



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

AGENDA COUNCIL MEETING

Council members and

other officials normally in
attendance.

Monday, March 7, 2016

7:00 P.M.

• **Joseph V. Domingo**

Mayor

▪ **Maurice Barnes, Jr.**

Council Member
1st Precinct

▪ **Lenn Reid**

Council Member
2nd Precinct

▪ **Garrett Brown**

Council Member
3rd Precinct

• **Rebecca Decker**

Council Member
4th Precinct

• **Cheryl Krause**

Council Member
5th Precinct

• **Andrew French**

Mayor Pro Tem
Council Member
6th Precinct

• **Sheryl Mitchell**

City Manager

• **The Harkness Law Firm**

Atty Cullen Harkness

• **Jill Domingo**

City Clerk

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

B. Update on Albion District Library, Cindy Stanczak

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

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 Session Minutes-February 16, 2016

IX. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval for Lion's White Cane Event (VV)

B. Request Approval of City Manager Goals (RCV)

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



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NOTICE FOR PERSONS WITH HEARING
IMPAIRMENTS WHO REQUIRE THE USE OF
A PORTABLE LISTENING DEVICE:

Please contact the City Clerk's office

at (517) 629-5535 and a listening device
will be provided upon Notification.

If you require a signer, please notify
City Hall at least five (5) days prior
to the posted meeting time.

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

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

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

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

F. City Manager Report

G. Future Agenda Items

H. 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.)

XI. ADJOURN

**CITY OF ALBION
PROCLAMATION FOR
MARCH FOR MEALS MONTH
MARCH 2016**

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

WHEREAS: The 2016 observance of March for Meals provides 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 have served our community admirably for many years; and

WHEREAS: Volunteers for Meals on Wheels programs 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: We express our appreciation to the individuals and organizations that support our Meals on Wheels program, including Area Agency on Aging 3B, Calhoun County Senior Millage and Senior Services of Southwest Michigan

WHEREAS: Meals on Wheels programs provides a powerful socialization opportunity for millions of seniors to help combat loneliness and isolation; and

NOW, THEREFORE, I, Joseph V. Domingo, Mayor of the City of Albion, do hereby proclaim March 2016 as 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.

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



Joseph V. Domingo

Joseph V. Domingo, Mayor
7 March 2016

Date

City of Albion
City Council Meeting
February 16, 2016

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Lenn Reid (2), Rebecca Decker (4), Cheryl Krause (5) and Andrew French (6) and Mayor Joseph Domingo. Maurice Barnes (1) was absent and Garrett Brown (3) arrived at 7:25 p.m.

STAFF PRESENT:

Sheryl Mitchell, City Manager; Jill Domingo, City Clerk; Cullen Harkness, City Attorney; Tom Mead, Finance Director; Jim Lenardson, Director of Public Services; Scott Kipp, Chief of Public Safety and John Tracy, Director Building, Code Enforcement and Planning.

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Krause and French.

VI. PRESENTATIONS

A. Mayor's Youth Council-Diversity Champion Proclamation for Senator Mike Nofs

Zemiah White of Kids at Hope read aloud the Diversity Champion Proclamation for Senator Mike Nofs.

Comments were received from Harry Bonner Sr.

B. Mayor's Youth Council-Diversity Champion Proclamation for Albion City Council

Aitayah Artis of Kids at Hope read aloud the Diversity Champion Proclamation and presented plaque and proclamation to Council.

C. ADPS Check Presentation of \$3,436.00 for Donation to Susan G. Komen's Breast Cancer Organization

Bill Timmins, Albion Public Safety Officer presented a check for \$3,436.00 to a representative of the Susan G. Komen's Breast Cancer organization. Albion Department of Public Safety sold t-shirts in September and October to raise the funds. The t-shirts have the Department of Public Safety logo and help to give back to the community.

A representative from the Susan G. Komen stated that 75% of the funds go back to the local communities such as Allegiance and help with free mammograms, the remaining 25% will go towards breast cancer research.

D. Update on SAW Grant-Jeff Wingard, Fleis & Vandenbrink

Jeff Wingard, Fleis & Vandenbrink updated the Council on the SAW Grant with the following highlights:

- The inspections have been completed. They inspected 2,210 storm catch basins and 1,057 sanitary manholes.
- An evaluation of results is being completed and GIS mapping is also being worked on.
- They will be monitoring the flows in manhole structures particularly after heavy rains.
- They will be doing a smoke testing in the spring of the sanitary sewers that will help to locate any cross connections of sanitary and storm sewers.
- Residents will be notified of the smoke testing via the public access channel and also a notice in water bills being sent out.
- Screening and televising of the lines will also be completed which will locate defects and problems.
- When work is fully completed an asset management plan will be done.
- Both paper maps and GIS maps will be available when project is complete.

Comments were received from Council Member Krause and Mayor Domingo.

VII. CITIZENS COMMENTS

No comments were received.

VIII. CONSENT CALENDAR (VV)

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

A. Approval Regular Council Session Minutes-February 1, 2016

Council Member French asked to have street improvement fund added to Page 5, subsection I for the February 1, 2016 minutes.

French moved, Krause supported, CARRIED, to Approve the Consent Calendar with the above change. (5-0, vv)

IX. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval for Fireworks Committee to Hold Fireworks over the River July 3rd, 2016 at Dusk (RCV)

French moved, Krause supported, CARRIED, To Approve Fireworks Committee to Hold Fireworks over the River July 3rd, 2016 at Dusk. (5-0, rcv)

- B. Discussion-Single Hauler Bids

City Manager Mitchell stated that as part of Council's request to find cost savings for the City, she would like to add a discussion on single hauler bids to the goal setting agenda.

Comments were received from Council Member French and Mayor Domingo.

- C. Request Approval Resolution #2016-13, Contract with Abraham & Gaffney for Fiscal Year 2015 Auditing Services (RCV) 269 (RCV)

Comments were received from Mayor Domingo.

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-13, Contract with Abraham & Gaffney for Fiscal Year 2015 Auditing Services as presented. (6-0, rcv)

- D. Request Approval Resolution # 2016-14, Michigan Heritage Restoration Program-Amendment #1 (RCV)

Comments were received from Council Members Krause and Brown; City Manager Mitchell; City Attorney Harkness; Finance Director Mead and Mayor Domingo.

French moved, Brown supported, CARRIED, to Approve Resolution # 2016-14, Michigan Heritage Restoration Program-Amendment # 1 as presented. (6-0, rcv)

- E. Request Approval Ismon House Promissory Note (RCV)

French moved, Decker supported, CARRIED, To Approve Ismon House Promissory Note as presented. (6-0, rcv)

- F. Request Approval Memorandum of Understanding-Amendment #1 with Ismon House

French moved, Decker supported, CARRIED, To Approve Memorandum of Understanding-Amendment #1 with Ismon House as presented. (6-0, rcv)

- G. Request Approval Resolution # 2016-15, Purchase of Services for Starr Pump #1 (RCV)

~~French moved, Krause supported, CARRIED, to Approve Resolution # 2016-15, Purchase of Services for Starr Pump # 1 as presented. (6-0, rcv)~~

- H. Discussion/Approval Resolution # 2016-16, Approval for Match for Calhoun County Land Bank Authority Michigan Blight Elimination Program (RCV)

Comments were received from City Manager Mitchell.

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-16, Approval for Match for Calhoun County Land Bank Authority-Michigan Blight Elimination Program as presented. (6-0, rcv)

- I. Request Approval of POLC (Public Safety Sergeants & Lieutenants) Tentative Agreement (RCV)

Comments were received from City Manager Mitchell.

French moved, Krause supported, CARRIED, to Approve POLC (Public Safety Sergeants & Lieutenants) Tentative Agreement as presented. (6-0, rcv)

- J. Request Approval of Agreement between Albion Public Schools and City of Albion for Recreation Programs (RCV)

Comments were received from City Manager Mitchell.

French moved, Brown supported, CARRIED, to Approve Agreement between Albion Public Schools and City of Albion for Recreation Programs as presented. (6-0, rcv)

- K. Request Approval Resolution # 2016-17, Purchase of Salt Spreader for the DPW (RCV)

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

French moved, Brown supported, CARRIED, to Approve Resolution # 2016-17, Purchase of Salt Spreader for the DPW as presented. (6-0, rcv)

- L. Discussion-City Employees Purchasing Old Equipment

City Attorney Harkness stated the current ordinance provides the following:

- \$2500.00 or less can be sold for individual sale.
- Over \$2500.00 must be sold by bid at a public auction. The auction must be published and funds shall go back into the general fund.

Questions raised by Council are:

- What would the determination be if one than one employee were interested in the equipment?
- Would we use a sealed bid process for employees for under \$250.00?
- Would we have a minimum bid?

The consensus of the Council is to have City Attorney Harkness prepare a proposal and present to Council at a future meeting.

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

M. Discussion-City of Albion Volunteering to Provide Water to the City of Flint

City Manager Mitchell stated Council Member Barnes asked employees to participate in in collecting water for Flint residents. The City will be accepting water donations at City Hall through March 4th, 2016 and the water donations will be delivered to Flint on March 7th, 2016. Residents are also welcome to participate. Questions can be directed to Caresha Kendrick, Public Safety Assistant.

Council Member French and Krause both stated that larger gallon jugs are needed as much or more for Flint residents. Additional comments were received from Mayor Domingo.

N. Request Approval for Consumers Energy to Survey City Owned Property (RCV)

Comments were received from City Manager Mitchell.

French moved, Krause supported, CARRIED, to Approve Consumers Energy to Survey City Owned Property as presented. (6-0, rcv)

O. City Manager Report

City Manager Mitchell updated the Council with the following items:

- September will be the 50th Anniversary of the Festival of the Forks
- The Mayor, Council and City Manager have all been invited to deliver food with the Meals on Wheels Program.
- The Lead Task Force is still gathering information on children with elevated lead levels in Calhoun County.

P. Future Agenda Items

Council had no future agenda items.

Q. Motion to Excuse Absent Council Member (s)

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

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

Comments were received from Mike Bearman, 11016 29 Mile Rd and Jay Loomis, 408 W. Ash St.

XI. ADJOURNMENT

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

Mayor Domingo adjourned the Regular Session at 8:55 p.m.

Date

Jill Domingo
City Clerk

City Manager

GOAL	2015 STATUS	2016
<ul style="list-style-type: none"> • Increase financial resources/reduce expenses – actively seeking grants and alternative sources of funding. Reduction in expenses through Assessor's contract, telephone system, and entered into agreement with Office Depot to reduce costs. 	Done	Ongoing
<ul style="list-style-type: none"> • Community Wide Marketing Plan - working with Chamber, Albion College and Albion Community Schools on marketing plan utilizing French Special Projects assistant Marie Macone on a 6-month internship. 	Done	
<ul style="list-style-type: none"> • Recreation Master Plan - Work with Citizens Advisory Committee and Planning Commission on update of 5-year plan 	Done	
<ul style="list-style-type: none"> • DDA Plans - work with DDA on update of DDA Master Plan and Parking Plan 	Initiated	Ongoing
<ul style="list-style-type: none"> • Performance Measures for Departments/Divisions – making revisions to current evaluation process to be more consistent across departments and incorporate performance measures for department directors. 	Initiated	Ongoing
<ul style="list-style-type: none"> • Maintain a General Fund balance that is at least 15% of expenditures - with ongoing declines in property tax revenues, this becomes increasing more difficult to attain each year. 	Done	Ongoing
<ul style="list-style-type: none"> • Monthly Financial Reports to Council – working with Finance Director to at least provide quarterly updates. 	Not in place yet	Ongoing
<ul style="list-style-type: none"> • Complete Restructuring of Recreation Department – eliminated director's position. Department is now staffed by 3 permanent part-time staff. Supplemented by Michigan Works youth, volunteers, and partnership organizations. 	Done	
<ul style="list-style-type: none"> • Munetrix – available via website to provide citizens with financial and service level information 	Done	Ongoing
<ul style="list-style-type: none"> • Priority Based Budgeting-Bring long-term financial planning process and strategies to the budgeting process focusing on citizens public priorities 		
<ul style="list-style-type: none"> • Town Hall meetings – first series of 6 meetings was very successful. Future meetings will most likely be focused on particular topics of discussion. 	Done	Ongoing
<ul style="list-style-type: none"> • Restructure the City Website – conversion is completed. 	Done	Ongoing
<ul style="list-style-type: none"> • Expand quality of information of Government Access Channel – more frequent updates. Evaluation equipment upgrades 		
<ul style="list-style-type: none"> • Update Telephone System – has not been undertaken yet. Conversion to a less expensive long-distance service has been completed. Evaluate all communications systems for upgrades. 	Initiated	Ongoing
<ul style="list-style-type: none"> • Neighborhood Revitalization - evaluate and implement programs for rehabilitation and construction of neighborhood housing. Investigate Neighborhood Enterprise Zones. 	Initiated	Ongoing
<ul style="list-style-type: none"> • Train Service & Depot - work with partners on increasing frequency of stops and upgrades to station and infrastructure 	Initiated	Ongoing
<ul style="list-style-type: none"> • MDNR Trust Fund Grant - implementation of grant for Albion River Trail expansion 	Initiated	Ongoing
<ul style="list-style-type: none"> • Lead Task Force - work with County committee to increase lead testing in pre-school children and resources for remediation of housing and water connections. 	Initiated	Ongoing

2016 BUSINESS LICENSE

	MAILED APPLICATION	RECEIVED APPLICATION & PAYMENT	APPROVED BY CITY COUNCIL
COMPANY NAME			
BED & BREAKFAST			
ALBION HERITAGE BED & BREAKFAST	12/8/2015	12/8/2015	12/8/2015
THE PALMER HOUSE BED & BREAKFAST	12/22/2015	12/22/2015	12/22/2015
GARBAGE SERVICE			
BILLY TURNER	1/6/2016	2/16/2016	
REPUBLIC WASTE	1/6/2016	2/1/2016	
WASTE MANAGEMENT	1/6/2016	2/16/2016	
GRANGER CONTAINER SERVICE INC	1/6/2016	2/1/2016	
MECHANICAL AMUSEMENT			
ALBION COLLEGE	1/6/2016	2/1/2016	
ALBION MOOSE	1/6/2016	3/3/2016	
CASCARELLI'S TAVERN	1/6/2016	3/1/2016	
CHARLIES OF ALBION	1/6/2016	No longer have any devices	
LEISURE HOUR CLUB	1/6/2016	2/22/2016	
PIZZA HUT	1/6/2016	2/16/2016	
REDBOX AUTOMATED	1/6/2016	2/1/2016	
SPARTAN STORES/FAMILY FARE	1/6/2016	1/15/2016	
R & R	1/6/2016	2/16/2015	
VEHICLE FOR HIRE (TAXI-SERVICE)			
MAXIE TRANSPORTATION	1/6/2016	2/11/2016	

