 3pm-9pm. Written appeals must be received by March 21 at 5pm and appointments scheduled by March 2nd.
- Sled design judging will begin at 11:15am on Saturday, February 25th at the large pavilion in Victory Park.
- The City will be applying for the I.C.E. grant which is an infrastructure and improvement grant and is due on April 7th. In order to secure grant, the City must have a Capital Improvement Plan in place using the following timeline:
 - ❖ By March 1 Public Notice
 - ❖ March 14 Work Session Planning Commission (and City Council)
 - ❖ March 21 Public Hearing & Planning Commission Resolution to Recommend to Council
 - ❖ April 3 Council Resolution to Adopt

D. Future Agenda Items

- ❖ Council Member French asked for the modification of the Council Rules of Procedure be added to the next agenda.
- ❖ Council Member Reid asked for an update on Holland Park be added to the next agenda.
- ❖ Council Member Barnes asked for updates on the Albion Malleable site and Austin Avenue be added to the next agenda.
- ❖ Council Member Brown asked for an update on the opening of the Dialysis Center and also a joint meeting with the Marshall School Board be added to the next agenda.
- ❖ Council Member Lawler asked for information on demolition legislation and discussion on \$100/Day Fee for not complying with the Single Hauler Ordinance be added to the next agenda.

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

Barnes moved, Brown supported, CARRIED, to Excuse Council Member Spicer. (6-0, vv)

XI. Citizen's Comments

Comments were received from Marcus Trammel, 707 N. Berrien St; Gary Thompkins, 7th District Calhoun County Commissioner; Council Member Reid and Mayor Brown.

XII. Adjournment

French moved, Reid supported, CARRIED, to adjourn council session. (6-0 vv)

Mayor Brown adjourned the meeting at 8:50 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Special Council Session
February 27, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; John Tracy, Director Building, Code Enforcement and Planning and Scott Kipp, Chief Public Safety.

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/Approval Resolution # 2017-05, USDA Grant Application for Parking Lot Upgrade (RCV)

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

French moved, Barnes supported, CARRIED, to call the question. (5-2, rcv)(Brown and Mayor Brown dissenting).

French moved, Lawler supported, CARRIED, to Approve Resolution # 2017-05, USDA Grant Application for Parking Lot Upgrade as presented. (6-1, rcv) (Mayor Brown dissenting)

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

City Attorney Harkness introduced associate Lauren Elster.

Comments were received from Council Member Spicer.

VI. ADJOURNMENT

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

Mayor Brown adjourned the Study Session at 7:05 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session
February 27, 2017

I. CALL TO ORDER

Mayor Brown opened the study session at 7:15 p.m.

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Lauren Elster, City Attorney Associate; Stacey Levin, Assistant City Manager; Jill Domingo, City Clerk; John Tracy, Director Building, Code Enforcement and Planning; Jim Lenardson, Director Public Services; Scott Kipp, Chief Public Safety; Tom Mead, Finance Director; Larry Williams, Recreation Director and Danielle Nelson, Special Projects Manager.

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Goal Setting Session

City Manager Mitchell introduced Patrick McLean, Albion College as the facilitator of the goal setting session. Professor McLean stated he will handle the goals in two (2) stages-the big picture with large areas of concerns and once those have been identified we will go through and prioritize the goals.

He asked the Mayor, Council and staff members to:

1. Introduce themselves
2. To give an example of what you would tell people about Albion
3. What do you hope to gain from these goal setting sessions?

The group was then asked to give examples of high level items and then to identify specific goals within each category. The high level items and specific goals are as follows:

HIGH LEVEL ITEMS

<u>BUSINESS RECRUITMENT</u>	<u>PARKS</u>	<u>COMMUNITY INVOLVEMENT/ENGAGEMENT</u>	<u>INFRASTRUCTURE WATER/ROADS</u>
* Clean Brownfields	* Develop parks in underserved areas of town	* Align City/College	* Strategic Plan for Streets
* Attract former Albion resident "alumni"	* McAuliffe Park	* Input on Developments	* Waste Water
* Grocery Store	* Macintosh Park	* Input on College Developments	* Safe drinking water
* Develop the 425 Property Communication with/engaging existing business	* Leadership and planning for parks	* Town Hall Meetings	* Dam removal
* Identify symbolic business clusters	* Maintain/upgrade major parks	* Surveys and check-ins	
* Encourage competitive pay		* Empowering residents	
* Collaboration with EDC		* More face to face interaction	
* Survey existing businesses			

<u>MARKETING STRATEGY</u>	<u>CITY CAPACITY AND SERVICE DELIVERY</u>	<u>CITY/COLLEGE RELATIONS</u>	<u>RECREATION</u>
* Develop community vision/mission	* Adding additional staff	* Facilitate deeper, regular interactions	* Sustainable funding source for recreation center & programming
* Trail Town designation	* Recruit and retain qualified staff/appropriate skill sets		* Increase Millage
	* Hire a grant writer		* Rivers & trails
	* Study code enforcement strategies/location within City		
	* Waste & hauling efficiency/maximize recycling center		
	* Staff training and development		
	* More/better use of technology		

<u>NEIGHBORHOOD STABILIZATION/QUALITY OF LIFE/BLIGHT REMOVAL</u>	<u>COLLABORATION</u>	<u>TRANSPORTATION</u>	<u>GOVERNANCE PROCEDURES PROCURMENT</u>
<ul style="list-style-type: none"> * Maintain existing housing 		<ul style="list-style-type: none"> * Traffic movement * Non-motorized transportation 	<ul style="list-style-type: none"> * Charter study/revise * Council Rules * Fund Balance Policy * Financial reporting
<u>CITY WIDE COMMUNICATION</u>	<u>EMPLOYMENT/JOBS</u>	<u>COMMUNITY BUILDING/HEALING TRUST AND PROMOTING DIVERSITY</u>	<u>Schools</u>
<p>Broader communication with better use of media (e.g. Jackson newspapers)</p> <p>More face-to-face interaction with residents</p> <ul style="list-style-type: none"> * (e.g. Jackson newspapers) * More face-to-face interaction with residents 	<ul style="list-style-type: none"> * Training programs for youth * Trades programs \$10 minimum wage/encourage competitive pay at local businesses * Job fair for youth with Michigan Works 	<ul style="list-style-type: none"> * Q & A with city staff * Processes and mechanisms to build trust 	
<u>EDUCATION</u>	<u>SENIORS</u>	<u>HOUSING</u>	<u>PROPERTY INVENTORY /UTILITY INVENTORY</u>
<ul style="list-style-type: none"> * Trades Program * Evaluate former education buildings * Keep youth engaged and invested in Albion * Support for current students 	<ul style="list-style-type: none"> * Better housing options for seniors 	<ul style="list-style-type: none"> * Infill housing-work with Habitat for Humanity * Diversified housing stock * Better rental options * Rental Certification Ordinance * Replace/improve Public Housing 	<ul style="list-style-type: none"> * Develop robust GIS
<u>YOUTH</u>	<u>ZONING AND CODE</u>	<u>HEALTHCARE</u>	<u>REVENUE ENHANCEMENT & COST ALLOCATION ANALYSIS & EXPENDITURE STUDY</u>
<ul style="list-style-type: none"> * Employment opportunities * Some low-skill City jobs 	<ul style="list-style-type: none"> * User friendly code 	<ul style="list-style-type: none"> * Urgent/after hours care 	<ul style="list-style-type: none"> * Grant writing
<ul style="list-style-type: none"> * Mental health * Collaborative engagement projects 			
<u>BLIGHT</u>	<u>PUBLIC SAFETY</u>		
<ul style="list-style-type: none"> * Union Steel * Dalrymple * Austin Avenue * Parker Labs * "gateway appeal" 	<ul style="list-style-type: none"> * Neighborhood watch * Police presence with children in school * Movement of traffic * Crime Prevention * Crime deterrence * Fire prevention and protection 		

Comments were received from Council Members Barnes, Reid, Brown, Lawler, Spicer and French; Mayor Brown, City Manager Mitchell; Stacey Levin, Assistant City Manager; Jill Domingo, City Clerk; John Tracy, Director Building, Code Enforcement and Planning; Jim Lenardson, Director Public Services; Scott Kipp, Chief Public Safety; Tom Mead, Finance Director; Larry Williams, Recreation Director and Danielle Nelson, Special Projects Manager.

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

No citizen comments were received.

- VI. ADJOURNMENT

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

Mayor Brown adjourned the Study Session at 9:30 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session
February 28, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Stacey Levin, Assistant City Manager; Jill Domingo,
City Clerk;; Jim Lenardson, Director Public Services; Scott Kipp, Chief Public Safety;
Larry Williams, Recreation Director; Harry Longon, Deputy Director Public Services;
Amy Deprez, EDC Director and Danielle Nelson, Special Projects Manager.

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Goal Setting Session

Professor McLean asked each member of the group to prioritize the top fourteen
goals for each category and then prioritize the top ten (10) the high level item or
individual goals from the list below:

HIGH LEVEL ITEMS

<u>BUSINESS RECRUITMENT</u>	<u>PARKS</u>	<u>COMMUNITY INVOLVEMENT/ENGAGEMENT</u>	<u>INFRASTRUCTURE WATER/ROADS</u>
* Clean Brownfields	* Develop parks in underserved areas of town	* Align City/College	* Strategic Plan for Streets
* Attract former Albion resident "alumni"	* McAuliffe Park	* Input on Developments	* Waste Water
* Grocery Store	* Macintosh Park	* Input on College Developments	* Safe drinking water
* Develop the 425 Property	* Leadership and planning for parks	* Town Hall Meetings	* Dam removal
* Communication with/engaging existing business	* Maintain/upgrade major parks	* Surveys and check-ins	
* Identify symbolic business clusters		* Empowering residents	
* Encourage competitive pay		* More face to face interaction	
* Collaboration with EDC			
* Survey existing businesses			

<u>MARKETING STRATEGY</u>	<u>CITY CAPACITY AND SERVICE DELIVERY</u>	<u>CITY/COLLEGE RELATIONS</u>	<u>RECREATION</u>
Develop community vision/misson	* Adding additional staff Recruit and retain qualified staff/appropriate skill sets	* Facilitate deeper, regular interactions	* Sustainable funding source for recreation center & programming
* Trail Town designation	* Hire a grant writer Study code enforcement strategies/location within City Waste & hauling efficiency/maximize recycling center Staff training and development More/better use of technology		* Increase Millage * Rivers & trails

<u>NEIGHBORHOOD STABILIZATION /QUALITY OF LIFE/BLIGHT REMOVAL</u>	<u>COLLABORATION</u>	<u>TRANSPORTATION</u>	<u>GOVERNANCE PROCEDURES PROCURMENT</u>
* Maintain existing housing		* Traffic movement * Non-motorized transportation	* Charter study/revise * Council Rules * Fund Balance Policy * Financial reporting

<u>CITY WIDE COMMUNICATION</u>	<u>EMPLOYMENT/JOBS</u>	<u>COMMUNITY BUILDING /HEALING TRUST AND PROMOTING DIVERSITY</u>	<u>Schools</u>
Broader communication with better use of media (e.g. Jackson newspapers) More face-to-face interaction with residents	* Training programs for youth * Trades programs \$10 minimum wage/encourage competitive pay at local businesses * Job fair for youth with Michigan Works	* Q & A with city staff * Processes and mechanisms to build trust	

<u>EDUCATION</u>	<u>SENIORS</u>	<u>HOUSING</u>	<u>PROPERTY INVENTORY / UTILITY INVENTORY</u>
* Trades Program Evaluate former education buildings Keep youth engaged and invested in Albion Support for current students	* Better housing options for seniors	* Infill housing- work with Habitat for Humanity * Diversified housing stock * Better rental options * Rental Certification Ordinance * Replace/improve Public Housing	* Develop robust GIS
<u>YOUTH</u>	<u>ZONING AND CODE</u>	<u>HEALTHCARE</u>	<u>REVENUE ENHANCEMENT & COST ALLOCATION ANALYSIS & EXPENDITURE STUDY</u>
* Employment opportunities * Some low-skill City jobs	* User friendly code	* Urgent/after hours care	* Grant writing
* Mental health Collaborative engagement projects			
<u>BLIGHT</u>	<u>PUBLIC SAFETY</u>		
* Union Steel * Dalrymple * Austin Avenue * Parker Labs * "gateway appeal"	* Neighborhood watch Police presence with children in school * Movement of traffic * Crime Prevention * Crime deterrence Fire prevention and protection		

Council will receive the results of the priorities and a brief analysis of what the specific priorities show. The Council will then be able to determine the key areas to focus on and how they can make those priorities happen.

The next steps should be:

- ❖ Identify the top three (3) to five (5) priority areas
- ❖ Plan a strategy
- ❖ Break into short, mid-term and long range goals
- ❖ Work with other cities to collaborate resources

Comments were received from Council Members Barnes, Reid, Spicer and French; Mayor Brown; Jim Lenardson, Director Public Services, Danielle Nelson, Special Projects Manager and Larry Williams, Recreation Director.

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

Comments were received from City Manager Mitchell, Mayor Brown and Council Member Spicer.

VI. ADJOURNMENT

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

Mayor Brown adjourned the Study Session at 8:15 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session
February 28, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Stacey Levin, Assistant City Manager; Jill Domingo,
City Clerk;; Jim Lenardson, Director Public Services; Scott Kipp, Chief Public Safety;
Larry Williams, Recreation Director; Harry Longon, Deputy Director Public Services;
Amy Deprez, EDC Director and Danielle Nelson, Special Projects Manager.

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Goal Setting Session

Professor McLean asked each member of the group to prioritize the top fourteen
goals for each category and then prioritize the top ten (10) the high level item or
individual goals from the list below:

HIGH LEVEL ITEMS

<u>BUSINESS RECRUITMENT</u>	<u>PARKS</u>	<u>COMMUNITY INVOLVEMENT/ENGAGEMENT</u>	<u>INFRASTRUCTURE WATER/ROADS</u>
	Develop parks in underserved areas of town		
* Clean Brownfields	* town	* Align City/College	* Strategic Plan for Streets
Attract former Albion resident "alumni"	* McAuliffe Park	* Input on Developments	* Waste Water
* Grocery Store	* Macintosh Park	* Input on College Developments	* Safe drinking water
	Leadership and planning for parks		
* Develop the 425 Property Communication with/engaging existing business	* major parks	* Town Hall Meetings	* Dam removal
Identify symbolic business clusters		* Surveys and check-ins	
* Encourage competitive pay		* Empowering residents	
* Collaboration with EDC		* More face to face interaction	
* Survey existing businesses			

<u>MARKETING STRATEGY</u>	<u>CITY CAPACITY AND SERVICE DELIVERY</u>	<u>CITY/COLLEGE RELATIONS</u>	<u>RECREATION</u>
Develop community vision/mission	* Adding additional staff	* Facilitate deeper, regular interactions	* Sustainable funding source for recreation center & programming
* Trail Town designation	* Recruit and retain qualified staff/appropriate skill sets * Hire a grant writer		* Increase Millage * Rivers & trails
	* Study code enforcement strategies/location within City		
	* Waste & hauling efficiency/maximize recycling center		
	* Staff training and development		
	* More/better use of technology		

<u>NEIGHBORHOOD STABILIZATION/QUALITY OF LIFE/BLIGHT REMOVAL</u>	<u>COLLABORATION</u>	<u>TRANSPORTATION</u>	<u>GOVERNANCE, PROCEDURES, PROCURMENT</u>
* Maintain existing housing		* Traffic movement * Non-motorized transportation	* Charter study/revise * Council Rules * Fund Balance Policy * Financial reporting
<u>CITY WIDE COMMUNICATION</u>	<u>EMPLOYMENT/JOBS</u>	<u>COMMUNITY BUILDING/HEALING, TRUST AND PROMOTING DIVERSITY</u>	<u>Schools</u>
Broader communication with better use of media (e.g. Jackson newspapers) * More face-to-face interaction with residents	* Training programs for youth * Trades programs \$10 minimum wage/encourage competitive pay at local businesses * Job fair for youth with Michigan Works	* Q & A with city staff * Processes and mechanisms to build trust	

<u>EDUCATION</u>	<u>SENIORS</u>	<u>HOUSING</u>	<u>PROPERTY INVENTORY / UTILITY INVENTORY</u>
* Trades Program	* Better housing options for seniors	* Infill housing-work with Habitat for Humanity	* Develop robust GIS
* Evaluate former education buildings		* Diversified housing stock	
* Keep youth engaged and invested in Albion		* Better rental options	
* Support for current students		* Rental Certification Ordinance	
		* Replace/improve Public Housing	
<u>YOUTH</u>	<u>ZONING AND CODE</u>	<u>HEALTHCARE</u>	<u>REVENUE ENHANCEMENT & COST ALLOCATION ANALYSIS & EXPENDITURE STUDY</u>
* Employment opportunities	* User friendly code	* Urgent/after hours care	* Grant writing
* Some low-skill City jobs			
* Mental health			
* Collaborative engagement projects			
<u>BLIGHT</u>	<u>PUBLIC SAFETY</u>		
* Union Steel	* Neighborhood watch		
	* Police presence with children in school		
* Dalrymple	* Movement of traffic		
* Austin Avenue	* Crime Prevention		
* Parker Labs	* Crime deterrence		
* "gateway appeal"	* Fire prevention and protection		

Council will receive the results of the priorities and a brief analysis of what the specific priorities show. The Council will then be able to determine the key areas to focus on and how they can make those priorities happen.

The next steps should be:

- ❖ Identify the top three (3) to five (5) priority areas
- ❖ Plan a strategy
- ❖ Break into short, mid-term and long range goals
- ❖ Work with other cities to collaborate resources

Comments were received from Council Members Barnes, Reid, Spicer and French; Mayor Brown; Jim Lenardson, Director Public Services, Danielle Nelson, Special Projects Manager and Larry Williams, Recreation Director.

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

Comments were received from City Manager Mitchell, Mayor Brown and Council Member Spicer.

VI. ADJOURNMENT

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

Mayor Brown adjourned the Study Session at 8:15 p.m.

Date

Jill Domingo
City Clerk



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

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

MEMO

TO: Honorable Mayor and City Council
FR: Sheryl L. Mitchell, City Manager
DA: March 6, 2017
RE: **Agenda Summary**

ITEMS FOR INDIVIDUAL DISCUSSION

- A. **Request Approval 2nd Reading Ordinance # 2017-02, An Ordinance to Amend Ordinances 66-139 and 66-176 Solid Waste.** The City has entered into a Single Hauler Contract with Granger for residential services (defined as individual households with two or fewer dwelling units). Since Granger will be the only licensed hauler within the city by default, the ordinances need to be amended to reflect this change.

The amendment to **Sec. 66-139 – Refuse Disposal Generally** indicates that “When the city contracts with a single refuse hauler for city wide service, each residential premises shall receive refuse service from the city selected refuse hauler only.”

The amendment to **Sec. 66-176 – Responsibility for Payment** indicates that, “When the city contracts with a single refuse hauler for the city wide refuse service, the owner of record as titleholder, as reflected in the records of the city assessor, shall be obligated to make payment to the refuse hauler selected by the city for services to the owner’s residential premises.”

City Manager recommends approval

- B. **Request Approval for the Red, White and Blue Cruise-In to Use the East Parking Areas Behind Buildings between Cass St. & Erie St. Including the Stoffer Plaza Market Place.** The DDA is planning to hold the annual Red, White and Blue Car Cruise on June 29, 2017. This will be during the M-99/Superior Street Construction, so they are requesting to use the parking lot east of Superior and North of Erie Street – including the Stoffer Plaza Market Place. City Manager recommends approval
- C. **Request Approval Resolution # 2017-06, Request for Monthly Budget Updates.** The resolution was requested by Council Member Brown. It is requesting that the City Manager provide the City Council with a monthly update on the City Budget, including a 1-page summary of the approved budget amounts; year to date expenditures; and amount expended to date as a qualified percentage. The City Charter (Sec.9.4(b)) already provides that, “The director of finance shall submit periodically to the council,

information comparing estimated and actual revenues and expenditures to the end of the preceding month." Previously, the Council had requested the financial information be provided quarterly. Starting this year, the City Manager and Finance Director had already scheduled the monthly financial reports to be included as part of the agenda packet for the 2nd meeting of each month. This information was provided in the January 17th council packet. There is a concern from administration relative to an attempt to require that the entire report be limited to 1-page. The report is generated based on the BS&A system, which tends to generate a report that is 2-pages in length. City Manager Recommendation: None – Council's discretion

- D. Discussion/Approval Resolution # 2017-07, A Resolution for Public Posting of City of Albion Job Opportunities.** The Resolution was requested by Council Member Brown. Provides that there will be a public posting for seven (7) consecutive days, of all future employment opportunities available with the City of Albion. And, if required by collective bargaining agreement, the City Manager shall first make employment opportunities with the City of Albion available to current employees through internal posting as required by the collective bargaining agreement. There are some nuances relative to the definition of "all" employees that should be discussed, such as the Assessor. In regards to the "Be It Further Resolved" paragraph, the Collective Bargaining Agreement already address the posting requirements. Caution is advised in this area, as any proposed new action regarding represented employees may require re-opening contract negotiations. City Manager Recommendation: None – Council's discretion
- E. Request Approval Resolution # 2017-08, A Resolution to Approve Recommendation of Special Event Liquor License for the Sister City.** The Albion Sister City Committee is planning to hold an event at the Food Hub on March 31st as a fundraiser. Alcohol will be served at the event a Special Event Liquor License is required. The Sister City Committee is affiliated with the City of Albion, so approval by Council is required. The resolution approves the Albion Sister City request for a special liquor license application and for the March 31st event at the Food Hub. The Albion Building Authority, as the owner of the site, is also scheduled to consider a resolution at their meeting on March 9th. City Manager recommends approval
- F. Request Approval Resolution # 2017-09, Resolution for Approval Contracts with Abraham & Gaffney, P.C. for Fiscal Year 2016 Auditing Services.** The resolution approves the contract with Abraham & Gaffney, P.C. for 2016 auditing services, for an amount not to exceed \$28,250. There is a new requirement for Michigan Transportation Fund performance audits. There is a second contract for these additional auditing services, for an amount not to exceed \$2,500. City Manager recommends approval
- G. Holland Park Update.** Requested by Council Member Reid. Work is being completed for the renovation of the restroom. Funding was through the Enbridge Grant. Moving forward to select equipment for the teen section for installation this summer.
- H. Albion Malleable Update.** Requested by Council Member Barnes. Information to be provided by John Tracy, Director of Planning, Building and Code Enforcement.

- I. **Austin Avenue Initiative.** Requested by Council Member Barnes. Information to be provided by John Tracy, Director of Planning, Building and Code Enforcement.

- J. **Discussion on Demolition Legislation.** Requested by Council Member Lawler. A package of Brownfield Bills, "MIThrive" have been introduced in the Michigan Legislature – SB 111, 112, 113, 114, and 115 that would allow developers to capture a portion of sales, use and income taxes to redevelop brownfield sites. The intent is to encourage otherwise problematic projects to be redeveloped. An analysis of the bills that passes the Senate can be found on this link: <https://www.legislature.mi.gov/documents/2017-2018/billanalysis/Senate/pdf/2017-SFA-0111-B.pdf>

- K. **Discussion on \$100/Day Fee for not complying with the Single Hauler Ordinance.** Requested by Council Member Lawler. Section 66-139 presently provides: When it has been determined that residential premises, as defined in this article, are not in fact receiving refuse service, the city manager shall assess a fine of \$100.00 per day. Before any fines are so assessed, the city manager shall notify such property owners in writing by first class mail and allow a minimum of ten days after receipt for compliance.

- L. **Oaklawn Dialysis Update.** Requested by Council Member Brown. Oaklawn was made aware of the concerns from some Albion residents relative their insurance coverage through Fresenius being accepted and transportation to the site in Albion. Representatives are planning to attend the April 17th council meeting. A meeting is also being arranged with the Albion Marshall Connector to discuss transportation options.

- M. **Discussion/Joint Meeting with Marshall Public Schools.** Requested by Council Member Brown. The Council has held joint meetings in the past with leadership from both the school district and Albion College. Need input from Council on preferred dates/times and if this is just with MPS or if other entities are requested to be included. Also, Starr Commonwealth has extended an offer to facilitate the meeting.

- N. **Discussion/Approval Change Citizen Comments to Public Comments and Change from Five (5) Minutes to Three (3) Minutes.** Requested by Mayor Brown. At the MML Conference, a recommendation was made to change the time allotted for public comment from five (5) minutes to three (3) minutes. City Manager Recommendation: None – Council's discretion

**CITY OF ALBION
ORDINANCE #2017-02**

**AN ORDINANCE TO AMEND ORDINANCES 66-139 AND 66-176
SOLID WASTE**

Purpose and Finding: The City has recently elected to utilize a single refuse hauler for city wide residential solid waste. The City's current ordinances presently obligation residential homeowners to contract with a city licensed refuse hauler for residential pick-up. As a result of the closed bidding process, Granger has been selected to provide such service, and will be the only licensed hauler within the city by default. In order to clarify the obligations of city residential property owners, the following changes are recommended.

THE CITY OF ALBION ORDAINS:

Sec. 66-139. - Refuse disposal generally.

(a) No person shall dispose of any refuse within the city other than by means of an approved incinerator, use of recycling, an approved garbage disposal unit, a private refuse collector duly licensed by the city, open burning of yard clippings or any method approved in writing by the city manager

(b) A list of each licensee approved by the city for the purpose of residential premises refuse collection shall be made available at the office of the city manager. Each owner or occupant of the residential premises shall contract with a valid licensee to provide refuse collection for each residential premise owned or occupied by him, subject to subsection (1).

(1) When the city contracts with a single refuse hauler for city wide service, each residential premises shall receive refuse service from the city selected refuse hauler only.

(c) Each licensee shall submit to the city manager a list of the addresses within the city for which he is providing residential service. Each licensee shall inform the city manager of any additions, deletions or changes to his customer list in a timely fashion.

(d) Each licensee shall make special arrangements to serve the needs of seniors and qualified disabled persons.

(e) When it has been determined that residential premises, as defined in this article, are not in fact receiving refuse service, the city manager shall assess a fine of \$100.00 per day. Before any fines are so assessed, the city manager shall notify

such property owners in writing by first class mail and allow a minimum of ten days after receipt for compliance.

Sec. 66-176. - Responsibility for payment.

Subject to subsection (1), although the occupant or person in possession of residential premises may make arrangements with private haulers for payment for the required refuse pickup, the owner of record as titleholder, as reflected in the records of the city assessor, shall be responsible for all refuse collection charges for services to the owner's residential premises. If the premises are serviced by the city contracted refuse hauler because the resident did not make arrangements with a licensed private hauler or did not pay for the services from the hauler and the services are discontinued, the owner of record as titleholder, as reflected in the records of the city assessor, shall be billed for and responsible for the refuse collection charges of the city.

- (1) When the city contracts with a single refuse hauler for city wide refuse service, the owner of record as titleholder, as reflected in the records of the city assessor, shall be obligated to make payment to the refuse hauler selected by the city for services to the owner's residential premises.

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

First Reading:
February 21, 2017

Second Reading & Adoption:
March 6, 2017

Ayes 6
Nays 0
Absent 1 (Spicer)

Ayes _____
Nays _____
Absent _____

Jill Domingo
City Clerk

Garrett Brown,
Mayor

February 21, 2017
112 W. Cass St.
Albion, MI 49224

Mayor Garrett Brown and Council
112 W. Cass St.
Albion, MI 49224

Dear Mayor Brown and City Council Members:

This letter is being written to ask permission of the City Council to move the location of the "Red, White and Blue Cruise-In" and Car Show to the east parking areas behind the buildings Between Cass St. and Erie St., including the Stoffer Plaza Market Place. This will include additional upper level parking directly behind the buildings. The event is to take place on Thursday, June 29, 2017, from 4 pm to 9 pm. The Red, White and Blue Cruise-In is an Albion DDA sponsored event.

The reason for the change of location is due to the "re-bricking" of Superior St. this spring and summer. With that change, we wish to continue with this very successful event, though, with a change of location.

Our plan is to market the change of location to participants, as well as, the downtown merchants and businesses. There will be a challenge for some participants to get to restaurants for their dinner, but we are hoping the local eateries will help us to find some convenient and novel ways to get their food. We also, expect to contact those businesses whose property and parking butts up to the location so that we will not "surprise" them with limited parking, we will work with them. For the most part of the event the businesses will be closing for the evening, and thus will avoid most conflict with parking.

If you have questions or concerns please contact us.

Sincerely,

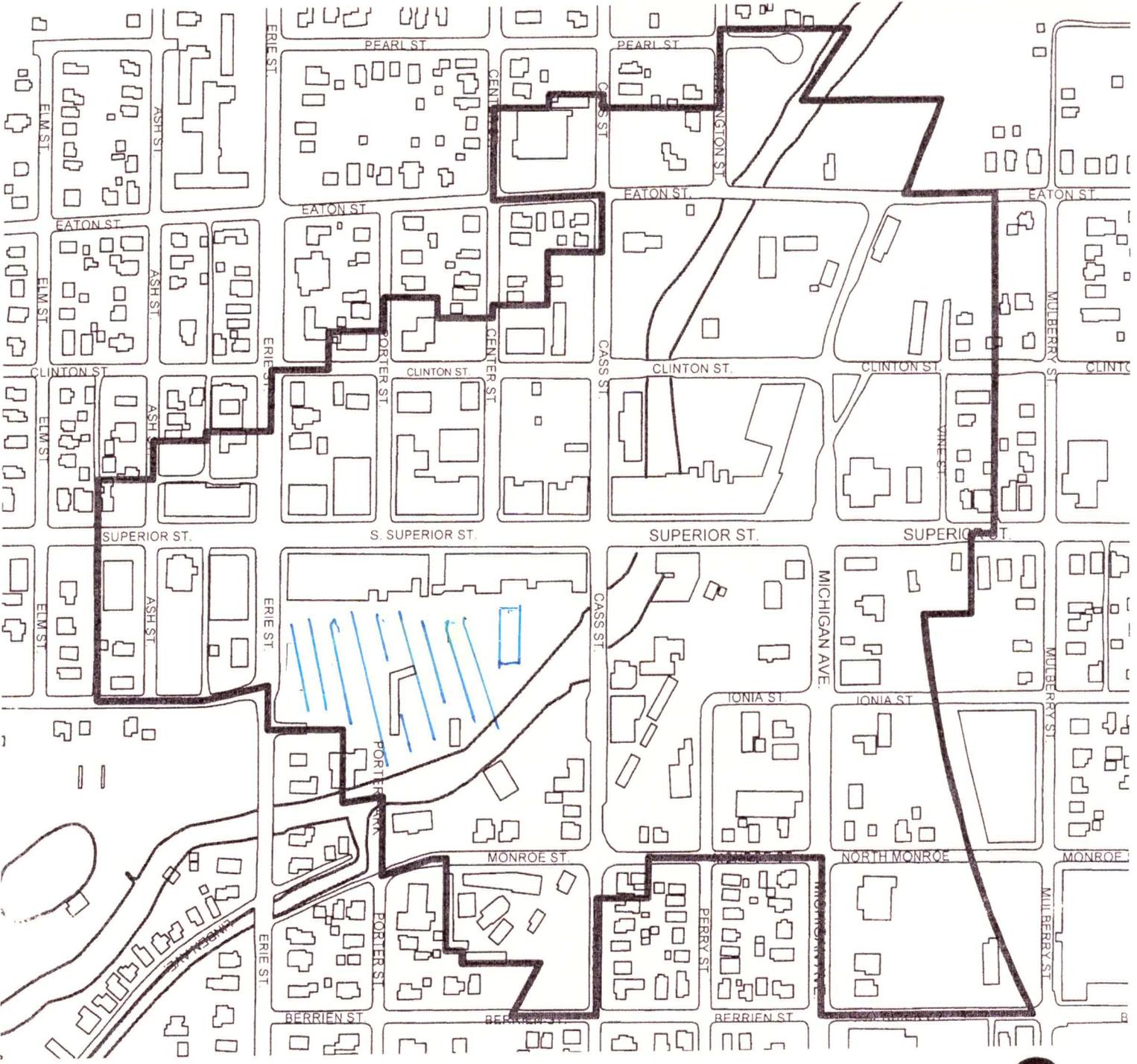


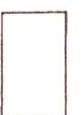
Nidia Wolf,
Downtown Development Authority
Board Member
bosslady47@hotmail.com
517-581-4041

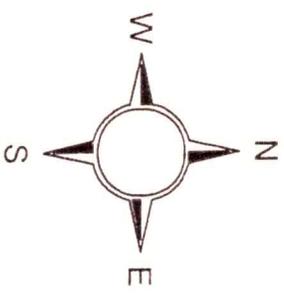
Al Smith
Community Volunteer
gdadscad@gmail.com
248-917-6527

City of Albion

DDA District



	DDA District
	Buildings
	Streets
	Water



1 inch = 350 feet

Resolution #2017-06

A RESOLUTION TO REQUEST MONTHLY BUDGET UPDATES

Purpose and Finding: The City Council is seeking to continue to be informed on city budgeting and expenditures on a more frequent basis. To that end, the council is requesting that the City Manager furnish to the council a one page monthly report with a breakdown of budgeted funds, expended funds, and what the percentage the expended funds constitutes of the budgeted funds. As such, the following resolution is presented for consideration.

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

RESOLVED, that the City Manager shall provide to the city council, on a monthly basis, an update on the City Budget. That update shall include, in a one (1) page summary: 1. The approved budget amounts; 2. Year to date expenditures; and 3. The amount of the approved budget expended to date, quantified as a percentage.

Date: March 6, 2017

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on March 6, 2017.

Jill Domingo
City Clerk

Resolution #2017-07

A RESOLUTION TO FOR PUBLIC POSTING OF CITY OF ALBION JOB OPPORTUNITIES

Purpose and Finding: Frequently employment opportunities with the City of Albion become available as city staff retires, moves on to other opportunities, etc. In the interest of making the public aware of employment opportunities with the City of Albion, it is being requested that they be publicly posted. The exception would be if a particular employment opportunity is required to first be internally posted or internally offered pursuant to a collective bargaining agreement.

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

RESOLVED, that the City Manager shall make a public posting, for not less than seven (7) consecutive days, of all future employment opportunities available with the City of Albion.

BE IT FURTHER RESOLVED, that, if required by a collective bargaining agreement, the City Manager shall first make employment opportunities with the City of Albion available to current employees through internal posting as required by the collective bargaining agreement.

Date: March 6, 2017

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on March 6, 2017.

Jill Domingo
City Clerk

Resolution #2017-08

A RESOLUTION FOR APPROVAL OF SISTER CITY SPECIAL LIQUOR LICENSE APPLICATION

Purpose and Finding: The Albion Sister City Committee is seeking to hold an event at the Food Hub, located at 112 E. Erie Street, Albion, MI, on March 31, 2017. The committee is inviting a five star French chef for a private cooking demonstration and dinner with tickets costing \$100.00 per person. The committee is seeking to serve alcohol as part of this event. As a result of the sale of alcohol the committee must obtain approval from the Michigan Liquor Control Commission, and preapproval from the local governmental body. The committee is seeking the City's approval through the following resolution.

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

RESOLVED, that the City of Albion hereby approves the special liquor license application requested by the Albion Sister City Committee, and any associated partners, for its event on Friday, March 31, 2017.

Date: March 6, 2017

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on March 6, 2017.

Jill Domingo
City Clerk

Resolution 2017-09

**Resolution for Approval of Contracts with Abraham & Gaffney, P.C.
For Fiscal Year 2016 Auditing Services**

WHEREAS, in 2016, the Albion City Council adopted Resolution #2016-03 to extend the contract with Abraham & Gaffney, P.C. to provide auditing services for the Fiscal Year ending 2015; and

WHEREAS, additional auditing requirements under the latest GASB rules have significantly impact the financial statements for Fiscal Years 2016, respectively; and

WHEREAS, it is anticipated that the new GASB requirements will significantly increase the number of hours for the audit fieldwork and in the preparation of the financial statements, including note disclosures and the required supplementary information; and

WHEREAS, Abraham & Gaffney, P.C. has agreed to only increase their existing fee schedule by 2.6% (\$750) for the performance of auditing services, despite the increased fieldwork being required; and

WHEREAS, the auditing contract services include conducting the Financial Audit for the year ending 2016, Single Audit, Preparation of F-65 and Act 51, for a total not to exceed \$28,250; and

WHEREAS, a new auditing requirement is being implemented requiring a performance audit of internal controls to ensure compliance with Michigan Transportation Fund (MTF) - Act 51, as amended. The contract amount for this audit requirement is not to exceed \$2,500; and

WHEREAS, it is the recommendation of the City Manager and Finance Director to enter into these agreements for an auditing contract with Abraham & Gaffney, P.C. for Fiscal Year 2016; and

NOW THEREFORE BE IT RESOLVED: The City of Albion finds it is the best interest of its citizens and for fiscal continuity to approve the contracts with Abraham & Gaffney, P.C. for Fiscal Year 2016 auditing services.

Motion by Council Member _____, supported by Council Member _____, to approve the foregoing resolution.

I hereby certify that the above resolution was adopted on March 6, 2017 in a regular session of the Albion City Council and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, City Clerk

Jill Domingo

From: Sheryl Mitchell
Sent: Thursday, March 02, 2017 5:14 PM
To: Jill Domingo
Subject: FW: PA 298 of 2012 Performance Audits

Jill – please include this as backup for the #F – Audit agenda item. Thanks.



The PA 298 of 2012 Performance Audits are now required for counties and cities/villages with fiscal years ending September 30, 2016 and after. The Performance Audit will be due at the same time as the Financial Audit for the agency. If the agency has a September 30, 2016 fiscal year end the Performance Audit and Financial Audits are due March 31, 2017.

Until we have developed a permanent solution for submission of the Performance Audits they should be electronically submitted to the MDOT-Outreach@michigan.gov mailbox.

If you have any questions, please contact:

Lori Cole, Financial Specialist
MDOT, Financial Operations Division
(517) 335-2556
colel@michigan.gov

PLEASE DO NOT REPLY TO THIS EMAIL

Principals

Dale J. Abraham, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

March 2, 2017

City of Albion
112 West Cass Street
Albion, MI 49224

This letter sets forth our understanding of the nature and scope of our services, the objectives of our engagement, and the related fee arrangements for our performance audit of the City of Albion.

We will conduct our audit to determine whether the City is in compliance with Act 51 of 1951, as amended (Act 51).

We will conduct the audit in accordance with *government auditing standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

At the conclusion of our audit, we will prepare a publicly released audit report. The audit report will contain the objectives, scope, and methodology of the audit; the audit results, including findings, conclusions, and recommendations, as appropriate; a statement about the auditor's compliance with generally accepted government auditing standards; a summary of the views of responsible officials; and, if applicable, the nature of any confidential or sensitive information omitted. Our report will be a matter of public record and its distribution will not be limited.

Management's Responsibilities

The City of Albion's management is responsible for:

1. Compliance with provisions of laws, regulations, contracts, and grants related Act 51. Encompassed in that responsibility are the establishment and maintenance of effective internal control over the selection and application of appropriate accounting principles; the design and implementation of programs and controls to prevent and detect fraud; the safeguarding of assets; and the identification of and compliance with provisions of laws, regulations, contracts, and grants.
2. Informing us about all known or suspected fraud affecting the programs funded with the City of Albion resources involving management, employees who have significant roles in the entity's internal control, and others where the fraud could have a material effect on the entity.
3. Informing us of management's knowledge of any allegations of fraud or suspected fraud that could affect the entity received in communications from employees, former employees, regulators, or others.
4. Providing us with all financial, performance, and compliance records and related information and ensuring the accuracy and completeness of that information.
5. Providing us with direct access to external entities that have provided services to the City of Albion which are significant to its programs.

Audit Procedures - General

A performance audit includes examining, on a test basis, evidence supporting the performance of an entity, a program, or a function; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. A performance audit also includes assessing the significant estimates made by management, as well as evaluating the effectiveness of an entity, a program, or a function.

We will plan and perform the audit to obtain reasonable rather than absolute assurance about the effectiveness of the City of Albion' processes for identifying and awarding funds for projects; efforts in measuring and evaluating performance outcomes; efforts in monitoring grants, loans, and contracts for services; and related security and access controls.

A performance audit is not designed to detect error or fraud that is immaterial to the entity, program, or function. We will inform the City of Albion of all matters of fraud and material errors and all illegal acts that come to our attention. Under generally accepted auditing standards and *Government Auditing Standards*, we also may be required to directly report fraud or illegal acts to outside parties.

Audit Procedures - Internal Control and Compliance

As part of our audit, we will obtain an understanding of the internal control over the City of Albion programs sufficient to plan the audit and to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our conclusions related to our objectives. Our audit is not designed to provide assurance on internal control over the City of Albion activities or to identify significant deficiencies in the design or operation of internal control (reportable conditions). However, we will inform the City of Albion of reportable conditions that come to our attention and whether they are considered a material weakness in internal control over Act 51 program activities.

We also will perform tests of the City of Albion' compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the audit objectives.

Other Matters

The City of Albion' response to our findings will be presented within the text of the audit report.

Audit Administration, Fees, and Other

We will provide copies of our reports to the City of Albion; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abraham & Gaffney, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to Regulatory Agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abraham & Gaffney, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Regulatory Agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit the in December of each year and to issue our reports no later than March 31 of each year. William I. Tucker IV, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be based on the actual time spent at our standard hourly rates, plus out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

The fee is detailed as follows:

<u>Year Ending December 31,</u>	<u>Act 51 Performance Audit</u>
2017	\$ 2,500

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review accompanies this letter.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

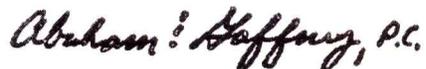
If any dispute arises in connection with the performance of our services under this agreement, or any other services we may perform, either party may, upon written notice to the other party, request facilitated mediation. Such mediation shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute. Facilitated mediation shall conclude within 60 days from receipt of the written notice unless extended by mutual agreement.

In the event the aforementioned difference cannot be resolved by facilitated mediation (or the parties agree to waive that process) then such dispute shall be settled by arbitration. Arbitration shall be administered by and follow the rules of the American Arbitration Association (AAA) unless otherwise agreed upon by the parties.

Each party may disclose any facts to the other party, the facilitator, or the arbitrator, which it, in good faith, considers necessary to resolve the difference. However, all such disclosures will be deemed in furtherance of settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. The facilitator or the arbitrator shall not act as a witness for either party in any subsequent proceedings between the parties. Neither the facilitator nor arbitrator shall have authority to award non-monetary or equitable relief, and any monetary award shall not include punitive damages. An award issued by arbitration may be confirmed by any federal or state court of competent jurisdiction. All costs of any facilitated proceedings shall be shared equally by both parties. If arbitration is required, all reasonable costs, of both parties, as determined by the arbitrator, shall be borne entirely by the non-prevailing party.

We appreciate the opportunity to be of service to the City of Albion and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copies and return one (1) copy to us.

Sincerely,



ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Albion.

By: _____

Title: _____

Date: _____

Principals

Dale J. Abraham, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

January 6, 2017

City of Albion
112 W. Cass Street
Albion, MI 49224

We are pleased to confirm our understanding of the services we are to provide the City of Albion for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Albion as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Albion's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Albion's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Budgetary comparison schedules.
3. Pension system schedules
4. Other post-employment benefit system schedules

We will also prepare the Michigan Department of Treasury form F-65 and Michigan Department of Transportation Act 51 report as part of our engagements.

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Albion's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining statements for nonmajor funds.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Albion and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Albion's financial statements. Our report will be addressed to the City Council of the City of Albion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the city of Albion is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Albion's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. We understand that we will draft the financial statements, related notes to the financial statements, and RSI.

We will provide copies of our reports to the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abraham & Gaffney, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the U.S. Department of Agriculture or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abraham & Gaffney, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an Oversight Agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately March 27, 2017 and to issue our reports no later than June 30, 2017. William I. Tucker IV is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs such as report reproduction, word processing, postage, travel, copies, telephone, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The fees are detailed as follows:

<u>Year Ending December 31,</u>	<u>Financial Audit</u>	<u>Preparation of F-65/Act 51</u>	<u>Total Not- to-Exceed</u>
2016	\$ 28,000	\$ 1,000	\$ 29,000

The terms of this engagement letter shall be subject to review by either party on an annual basis and will be subject to cancellation by either party with a 60 day advance notice. The cost schedule detailed above assumes that a Single Audit will not be required.

Our proposal is to provide the City with auditing services, rather than accounting services. The audit cost provided above assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) will not be required as part of the audit process. If journal entries are required after we are provided with the initial trial balance at year end fieldwork that are necessary to be recorded in order for the financial statements to be fairly presented in accordance with generally accepted principles accounting principles, we propose a per entry fee of \$100. This fee will not be billed if there are less than ten (10) entries in a given year.

Because we are extremely interested in serving the City and the fact that our audit team members have a great deal of experience working with governmental entities, we are proposing a discount to our audit cost estimate. The price schedule detailed above is a firm price assuming the City records are in reasonable condition and that we are provided reasonable City staff assistance. If our team members spend more hours than the projected hours detailed above that are not due to certain circumstances (i.e., unrecorded or improperly recorded journal entries or activities, unbalanced records, inadequate staff assistance, circumstances different than what was communicated to us during the bid process, etc.) then we will not bill for any amounts over the audit cost estimate. During each year of the audit, we will evaluate the preparedness of the City for the audit and if there appears to be significant audit areas that are not ready for audit procedures we will discuss this situation well in advance with the City to determine an appropriate corrective action plan.

The fees quoted above are based on anticipated levels of client assistance and expertise. Should any of these levels of assistance or expertise change during the period of our engagement, we may need to arrive at a new fee arrangement for the remainder of the agreement.

If certain circumstances are encountered, such as significant areas not being ready for audit that delay or disrupt fieldwork or those issues listed above we will discuss them with you and negotiate additional billings. While we do not expect that there will be additional billings in any audit year, because of the discounted fee that is being proposed it is important that the City adhere to the agreed-upon audit schedule - allowing us to conduct the audit as efficiently as possible.

The fees quoted for years subsequent to 2016 may be subjected to renegotiation if changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

If any dispute arises in connection with the performance of our services under this agreement, or any other services we may perform, either party may, upon written notice to the other party, request facilitated mediation. Such mediation shall be assisted by a neutral facilitator acceptable to both parties and shall require the best efforts of the parties to discuss with each other in good faith their respective positions and, respecting their different interests, to finally resolve such dispute. Facilitated mediation shall conclude within 60 days from receipt of the written notice unless extended by mutual agreement.

In the event the aforementioned difference cannot be resolved by facilitated mediation (or the parties agree to waive that process) then such dispute shall be settled by arbitration. Arbitration shall be administered by and follow the rules of the American Arbitration Association (AAA) unless otherwise agreed upon by the parties.

Each party may disclose any facts to the other party, the facilitator, or the arbitrator, which it, in good faith, considers necessary to resolve the difference. However, all such disclosures will be deemed in furtherance of settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. The facilitator or the arbitrator shall not act as a witness for either party in any subsequent proceedings between the parties. Neither the facilitator nor arbitrator shall have authority to award non-monetary or equitable relief, and any monetary award shall not include punitive damages. An award issued by arbitration may be confirmed by any federal or state court of competent jurisdiction. All costs of any facilitated proceedings shall be shared equally by both parties. If arbitration is required, all reasonable costs, of both parties, as determined by the arbitrator, shall be borne entirely by the non-prevailing party.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to the City of Albion and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copies and return one (1) copy to us.

Sincerely,

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Albion.

By: _____

Title: _____

Date: March 6, 2017

MIThrive Bills Bulldoze Out Of Senate

State tax dollars would be used to spur "transformational projects" by bridging urban redevelopment costs and the money the project is expected to make, under legislation the Senate passed today with only six Republican no votes.

The five-bill "MIThrive" package ([SB 0111](#), [SB 0112](#), [SB 0113](#), [SB 0114](#) and [SB 0115](#)) would use modified Brownfield Tax Increment Financing (TIF) to encourage otherwise problematic projects by offering developers a portion of the new state income and sales tax revenue generated from the revitalized sites.

The most high-profiled example is Dan **GILBERT**'s suggested 52-story high rise for the former Hudson's property in Detroit.

Late last year, the Senate passed legislation based on the same concept, but those bills died in the House (See "[TIF Bills Dead In The House](#)" 12/7/16). This time, however, Sen. Ken **HORN** (R-Frankenmuth), the primary sponsor of the package, told reporters he believes the new measures have a better chance of getting to the Governor's desk.

"We gained two votes (compared to when the Senate passed the similar package last year) and we've made substantial changes to it," Horn said.

A reporter asked Horn if the House scaling back its income tax cut would affect the MIThrive legislation. The context of this question appeared to be concerns that the Michigan Thrive Incentive might not be conducive with tax cuts (See "[Tax Cut Concerns Voiced As MIThrive Bills Move](#)," 2/16/17).

"It looks like they'll ultimately send over a sensible (tax cut) plan," Horn said. "We do have safeguards in it (the MIThrive package). Ultimately, I think the House will be comfortable with it."

The six Senators who voted against the package were: Sen. Patrick **COLBECK** (R-Canton), Sen. Judy **EMMONS** (R-Sheridan), Sen. Joe **HUNE** (R-Hamburg), Sen. Phil **PAVLOV** (R-St. Clair), Sen. Tory **ROCCA** (R-Sterling Heights) and Sen. Tonya **SCHUITMAKER** (R-Lawton). Schuitmaker voted "yes" on [SB 0114](#) but "no" on the other four bills.

Tax cutting -- as opposed to creating tax incentives -- appeared to be on the minds of at least some of the Senators who voted "no."

"We do special things all the time for special projects," Emmons said. "I understand those needs, but I think it is time to give some tax relief to everyday people."

Colbeck's reasoning sounded similar.

"I'm not opposed to Brownfield Development in concept," Colbeck told reporters. "But it continues to push toward special interests. We need some broad-based tax relief for everyday people."

As votes were being taken on the package, Sen. Coleman **YOUNG II** (D-Detroit) explained why he was voting "yes."

"There are so many African Americans in jail right now," Young said. "That's why I support this legislation. For the majority of people in Detroit, this will mean more jobs and less jails."

A reporter asked Senate Majority Leader Arlan **MEEKHOF** (R-West Olive) his views on the Mackinac Center having referred to the Michigan Thrive Incentive as "Crony Capitalism."

"If you see the economic tools that other states have . . . even Gov. [John] **ENGLER** said 'other states have nuclear weapons -- we want them, too.'" Meekhof responded.

Reporters asked Horn what message the Michigan Thrive Incentive sends to voters.

"That Republicans solve problems," Horn said. "There is a cost to clean-up and we're just reimbursing for it."

Gary, as you see, there are a series of bills in the package. **You can go to the following link to see them. Simply input the bill number in the search bar and it will pull it up for you.**

[https://www.legislature.mi.gov/\(S\(uqzuglmctnqtbzegq51ssi4g\)\)/mileg.aspx?page=Bills](https://www.legislature.mi.gov/(S(uqzuglmctnqtbzegq51ssi4g))/mileg.aspx?page=Bills)

As for the Thrive initiative, it was a package of bills that passed the Senate today and will be sent over to the House for consideration. So it'll be some time before anything will be finalized.

The link below will take you to the summary of the bill package from the Senate Fiscal Agency.

<http://www.legislature.mi.gov/documents/2017-2018/billanalysis/Senate/htm/2017-SFA-0111-B.htm>

The bill involves state tax captures in an effort to incentivize development in certain brownfield areas around the state.

The best source of information if you have specific questions would be the bill sponsor, Sen. Ken Horn. He or his staff can be reached at 517 373-1760.

Please let me know if you need anything further.

Greg Moore



Friday, February 24, 2017

Status Of Brownfield Bills In Question After Income Tax Vote

House Tax Policy Committee Chair **Rep. Jim Tedder** said Friday it is unclear where Senate bills supported by Detroit billionaire Dan Gilbert and others are going after the House was unable to get enough votes to pass an income tax reduction this week.

Mr. Tedder (R-Clarkston) said on Michigan Public Television's "Off the Record" that a package of bills (**SB 111, SB 112, SB 113, SB 114** and **SB 115**) sent to his committee allowing developers to capture a portion of sales, use and income taxes to redevelop brownfield sites makes sense policy-wise, but he thinks it would be hypocritical to pass the legislation after defeating an income tax cut.

"I think we would be hypocritical to suggest we are not going to give income tax relief to middle-class workers, but we will give birth to a plan that could, even though the analysis argues otherwise, hypothetically bring pressures to the General Fund," he said.

Mr. Tedder said he is not going to twist arms on the bills and he is not ready to vote yes, but he will hold at least one hearing at some point.

"The policy makes great sense. But right now, let's be frank, the optics are not great to say 'we support Mr. Gilbert,' who has been philanthropic, he's been dedicated," he said. "But I also know that 'Joe factory worker' and 'Susie hairdresser' and 'Jim the teacher' have been equally committed to their communities. They have been committed to raising their families and responsible children. They have been unwavering in paying their income taxes every year."

Mr. Tedder said he feels the plan is worthwhile but that the working people of Michigan have also seen their spending power decrease over the last decade and they deserve a tax cut.

This week, House **Speaker Tom Leonard** (R-DeWitt) held a vote on **HB 4001**, knowing it would fail, and it fell three votes short of passage. Mr. Tedder said the speaker gave 51 Republicans who voted yes on the bill a voice.

Another 12 Republicans voted no, and Mr. Tedder said they too were given a voice to tell their constituents they voted their district and their conscience. He said he did not think it was a "gotcha" move by the speaker.

And Mr. Tedder denied there were any inappropriate threats by the speaker to members who did not want to vote for the bill, adding that he was in the smaller meetings with Mr. Leonard and other members.

"It is not only hyperbole, it is unequivocally false. I sat in those meetings. And anyone that is going to say tensions weren't up would be lying. But that is not bullying," he said. "We had some open discussions that were very fruitful, very worthwhile. ... That is why Representative Pagel pulled back from his press conference, because he finally heard the truth."

Rep. Dave Pagel (R-Berrien Springs) called a press conference Thursday to investigate Mr. Leonard's tactics and then cancelled it after speaking with Mr. Leonard (See **Gongwer Michigan Report, February 23, 2017**).

Mr. Tedder also said he did not think HB 4001 could have been improved anymore, and working behind the scenes over weeks or months to get more votes instead of voting on the bill this week would not have been worth it. Especially, he said, considering the bill may have dead on arrival in the Senate and on the governor's desk.

"At the end of the day, what this vote was, it wasn't about the specific mechanics, because I think the final iteration is a solid bill that provided a guaranteed two-tenths of a percentage of relief, and then beyond that if the Budget Stabilization Fund did not approach \$1 billion or more then it was a non-starter for additional reductions," he said. "So I don't know that we could have made the bill any better and then still send it to the Senate for additional changes and modifications."

Still, he said, if the Senate takes up income tax relief and sends it to the House, the chamber will work to pass it.

"The House has no pride of ownership in respect to getting meaningful income tax reduction," he said. "If a Senate bill comes over to the House that is comparable to what we failed to pass ... we are going to wholeheartedly support that."

**INFORMATION
ONLY**

The Albion College Albion Area Alumni Chapter
Together with Albion's Sister City Program
cordially invite you to

Une Soirée avec un Chef Francais Authentique !

Please join us 5PM to 9PM on March 31, 2017 at
The Food Hub of Albion
112 E. Erie St. Albion, MI 49224

Chef Arnaud Dupuy, sous-chef at Alain Ducasse's Plaza Athénée Restaurant in Paris
demonstrates and teaches
French cooking techniques. Enjoy a group dining experience including
three courses of sampling and wine pairings.

Tickets may be purchased for \$100
Checks payable to The Sister City of Albion

This event is a fundraiser for continuing the
educational exchange and friendships
that have benefited many over the past 20 Years

Répondez s'il vous plaît by March 20
lanhome.2@gmail.com