



# 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.

## REVISED AGENDA

**COUNCIL MEETING**  
**Monday, April 1, 2019**  
**7:00 P.M.**

**David Atchison**  
Mayor

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

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

**Sonya Brown**  
Mayor Pro-Tem  
Council Member  
3<sup>rd</sup> Precinct

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

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

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

**Scott Kipp**  
Interim City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

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

Please contact the City  
Clerk's office at  
517.629.5535 and a listening  
device will be provided  
upon notification. If you  
require a signer, please  
notify City Hall at least five  
(5) days prior to the posted  
meeting time.

### **PLEASE TURN OFF CELL PHONES DURING MEETING**

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS
  - A. Proclamation of Mayor & Council Recognition Day for National Service
- VII. PUBLIC HEARING-None
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION-None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes, March 18, 2019
  - B. Assembly Permit for Swingin' at the Shell-Victory Park Band Shell, July 21-September 15, 2019
  - C. Approval of Lion's White Cane Sales on May 3<sup>rd</sup> & 4<sup>th</sup>, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval for Mechanical Amusement Devices for:
    - Albion College
    - Leisure Hour Club
    - Redbox Automated
    - Spartan Stores/Family Fare



# 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

---

- B. Request Approval Garbage Licenses for:
- Republic Waste
  - Waste Management
  - Granger Container Service
- C. Request Approval to Excuse Council Member Brown from the March 18<sup>th</sup>, 2019 Council Meeting
- D. Discussion/Approval 1<sup>st</sup> Reading Ordinance # 2019-03, An Ordinance to Amend Ordinance 58-166, Possession and Use of Marijuana
- E. Discussion/Action City Manager Search RFP
- F. Request Approval Resolution # 2019-11, To Declare the Annual Recognition of Indigenous People's Day
- G. Request Approval Resolution # 2019-12, To Increase the City Wastewater Rates 7.5% Each Year Commencing January 1, 2020 through December 31, 2024
- H. Request Approval Resolution # 2019-13, To Increase the City Wastewater Rates 5.9% Each Year Commencing January 1, 2020 through December 31, 2024
- I. Request Approval Boards & Commissions Appointments & Reappointments:
- Al Henson, Initial Appointment, Local Officers Compensation Commission, Term to Expire 10-1-2022
  - Kay Knight, Local Officers Compensation Commission, Term to Expire 10-1-2023
  - Mark Lelle, Initial Appointment, Zoning Board of Appeals Commission, Term to Expire 12-31-2020
  - Joseph Verbeke, Initial Appointment, Zoning Board of Appeals, Term to Expire 12-31-2021
  - Gregg Strand, Reappointment, Planning Commission, Term to Expire 12-31-2021
  - Tom Pitt, Reappointment, Planning Commission, Term to Expire 12-31-2021
  - William Stoffer, Initial Appointment, Local Officers Compensation Commission, Term to Expire 10-1-2019
- J. Request Approval Interim City Manager Contract
- K. Discussion-GovHR



# 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

---

- L. Request Approval for Lease of New ADPS Police Vehicle
  
- XII. FUTURE AGENDA ITEMS
  
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
  
- XIV. CITY MANAGER REPORT
  
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
  
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
  
- XVII. ROLL CALL
  
- XVIII. ADJOURN

## Proclamation of Mayor & Council Recognition Day for National Service

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's counties are increasingly turning to national service and volunteerism as a cost-effective strategy to meet county needs; and

WHEREAS, participants in AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, including seven organizations in support in Albion, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our city's economic and social well-being; and

WHEREAS, nine national service participants of all ages and backgrounds serve in Albion, providing vital support to city residents and improving the quality of life in our city; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; including more than \$250,000 from organizations in Albion; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with city and county officials nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and county officials across the country for the Mayor and County Recognition Day for National Service on April 3, 2018.

THEREFORE, BE IT RESOLVED that I, David Atchison, Mayor of the City of Albion, along with the rest of Albion's City Council, do hereby proclaim April 2, 2019, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community and thank those who serve; and to find ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of ALBION, MICHIGAN on this 1st day of APRIL, in the year 2019.

\_\_\_\_\_  
*David Atchison, Mayor*

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



City of Albion  
Council Session Minutes  
March 18, 2019

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: (3) Sonya Brown was absent.

STAFF PRESENT:

Scott Kipp, Acting City Manager/Chief Public Safety; Cullen Harkness, City Attorney; Chelsea Ditz, City Labor Attorney; Tom Mead, Finance Director; Haley Snyder, Deputy Clerk/Treasurer; Kent Phillips, Interim Public Services Director and John Tracy, Director Planning, Building & Code Enforcement.

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

Mayor Atchison asked to remove the following item:

- Item (D) from Items for Individual Discussion – Discussion/Approval 1<sup>st</sup> Reading Ordinance #2019-03, An Ordinance to Amend Ordinance 58-166, Possession and Use of Marijuana.

Comments were received from City Attorney Harkness.

Williamson moved, Reid supported, CARRIED, to Approve the Agenda as presented. (6-0, vv)

VI. PRESENTATIONS

A. Proclamation Recognizing Albion College 184<sup>th</sup> Birthday

Mayor Atchison read aloud the Proclamation Recognizing Albion College's 184<sup>th</sup> Birthday and presented to Dr. Connie Smith, Associate Dean of Students.

## B. Albion Economic Development Corporation Update

Amy Deprez, Albion Economic Development Corporation President provided the following update on the AEDC's 2018 accomplishments and goals for 2019:

Economic Development Strategic Plan – pending April 2019, support of plan by City of Albion Council pending:

- Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.
- Stabilize the City's major corridors and support their economic growth.
- Build the human capital of key economic development agencies with Albion.
- Retain and attract high-leverage jobs to Albion.
- Strengthen housing market and stock.
- Create a unified brand for Albion to drive tourism, business growth, and investment.
- Make strategic choices to turn Albion into a destination for current and future residents.

Community Critical Need Themes:

- Diversified Housing Stock
- Grocery Options
- Jobs
- Healthcare Options
- Brownfield Elimination
- Corridor Improvement – Austin & Eaton

2018 Economic Development in Review:

- American Colloid Retention - \$8.6 million investment & 11 jobs retained
- Acquisition of 1104 Industrial Avenue (Albion Business Incubator) – transition from Incubator Tenant to Graduated Enterprise
- City of Albion' Ordinance for Medical Marijuana successfully attracted three (3) companies – Greenwell BioMedicinals, LLC, Comco, LLC & Greenhouse Farms LLC
- Potential development opportunities – Project Tiger, Five (5) Solar Farm Prospects & Nine (9) Medical Marijuana Prospects

Community Development – New Downtown Businesses:

- Brick Street Marketing, Pure Albion, The Office, Peabody Building – residential lofts, Albion Malleable Brewing Company, Courtyard by Marriott, Teragraphics & Turtle Dove

Albion Food Hub:

- Anchor Food Hub Tenants: Foundry Bakehouse & Deli, Rosie's Flavors & Albion Malleable
- Pop-Up Retailers: Cooper's Dish, Rosie's Flavors & Wakey Bakey

2019 Looking Forward:

- Workforce – Workforce Action Team: filling needs of the community & prospects
- Business Development – Attraction of industry & jobs, Albion annual retention visits
- Community Development – Albion Redevelopment Corporation – Superior Street Lofts; Albion Brownfield Redevelopment Authority – policies, targeted redevelopment area plan; Housing developments, neighborhood enterprise zones, diversify housing stock; corridor improvement support
- Funding – Albion's Revolving Loan Fund – build awareness & increase use; Identify funding sources to build capacity and grow economic efforts.
- Albion Food Hub & Farmers Market – Rebranding and strategic initiatives; redesign of Hub; Helping Hand Hub Box – fresh food initiative; Diversify use of the Hub.

C. Greater Albion Chamber of Commerce & Visitors Bureau Update

Eric Worley, Albion Chamber of Commerce President gave the following presentation on driving tourism to the Albion Area through outdoor recreation:

- Albion's Assets: Kalamazoo River, Five (5) trails, Equestrian Center, Seventeen (17) parks.
- 63% of Michigan residents participate in outdoor recreation; promotes a healthy lifestyle; contributes to a higher quality of life & biggest draw for millennial generation.
- Economic impact for Michigan - \$26.6 Billion in consumer spending annually, 232,000 direct jobs, \$7.5 Billion in wages & salaries, \$2.1 Billion in State & local tax revenue.
- Albion has left money on the table for far too long. If Albion only saw 5% of what is spent annually on the Huron River, it would be an extra \$1,125,000 per year.

D. 2019 Economic Community Development Update from Mayor Atchison

Mayor Atchison gave the following presentation on the 2019 community economic development forecast:

- Community Economic Development – A partnership between an engaged community working with city government, local area stakeholders and private sector interests to build a more vibrant community.
- Building a vibrant community requires working/focusing on parts of the puzzle, while keeping the whole puzzle in mind.
- Albion is putting pieces together – Downtown renovation, expanding healthcare services, infrastructure, and housing
- Restoring Public Trust – Communication, Accountability, Integrity & Transparency

Removing obstacles to Development in Albion:

- Redevelopment Ready City (RRC) Certification
- County-wide capacity gap for permit inspections
- County Land Bank innovations and prioritization improvements
- Zoning Ordinance update

Emphasizing gateway economic development:

- Corridor Improvement Authority (CIA)
- Neighborhood Improvement Authority (NIA)

Expanding Albion's Appeal:

- Enhancing Holland Park – pavilion
- Calhoun County Transportation Planning
- Albion River Trail Expansion
- Encouraging new dining and entertainment options

2019 Task Forces:

- Child Care Expansion Task Force
- Youth Employment Task Force
- Youth Leadership Council

## VII. PUBLIC HEARINGS-None

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

Comments were received from Stacy Stewart, 205 W. Oak Street.

## IX. CLOSED SESSION-The City Manager requests an Executive Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a

public officer, employee, staff member of individual agent, if the named person requests a closed hearing

Williamson moved, Reid supported, CARRIED to adjourn to Closed Session. (6-0, rcv)

Mayor Atchison adjourned to closed session at 7:41 p.m.

Mayor Atchison re-convened the regular session at 8:26 p.m.

#### ROLL CALL

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

ABSENT: (3) Sonya Brown was absent.

- X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)
- A. Approval Special Session Minutes, March 1, 2019
  - B. Approval Regular Session Minutes, March 4, 2019
  - C. Assembly Permit for Grace Temple Church held at Victory Park on May 18<sup>th</sup> & 19<sup>th</sup>, 2019

Clark moved, Reid supported, CARRIED, to Approve the Consent Calendar as presented. (6-0, vv)

#### XI. ITEMS FOR INDIVIDUAL DISCUSSION

##### A. Discussion/Action City Manager Contract

*Council Member Williamson made a motion to Terminate City Manager Contract with Cause. Mayor Atchison supported.*

Comments were received from Council Member Spicer, Williamson, Mayor Atchison; City Labor Attorney Ditz.

Williamson moved, Atchison supported, FAILED to Terminate City Manager Contract with Cause. (2-4, rcv) (Clark, Reid, Lawler and Spicer dissenting)

*Council Member Spicer made a motion to follow the City Labor Attorney's advice and accept the agreement. Council Member Reid supported.*

Comments were received from Council Member Reid, Spicer, Williamson; City Attorney Harkness.

Spicer moved, Reid supported, CARRIED to follow the City Labor Attorney's advice and accept agreement. (4-2, rcv) (Williamson and Mayor Atchison dissenting)

#### B. Discussion/Action Interim City Manager

*Council Member Williamson made a motion to appoint Chief Scott Kipp as the Interim City Manager. Council Member Reid supported.*

Comments were received from Council Member Lawler, Spicer, Williamson; Mayor Atchison; City Labor Attorney Ditz.

*Council Member Williamson Called to Question to move forward to appoint Chief Scott Kipp as Interim City Manager. Council Member Reid supported.*

Williamson moved, Reid supported, CARRIED, to appoint Chief Scott Kipp as Interim City Manager. (4-2, rcv) (Spicer and Lawler dissenting)

#### C. Discussion/Action GovHR

City Attorney Harkness will submit a formal request in writing to GovHR for all documentation received pertaining to Ms. Rufus' background check. Once received, he will provide a written memo to Council at the next regular scheduled meeting.

Comments were received from Council Member Spicer, Williamson; Mayor Atchison; City Attorney Harkness.

#### D. Discussion/Approval 1<sup>st</sup> Reading Ordinance # 2019-03, An Ordinance to Amend Ordinance 58-166, Possession and Use of Marijuana

*This item was removed from the agenda.*

#### E. Discussion/Economic Initiatives

Council Member Clark Precinct 1:

- Welcomed Precinct 1 residents to reach out with any questions/concerns.
- Working with Council Member Reid and Mayor Atchison on a sub-committee to increase businesses along the Austin Avenue and Eaton Street corridors.

Council Member Reid Precinct 2:

- Received two (2) \$5,000 donations for Holland Park.
- Waiting to see if we've received a \$50,000 grant to put towards a new Holland Park pavilion.
- Working with Director Tracy on cleanup in Precinct 2.
- Many Precinct 2 residents have reached out inquiring about leaf pickup.

Council Member Lawler Precinct 4:

- Happy with the new Oaklawn Clinic that has recently opened in Precinct 4.
- Interested in looking into options for more Senior Housing throughout Precinct 4 – Union Steele property a possibility.

Council Member Spicer Precinct 5:

- Planning to hold a spring meeting with Precinct 5 residents sometime in May.

Council Member Williamson Precinct 6:

- Precinct 6 continues to support and bolster the development efforts of the AEDC.
- Interested in senior housing – no room in Precinct 6 for such development; however, looking forward to continuing the discussion of such development in other precincts.

Comments were received from Council Member Clark, Reid, Lawler, Spicer, Williamson and Mayor Atchison.

F. Request Approval of Designating Kent Phillips as Street Administrator

Acting City Manager/Public Safety Chief Kipp stated MDOT requires a Street Administrator for Act 51. Kipp recommends designating Interim Public Works Director, Kent Phillips as Street Administrator.

Comments were received from Council Member Lawler; Acting City Manager/Chief of Public Safety Kipp; City Labor Attorney Ditz.

Williamson moved, Reid supported, CARRIED, to Approve Designating Kent Phillips as Street Administrator. (5-1, vv) (Lawler dissenting)

G. Request Approval Resolution # 2019-09, To Approve Restrictive Covenant for 507 N. Albion St.

City Attorney Harkness stated there are underground storage tanks at this location. Due to contamination, a restrictive covenant preserves and limits the City or anyone else from using the land until the area reaches safe levels of contamination.

Comments were received from Mayor Atchison and City Attorney Harkness.

Williamson moved, Reid supported, CARRIED, to Approve Resolution # 2019-09, To Approve Restrictive Covenant for 507 N. Albion St. as presented. (6-0, rcv)

H. Request Approval Resolution # 2019-10, To Approve Restrictive Covenant for 1203 E. North St.

Comments were received from City Attorney Harkness.

Williamson moved, Reid supported, CARRIED, to Approve Resolution # 2019-10, To Approve Restrictive Covenant for 1203 E. North St. as presented. (6-0, rcv)

I. Discussion Sewer Rate Increases

Interim Public Works Director, Kent Phillips provided the Council with two (2) water bills which included the proposed five (5) year 7.9% rate increase. Phillips stated he is hoping to receive a consensus from Council to move forward with increasing the current sewage rates. Resolutions with the proposed increase will be provided at the next regular scheduled Council meeting for approval.

Comments were received from Council Member Williamson; Mayor Atchison; Acting City Manager/Public Safety Chief Kipp.

J. Discussion/Rental Certification

Mayor Atchison stated the Council Sub-Committee (Reid, Lawler & Spicer) are working towards residential rental property certification. The goals of the residential rental property regulating program should include:

- Protecting persons entering or residing in residential rental property within the City of Albion by identifying and requiring the correction of substandard conditions which pose an unacceptable risk to the health and welfare of occupants.
- Preserving and increasing the housing stock of decent, safe, sanitary and affordable residential units within the City of Albion.
- Eliminate unscrupulous landlords who exploit rental property without concern for tenants, neighborhoods or the community's long term interests. Unscrupulous landlords overcharge for property that is left in poor repair and allowed to deteriorate.

Director Tracy, Planning, Building & Code Enforcement provided the Council with the following update on the last Rental Certification Sub-Committee meeting:

- The sub-committee recently met last Thursday (3/14) and created goals and objectives for the rental certification process.
- Looking to do more research on costs of inspections and outsourcing possibilities.
- Within the next two (2) weeks, seeking various inspection firms.
- Reach out to our Project Rising Tide (PRT) Fellow, Linda LaNoue to explore resources to assist with rentals.
- Next step, hold a meeting with full Landlord Association to discuss goals and objectives created by sub-committee.

Comments were received from Council Member Clark, Reid, Lawler, Spicer, Williamson; Mayor Atchison; John Tracy, Director of Planning, Building & Code Enforcement.

## XII. FUTURE AGENDA ITEMS

- City Attorney Harkness asked that all items tabled at tonight's meeting be added to the next agenda.
- Council Member Williamson asked for a discussion on search for a new City Manager.
- Acting City Manager/Public Safety Chief Kipp asked for Resolutions for sewage rates increase.

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

Comments were received from Jim Stewart, 205 W. Oak St., Terry Atkins, 10807 27 Mile Rd., Al Smith, 1209 Adams St., Todd Clark, 2744 E-M60, Emily Smith, City Hall AmeriCorps VISTA, Eric Worley, Albion Chamber of Commerce, Garrett Brown, 1016 S, Superior St., Bob Dunklin, 707 Huntington Blvd.

## XIV. CITY MANAGER REPORT

Acting City Manager Kipp provided the following City Manager Report:

- March 14<sup>th</sup>, a presentation was given on the Irwin Avenue reconstruction project at the American Legion Hall. The meeting was well attended. Those in attendance were provided with a good overview of the project by myself and the Public Services staff. The meeting was recorded and is available on the City's YouTube channel and Facebook pages. There will be another meeting at the Marshall Opportunity High School on Tuesday,

March 26<sup>th</sup>, at 6:00 p.m. for both the North Street and Irwin Avenue projects.

- On March 11<sup>th</sup>, Haley Snyder was made the Acting Assistant City Manager. Haley has been involved with many aspects of the City Manager role and has been an invaluable asset over the last few weeks. As all Acting positions, she will continue to do the work of her regular position while helping in this role.

*\*\*A written City Manager report was also provided to the Mayor and Council.*

#### XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Clark, Williamson and Mayor Atchison.

#### XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

*Council did not take action on this agenda item.*

#### XVII. ROLL CALL

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

ABSENT: Council Member Sonya Brown (3)

#### XVIII. ADJOURNMENT

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

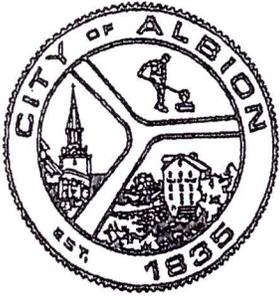
Mayor Atchison adjourned the Regular Session at 10:04 p.m.

---

Date

---

Haley Snyder  
Deputy Clerk/Treasurer



## City of Albion

William L. Rieger Municipal Building  
112 West Cass Street \* Albion, Michigan 49224  
(517) 629-5535 \* Fax (517) 629-2238

# ASSEMBLIES FOR PARK RESERVATION FACILITIES OVER 100 OR MORE

ASSEMBLIES: See attached 8 dates

DATE: July 21 - Sept. 15

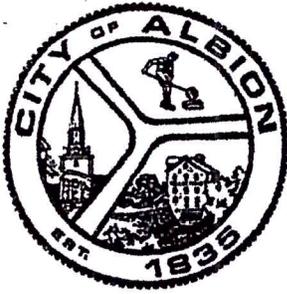
FACILITIES: Band shell

NUMBER OF  
PEOPLE(S): 100-500

CONTACT PERSON: Karen Dobbin

INSURANCE: \_\_\_\_\_

PHONE NUMBER: 517-629-9294



# City of Albion

William L. Rieger Municipal Building  
112 West Cass Street • Albion, Michigan 49224  
(517) 629-5535 • Fax (517) 629-2238

## PARK RESERVATION APPLICATION

I, Swingin' at the Shell request permission  
(Responsible Party/Organization)

from the City of Albion to use the following park facilities.

Victory Park ~ band shell  
(Park and Park area requested)

On Sun. July 21 from \_\_\_\_\_ a.m. to 4-8:30 p.m.

On Sun. July 28 from \_\_\_\_\_ a.m. to 4-8:30 p.m.

On Sun Aug 4 from \_\_\_\_\_ a.m. to 4-8:30 p.m.

\* See other dates on the back →

Description of events or functions: Live concerts of a variety of musical genre. Open to the public - free. Concessions available provided by local groups.

Number of people expected to attend: 200 to 500 per concert

Number of tables needed (allow 8 persons per table)? None

Non-profit organization? Yes  No \_\_\_\_\_

Will amplified sound be used? Yes  No \_\_\_\_\_

Have this organization conducted this event in the requested area before?

Yes  No \_\_\_\_\_ If yes, when; Past 15 yrs. - June to Sept. Sunday evenings

Sun. Aug 11  
Sun. Aug 18  
Sun. Aug 25  
Sun. Sept. 1  
Sun. Sept. 15

4-8:30

all concerts begin at 6.p.m. The 4pm.  
time allows for band and sound setup.  
Concerts end at 7:30 and time is  
allowed for the band to pack up and  
clean up.

March 15, 2019

Albion City Council Members  
City of Albion  
112 West Cass Street

The Michigan Lions have proclaimed April 27<sup>th</sup> 2019 – May 4<sup>th</sup> 2019 white cane days. On Friday, May 3<sup>rd</sup> and Saturday, May 4<sup>th</sup> the Albion Lions Club will be soliciting financial support from the public so that we can better serve the community thru our programs, such as eyesight, hearing, and numerous other projects.

I am sure that you realize the importance that we, the Albion lions, place on this project. Therefore, we are asking your permission to solicit during these days.

Thank you for your cooperation with this matter sincerely,

A handwritten signature in cursive script that reads "Cristobal Solis". The signature is written in dark ink and is positioned above the typed name of the signatory.

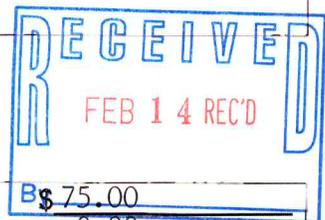
Cristobal Solis, Chairperson  
The Lions Club  
1024 Maple ST Albion  
(517) 629-5316

**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

<b>Business Name:</b>	Albion College
<b>Business Address:</b>	611 E. Porter Street, Albion, MI 49224
<b>Telephone:</b>	(517) 629-0289
<b>Owner Name or Company Representative:</b>	Deanna S. McCormick, VP Finance and Administration
<b>Name of Your Mechanical Amusement Device Supplier:</b>	B & B Vending Machine, Co.
<b>Address:</b>	616 Wheller Road, Coldwater, MI 49036
<b>Telephone:</b>	

<u>MECHANICAL AMUSEMENT DEVICES</u>	<u>NUMBER OF DEVICES</u>
Video Game:	_____
Pool Table:	_____ <u>1</u> _____
Pinball:	_____
Mechanical Crane:	_____
Other (Explain):	_____
_____	_____
<b>TOTAL # OF DEVICES:</b>	1

<u>MECHANICAL AMUSEMENT DEVICES:</u>	1 <sup>st</sup> Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year



<u>MUSICAL DEVICE</u>	<u># MUSICAL DEVICES</u>	<u>ANNUAL FEE</u>
Juke Box	_____	\$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ 75.00	
	Juke Box(s)	0.00	
	<b>TOTAL DUE:</b>	\$ 75.00	

AFTER ALL REQUIREMENTS OF THE CITY ARE MET, I REQUEST THE APPLICATION BE SUBMITTED TO THE ALBION CITY COUNCIL FOR THEIR CONSIDERATION.

Applicant's Signature: *[Signature]* Date: 2/13/19

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only		CITY OF ALBION
DATE PAID: <u>3-1-19</u>	CLERK'S SIGNATURE: <u><i>[Signature]</i></u>	Date 03/01/2019 10:01:57 AM
DATE APPROVED BY CITY COUNCIL: _____		Ref MECHANICAL AMUSEMENT DEVICE
LICENSE YEAR: April 1, <u>2019</u> to March 31, <u>2020</u>		Receipt 40122270
		Amount \$75.00

**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

Business Name:	Leisure Hour Club
Business Address:	211 Market Place Albion
Telephone:	
Owner Name or Company Representative:	William Zaremba
Name of Your Mechanical Amusement Device Supplier:	Pioneer
Address:	JACKSON MI
Telephone:	

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game: \_\_\_\_\_  
 Pool Table: 1 — we own  
 Pinball: \_\_\_\_\_  
 Mechanical Crane: \_\_\_\_\_  
 Other (Explain): \_\_\_\_\_

**TOTAL # OF DEVICES:**

1

MECHANICAL AMUSEMENT DEVICES:	1 <sup>st</sup> Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box 1 \$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ <u>75</u>
	Juke Box(s)	\$ <u>75</u>
	<b>TOTAL DUE:</b>	<b>\$ <u>150.00</u></b>

AFTER ALL REQUIREMENTS OF THE CITY ARE MET, I REQUEST THE APPLICATION BE SUBMITTED TO THE ALBION CITY COUNCIL FOR THEIR CONSIDERATION.

Applicant's Signature: [Signature] Date: 2-11-19

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

	City of Albion Use Only	CITY OF ALBION Date 02/11/2019 1:49:01 PM Ref MECHANICAL AMUSEMENT DEVICE Receipt 40121091 Amount \$150.00
DATE PAID: <u>2-11-19</u>	CLERK'S SIGNATURE: <u>[Signature]</u>	
DATE APPROVED BY CITY COUNCIL: _____		
LICENSE YEAR: April 1, <u>2019</u> to March 31, <u>2020</u>		

**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

Business Name:	Redbox
Business Address:	110 S. Eaton St., Albion, MI 49224
Telephone:	(630) 756-8112
Owner Name or Company Representative:	Melanie Bonner
Name of Your Mechanical Amusement Device Supplier:	N/A
Address:	One Tower Ln, Ste. 900, Oakbrook Terrace, IL 60181
Telephone:	(630) 756-8112

MECHANICAL AMUSEMENT DEVICES	NUMBER OF DEVICES
Video Game:	_____
Pool Table:	_____
Pinball:	_____
Mechanical Crane:	_____
Other (Explain):	_____
<u>D&amp;D Movie Kiosk</u>	_____
<b>TOTAL # OF DEVICES:</b>	1

MECHANICAL AMUSEMENT DEVICES:	1 <sup>st</sup> Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

MUSICAL DEVICE	# MUSICAL DEVICES	ANNUAL FEE
Juke Box	_____	\$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ _____
	Juke Box(s)	\$ _____
	<b>TOTAL DUE:</b>	<b>\$ 75.00</b>

AFTER ALL REQUIREMENTS OF THE CITY ARE MET, I REQUEST THE APPLICATION BE SUBMITTED TO THE ALBION CITY COUNCIL FOR THEIR CONSIDERATION.

Applicant's Signature: Melanie Bonner Date: 2/22/19

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only		CITY OF ALBION Date 03/04/2019 1:23:25 PM Ref MECHANICAL AMUSEMENT DEVICE Receipt #0122437 Amount \$75.00
DATE PAID: <u>3-4-19</u>	CLERK'S SIGNATURE: <u>Jill [Signature]</u>	
DATE APPROVED BY CITY COUNCIL: _____		
LICENSE YEAR: April 1, <u>2019</u> to March 31, <u>2020</u>		

**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

CITY OF ALBION  
 Date 02/12/2019 11:30:09 AM  
 R/F MECHANICAL AMUSEMENT DEVICE  
 Receipt #0121239  
 Amount \$75.00

<b>Business Name:</b>	Family Fare, LLC d/b/a Family Fare #1992
<b>Business Address:</b>	850 76th Street SW, Byron Center, MI 49315
<b>Telephone:</b>	616-878-2785
<b>Owner Name or Company Representative:</b>	Nancy Kimball, Sr. Paralegal
<b>Name of Your Mechanical Amusement Device Supplier:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

<u>MECHANICAL AMUSEMENT DEVICES</u>	<u>NUMBER OF DEVICES</u>
Video Game:	_____
Pool Table:	_____
Pinball:	_____
Mechanical Crane:	_____
Other (Explain):	_____
_____	_____
<b>TOTAL # OF DEVICES:</b>	1

<b>MECHANICAL AMUSEMENT DEVICES:</b>	1 <sup>st</sup> Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

<u>MUSICAL DEVICE</u>	<u># MUSICAL DEVICES</u>	<u>ANNUAL FEE</u>
Juke Box	_____	\$75/Device/Year

<b>APPLICATION FEE:</b>	Mechanical Amusement Device(s)	\$ 75.00
	Juke Box(s)	_____
	<b>TOTAL DUE:</b>	\$ 75.00

AFTER ALL REQUIREMENTS OF THE CITY ARE MET, I REQUEST THE APPLICATION BE SUBMITTED TO THE ALBION CITY COUNCIL FOR THEIR CONSIDERATION.

Applicant's Signature: *Daniel Ferrigno* Date: 2/11/2019

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only

DATE PAID: 2-12-19 CLERK'S SIGNATURE: *Jill Domingo*

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2019 to March 31, 2020

**CITY OF ALBION**  
**APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE**

Business Name:	Granger Waste Service
Business Address:	16980 Wood Rd Lansing MI 48906
Telephone:	517.372.2800
Name of Company Representative:	Angie Schwab - HR/Safety Coordinator
Local or Toll Free Telephone :	517.371.9731

**PLEASE SUBMIT THE FOLLOWING:**

- Copy of Performance Bond for \$5,000
- Copy of Proof of Insurance (\$300,000 minimum property damage) (\$300,000/\$500,000 public liability)
- \$75.00 Annual Fee

**RATE SCHEDULE:**

- Please attach to this application, a copy of the menu of services and prices in effect at the time of this application.

**COMMERCIAL CUSTOMER LIST:**

- Please attach to this application, a copy of your current commercial customer list for the City of Albion.

**VEHICLE INFORMATION:**

- Number of Vehicles Operated from the Location Listed Below: 5
- Location (Place) of Overnight Storage: 2600 Lansing Avenue Jackson MI 49202

On behalf of the above business, I hereby agree to obey, abide by and comply with all provisions of the City of Albion's Ordinances contained in Chapter 66, Solid Waste, now in force, or as may be adopted, concerning the operation of a refuse business in the City of Albion. After all requirements of the City are met, I request the application be submitted to the Albion City Council for their consideration.

Applicant's Signature: Angie Schwab Date: 2-20-19

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only

DATE PAID: 3-6-19 CLERK'S SIGNATURE: Joe Domingo

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2019 to March 31, 2020

CITY OF ALBION  
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE

Business Name:	City Star Service's DBA Republic Service's
Business Address:	14800 P Dr N Marshall MI 49068
Telephone:	269-590-0470
Name of Company Representative:	Jarrod Schultz
Local or Toll Free Telephone:	269-731-1165

PLEASE SUBMIT THE FOLLOWING:

- Copy of Performance Bond for \$5,000
- Copy of Proof of Insurance (\$300,000 minimum property damage)  
(\$300,000/\$500,000 public liability)
- \$75.00 Annual Fee

RATE SCHEDULE:

- Please attach to this application, a copy of the menu of services and prices in effect at the time of this application.

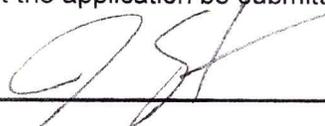
COMMERCIAL  
CUSTOMER LIST:

- Please attach to this application, a copy of your current commercial customer list for the City of Albion.

VEHICLE INFORMATION:

- Number of Vehicles Operated from the Location Listed Below: 46
- Location (Place) of Overnight Storage: 14800 P Dr N Marshall MI 49068

On behalf of the above business, I hereby agree to obey, abide by and comply with all provisions of the City of Albion's Ordinances contained in Chapter 66, Solid Waste, now in force, or as may be adopted, concerning the operation of a refuse business in the City of Albion. After all requirements of the City are met, I request the application be submitted to the Albion City Council for their consideration.

Applicant's Signature: 

Date: 2-11-19

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only

DATE PAID: 2-25-19 CLERK'S SIGNATURE: 

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2019 to March 31, 2020

**CITY OF ALBION  
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE**

Business Name:	Waste Management Inc.
Business Address:	4547 Wayne Road, Battle Creek MI 49037
Telephone:	616.292.8056
Name of Company Representative:	SCOTT EDEN
Local or Toll Free Telephone :	

**PLEASE SUBMIT THE FOLLOWING:**

- Copy of Performance Bond for \$5,000
- Copy of Proof of Insurance (\$300,000 minimum property damage)  
(\$300,000/\$500,000 public liability)
- \$75.00 Annual Fee

**RATE SCHEDULE:**

- Please attach to this application, a copy of the menu of services and prices in effect at the time of this application.

**COMMERCIAL  
CUSTOMER LIST:**

- Please attach to this application, a copy of your current commercial customer list for the City of Albion.

**VEHICLE INFORMATION:**

- Number of Vehicles Operated from the Location Listed Below: 33 - NO CHANGE FROM 2018
- Location (Place) of Overnight Storage: 4547 Wayne Road, Battle Creek MI 49037

On behalf of the above business, I hereby agree to obey, abide by and comply with all provisions of the City of Albion's Ordinances contained in Chapter 66, Solid Waste, now in force, or as may be adopted, concerning the operation of a refuse business in the City of Albion. After all requirements of the City are met, I request the application be submitted to the Albion City Council for their consideration.

Applicant's Signature: Scott Eden

Date: 2.13.2019

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only

DATE PAID: 2-26-19 CLERK'S SIGNATURE: Jill Domingo

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2019 to March 31, 2020

**CITY OF ALBION ORDINANCE 2019-03**

**AN ORDINANCE TO AMEND ORDINANCE 58-166, POSSESSION AND USE OF MARIJUANA**

FINDINGS AND PURPOSE: As the City Council is aware, the State of Michigan recently voted to adopt the Michigan Regulation and Taxation of Marihuana Act, also known as Initiated Law #1 of 2018. This legislation provides structure similar to the Michigan Medical Marihuana Act for businesses seeking to gain licensure for the manufacture and distribution of recreational marihuana. The legislation also modified the various penalties associated with the possession and use of marihuana by both persons who are the age of majority and minors. Our current ordinance is based upon the previous penalties contained within the Michigan Health Code. This Ordinance is being proposed for adoption so that our criminal ordinance is compliant with state law. As such, this ordinance is recommended for approval.

THE CITY OF ALBION ORDAINS THAT THE CODE OF ORDINANCES, CITY OF ALBION, MICHIGAN, IS HEREBY AMENDED BY AMENDING CHAPTER 58, ARTICLE VI, SECTION 58-166, WHICH READS AS FOLLOWS:

Section 1:

**58-166: POSSESSION OR USE OF MARIHUANA**

A. Possession of Excess Marihuana

- (1) The possession of marihuana, in excess of the amounts authorized by the Michigan Regulation and Taxation of Marihuana Act, as may be amended, (the "MRTMA"), is prohibited.
- (2) A person who possesses, delivers, or possesses with intent to deliver more than the amount of marihuana allowed by the MRTMA or cultivates more than the amount of marihuana plants allowed by the MRTMA, shall be responsible for a civil infraction and may be punished by a fine of not more than \$100.00 and forfeiture of all marihuana.
- (3) A person who possesses, delivers, or possesses with intent to deliver more than twice the amount of marihuana allowed by the MRTMA or cultivates more than twice the amount of marihuana plants allowed by the MRTMA, shall be punishable as follows:

- a. For a first violation, the person shall be responsible for a civil infraction and may be punished by a fine of not more than \$500.00 and forfeiture of the marihuana;
- b. For a second violation, the person shall be responsible for a civil infraction and may be punished by a fine of not more than \$1,000.00 and forfeiture of the marihuana;
- c. For a third or subsequent violation, the person shall be guilty of a misdemeanor and may be punished by a fine of not more than \$500.00 in addition forfeiture of the marihuana.

B. Minors in Possession of Marihuana.

(1) A person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants, except as otherwise authorized by law, shall be responsible for a civil infraction as follows:

- a. For a first offense:
  - i. If the person is less than 18 years of age, a fine of not more than \$100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling.
  - ii. If the person is at least 18 years of age, a fine of not more than \$100 and forfeiture of the marihuana.
- b. For a second offense:
  - i. If the person is less than 18 years of age, a fine of not more than \$500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling.
  - ii. If the person is at least 18 years of age, by a fine of not more than \$500 and forfeiture of the marihuana.

C. Use of Marihuana on City Property Prohibited

- (1) Consuming, smoking, or otherwise using marihuana on, in, or at any City property or park is prohibited.

D. Use of Marihuana in Public Prohibited.

- (1) Consuming, smoking, or otherwise using marihuana in a public place, on the grounds of a public school where children attend classes for preschool, kindergarten, or grades 1 through 12, in a school bus, or where prohibited by the person who owns, occupies, or manages the property is prohibited. As used in this section, "public place" shall not include an area designated for marihuana consumption authorized by the City and which are not accessible to persons under 21 years of age.

- (2) A person who violates this subsection is responsible for a civil infraction punishable by a fine of not more than \$100.00 and forfeiture of the marihuana.

E. Prosecution under any section of this ordinance shall not be deemed to preclude prosecution available under any other local, state, or federal law.

F. The possession, use, delivery, or intent to deliver marihuana or the cultivation of marihuana plants specifically authorized or permitted by other City Ordinances or state law is not a violation of this Section.

G. Words used within this Section shall be construed to have the same meaning as provided in the MRTMA.

State Law Reference: MCL 333.27951, et seq

Section 2: Validity and Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause or part of this Ordinance shall not affect the validity or effectiveness of the remainder of the Ordinance.

This Ordinance shall take effect May 15, 2019 after publication.

First Reading:  
April 1, 2019

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

---

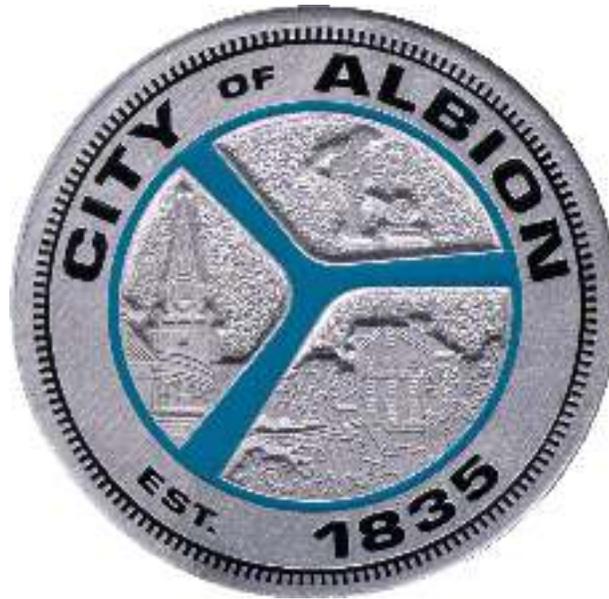
Jill Domingo,  
City Clerk

Second Reading & Adoption:  
April 15, 2019

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

---

David Atchison,  
Mayor



## **CITY OF ALBION, MI**

### **CITY MANAGER EXECUTIVE SEARCH FIRM SERVICES Request for Qualifications**

**For more information contact:**

**Jill Domingo, Clerk  
112 W. Cass St.  
Albion, MI 49224**

**Phone: 517-629-7864  
Fax: 517-629-2238  
E-mail: [jadomingo@cityofalbionmi.gov](mailto:jadomingo@cityofalbionmi.gov)**

**CITY OF ALBION  
CITY MANAGER  
EXECUTIVE SEARCH FIRM SERVICES**

The City of Albion, Michigan is seeking proposals from qualified firms/providers to perform executive search services for the position of City Manager. The City of Albion will accept statements of qualifications from firms/providers interested in providing the requested services.

Statements of qualifications must be received by no later than 3:00 P.M. local time on April 30, 2019, at City Hall, Office of the Clerk, 112 W. Cass St., Albion, MI 49224.

Proposal documents are available by accessing the City's website at <http://www.cityofalbionmi.gov> or by contacting the Office of the Clerk at 517-629-5535.

Jill Domingo, Clerk

City of Albion, Michigan

## TABLE OF CONTENTS

	Page
Cover Page.....	1
Notice.....	2
Table of Contents.....	3
I.    General Information.....	4
II.   Scope of Work.....	4
III.  Experience Requirements.....	6
IV.  Response Form and Content.....	6
V.   Submission of Responses.....	7
VI.  Due Date.....	7
VII. Withdrawal from Consideration.....	8
VIII. Selection Process.....	8
IX.  Conditions of Responses.....	9
Appendix “A” – Draft Professional Services Agreement	
Appendix “B” – Organizational Chart	

## **I. General Information**

The City of Albion, home to a diverse population of over 8,200 residents, takes great pride in its unique location in south-central Michigan. The city is situated at the confluence of the north and south branches of the Kalamazoo River, which made it a prime spot for settlement in 1833. In 1855, Albion was incorporated as a village and received its official charter as a city. Albion aims to operate its services so that its citizens receive the maximum benefit for each tax dollar they contribute. Albion's mission is to create a community that attracts and retains business, industry, investment and jobs. Albion embraces innovation and an entrepreneurial spirit to ensure residents the highest quality of life possible. Albion is home to Albion College and various manufacturing corporations. The City has a council-manager form of government, with a seven- member Council. The City government is made up of 12 departments. An organization chart is included for your reference. The City employs approximately 52 permanent employees.

The City of Albion staff delivers the following services to its citizens:

1. Police and Fire Protection
2. Wastewater Collection and Treatment
3. Water Treatment and Supply
4. Street Maintenance and Traffic Engineering
5. Municipal Planning and Zoning
6. Assessing
7. Cemetery
8. Recreation

## **II. Scope of Work**

### *A. Purpose:*

Assist the Mayor and Council to develop a candidate profile; advertise the position; directly solicit candidates; review initial candidates with the Mayor and City Council members; present a written report on background, strengths, accomplishments, video interviews, reference lists on each recommended finalist; facilitate final interview process with some suggested interview questions; assist the City with coordinate all correspondence, travel arrangements, and record keeping; and conduct detailed professional reference checks on recommended finalists, if requested.

### *B. The City's Expectations:*

1. The City of Albion expects the successful respondent to develop a comprehensive position profile based upon information obtained in individual meetings with the City Council and other stakeholders as directed.

2. The City of Albion expects the successful respondent to review the current compensation and recommend changes, if necessary, based upon market and competitive conditions.
3. The City of Albion expects the successful respondent to develop a marketing strategy that utilizes professional contacts throughout the geographic area identified and supplement the candidate identification process through selected advertising, use of internet and direct solicitation of known desirable candidates.
4. The City of Albion expects the successful respondent to implement a screening process that narrows the field of candidates to those that most closely match the needs of the City, including discussing results of preliminary reference checks on top candidates. The extent of screening to be conducted by the respondent will be determined by the City Council.
5. The City of Albion expects the successful respondent to conduct personal interviews with the top candidates that meet the stated criteria, if requested.
6. The City of Albion expects the successful respondent to conduct criminal, driver's, credit and related background checks.
7. The City of Albion expects the successful respondent to deliver a product in the form of a search report that recommends the top group of candidates and provides the City with detailed information about their backgrounds and experience from interviews and other sources.
8. The City of Albion expects the successful respondent to assist during the final interview and the selection process, including developing suggested interview questions.
9. The City of Albion expects the successful respondent to assist in establishing a process for the recruitment, including a timeline for various actions during the recruitment process.

**C. *City Responsibilities***

The Interim City Manager, the City Attorney, and the City Clerk will be available to assist in coordinating the RFQ process, including

scheduling meetings, facilitating interviews, providing recruitment information, benefit package for the selected candidate, etc.

### **III. Experience Requirements**

- A. Each respondent shall, within the past thirty-six (36) months have worked with a public entity like the City of Albion to conduct executive recruitments.
- B. Each respondent shall have, within the past thirty-six (36) months, placed at least one (1) executive candidate with a public governmental entity or other similar entity.

### **IV. Response Form and Content**

- A. *Title Page:*  
Indicate the proposal subject, name of firm, local address, telephone number, name of contact person, and date of submittal.
- B. *Introduction:*  
Briefly, introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. *Information Included in Response:*
  1. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in *II. Scope of Work*.
  2. Describe the experience of the firm in the past thirty-six (36) months in performing similar services. Particular emphasis should be placed on recruitments performed for similar-sized municipalities.
  3. Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm.
  4. Provide the names and telephone numbers of at least three (3) clients for whom your firm has worked. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent.
  5. Indicate the names and titles, and include resumes, of the person(s) who will be working on this project. A response to this requirement should include all contact information such as telephone number, fax number, e-mail address and web address.
  6. Provide a detailed description of how the recruitment is to be conducted.
  7. Provide a detailed description of how the recruited candidates will be screened for criminal, credit, and employment background checks.
  8. Indicate any additional information for the consideration of your firm's qualifications for conducting this project.



9. Discuss the general nature and extent of benefits that the City of Albion is reasonably likely to experience as a result of these services.
10. Provide a copy of a previous position profile your firm has completed which you feel may have some similarities to the position with the City of Albion.
11. Provide a copy of a previous search report your firm has completed for another client similar to the City of Albion.
12. A non-binding general indication (or range) of the cost of the service.
13. A complete description of the fee structure of the firm. The fee structure shall be included in a separate sealed envelope. Only the fee structure envelope of the successful respondent will be opened.

## **V. Submission of Responses**

- A. *Acceptance/Rejection/Modification to Responses:*  
The City of Albion reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The City reserves the right to split or to make the award in any manner deemed most advantageous to the City at its sole and exclusive discretion.
- B. *Economy of Preparation:*  
Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.
- D. *Cost of Preparation:*  
The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.
- E. *Ownership:*  
Submitted materials become the property of the City and will not be returned.
- F. *Public Records:*  
Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

## **VI. Due Date**

Sealed proposal and ten (10) complete copies will be received at the Office of the City Clerk no later than 3:00 p.m., April 30, 9 Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Jill Domingo  
Office of the Clerk  
City of Albion  
112 W. Cass St.  
Albion, MI 49244

Each response shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal and the proposal opening date. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Clerk at the address specified above. If submitted other than by mail, it shall be delivered to the Office of the City Clerk. Proposals submitted by mail must be received in the Office of the City Clerk by the time specified herein for the opening thereof.

## **VII. Withdrawal from Consideration**

A respondent may withdraw its statement of qualifications at any time prior to the submission deadline by submitting a written request for withdrawal to Jill Domingo, City Clerk, City of Albion, 112 W. Cass St., Albion, MI 49224. The request for withdrawal shall be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

## **VIII. Selection Process**

- A. The Mayor and Council shall review all statements of qualifications and evaluate them based upon, but not limited to, the following criteria:
1. Responsiveness of the proposal to the Request for Qualifications.
  2. Ability, capacity, and skill of the respondent to perform the services.
  3. Responses of the respondent's references.
  4. Methodology for conducting the recruitment.
  5. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for public sector entities.
  6. The sufficiency of financial resources and ability of the respondent in performing the contract.
  7. The degrees of participation by qualified minorities within the firm and/or sub-contract with minority or women-owned business enterprises.
  8. The firm's capability to meet the Scope of Work.
  9. The qualifications of the supervisory personnel proposed for the project.
  10. Other information as may be required or secured.

11. The Mayor and Council shall review and evaluate all responses submitted to this Request for Qualifications. The Mayor and Council shall conduct a preliminary evaluation process of all proposals on the basis of information provided and other evaluation criteria as set forth in this Request for Qualifications or as reasonably determined by the Committee.
12. The Committee will first review each proposal for compliance with the minimum of qualifications and mandatory requirements for the Request for Qualifications. Failure to comply with any mandatory requirements may disqualify a proposal. The Committee may request one or more respondents to interview by telephone or in person.
13. The Mayor and Council will select a candidate. The recommended respondent(s) should be available to engage in a conference telephone call or attend a City Council meeting, or both, to respond to questions from the Council.
14. The Mayor and Council shall notify unsuccessful respondents in writing.

## **IX. Conditions of Responses**

- A. *Late Statements:*  
Statements of Qualifications received by the City after the time specified for receipt will not be considered. Respondents shall assume full responsibility for timely delivery of the statement to the location designated for receipt.
- B. *Completeness:*  
All information required by the Request for Qualification must be supplied to constitute a legitimate statement of qualifications.
- C. *Opening:*  
All Statements of Qualifications will be publicly opened at the time and place specified and will be made available for public inspection. A listing of firms or individuals submitting such statements will not be made available until after the opening deadline.
- D. *Award Presentation:*  
Subject to agreement negotiation, the Mayor and Council will recommend one of the proposals, or will reject all proposals within sixty (60) calendar days from the opening.

- E. Statement of Qualifications Clarification Request:*  
During the period of evaluation, the City shall have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days from the date of the request, the City shall have the right to reject the proposal.
- F. Oral Presentations:*  
After all responses have been evaluated, the Mayor and Council may require representatives of one or more of the respondents to appear and present before the Committee in Albion, Michigan, for the purpose of making a final evaluation and recommendation.
- G. Completion of Project*  
It is the City's goal to have this project completed within four (4) to eight (8) months.
- H. Contract Development:*  
If the City selects a firm, City staff will conduct contract discussions and negotiations with the apparent successful respondent. This Request for Qualifications and the respondent's successful statement will be an integral part of the contract, but may be modified by the provisions of the contract. Respondents must be amenable to including in the contract any information provided either in response to this Request for Qualifications or other requested information. A draft Agreement for Professional Services is attached as Appendix A. Please note Section VI. of the draft agreement relating to costs and payment.
- I. Competition:*  
It is the City's intent that this Request for Qualifications permit competition. It shall be the respondent's responsibility to advise the City, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Request for Qualifications to a single source. Such notification must be received by the City no later than five (5) calendar days prior to the date set for acceptance of proposals.

APPENDIX "A"

**AGREEMENT  
FOR PROFESSIONAL CONSULTING SERVICES**

THIS AGREEMENT, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Albion, Michigan, whose address is 112 West Cass Street, Albion, Michigan 49224, hereinafter referred to as the "City" and \_\_\_\_\_, whose address is \_\_\_\_\_, hereinafter referred to as the "Consultant", is for professional services.

WHEREAS, the City desires to retain a professional consulting firm to provide services for the recruitment of a new City Manager; and

NOW, THEREFORE, WITNESSETH: That for and in consideration of the mutual covenants and promises between the parties hereto, the parties do hereby agree as follows:

**ARTICLE I - SERVICES**

Consultant agrees to diligently perform in a professional and workmanlike manner the services required to conduct an executive search for qualified candidates to fill the position of City Manager for the City of Albion. Such services shall include, but not be limited to, the requirements enumerated in Section II., Scope of Services, of the City's Request for Qualifications.

**ARTICLE II - AGREEMENT DOCUMENTS**

The services rendered by Consultant shall be in conformance with the terms of this Agreement, City's Request for Qualifications (RFQ) which is incorporated herein by reference and attached hereto as "Appendix A", and Consultant's response attached hereto as "Appendix B". If the provisions of any Agreement document conflict with the provisions of any other Agreement document, either specifically or as to intent, the provision which allows the strictest construction shall control.

**ARTICLE III - AGREEMENT TIME**

This Agreement becomes effective on the day and year last shown below. Work shall commence no later than one (1) week from the Agreement date. The search shall be deemed

completed when the successful candidate begins employment as City Manager for the City of Albion.

Both parties shall have the right to terminate this Agreement upon ten (10) days' prior written notice by Certified Mail, Return Receipt Requested, to the address mentioned above. Upon termination, the obligation of the parties for further performance of the terms of this Agreement shall thereupon cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination.

#### **ARTICLE IV - GENERAL CONDITIONS**

1. The Consultant shall observe and comply with all federal, state, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.

2. The Consultant shall prosecute the work in a diligent and timely manner.

3. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of the City.

4. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, gift, or contingent fee.

5. In performance of the work covered by this Agreement, the Consultant shall not discriminate against any worker because of race, creed, color, sex, gender, sexual orientation, gender identity, political affiliation, handicap, or national origin.

6. Possession of working papers, project reports, background/credit checks, and other materials produced in connection with this Agreement shall be retained by the Consultant. Consultant shall provide copies for City of such records. All information provided by the City of Albion to Consultant shall remain confidential. All candidate information provided to the City of Albion shall remain confidential. However, Consultant understands and agrees that the City of Albion is a public governmental body, and as such, any records in the possession of the City may be open to the public. Consultant understands and agrees that City shall not be liable for the release of any such records as required by law.

7. City shall have the right to make changes within the general scope of Consultant's services, with an appropriate change in compensation, upon execution of a mutually acceptable

amendment or change order signed by an authorized representative of City and the President or Vice-President of Consultant.

**ARTICLE V - RESPONSIBILITIES**

The Consultant shall:

1. Provide a staff that is experienced in performing the work described in this Agreement.
2. Maintain the confidentiality of any information designated as confidential by the City of Albion.
3. Consultant will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional recruitment practices. If Consultant fails to meet the foregoing standards, Consultant will perform at its own cost, and without additional reimbursement from City, the professional recruitment services necessary to correct errors and omissions caused by Consultant's failure to comply with above standards and reported to Consultant within one (1) year from the completion of Consultant's services for this Project. No warranty, express or implied, is included in this Agreement except as provided below.
4. In no event will Consultant be liable for any special, indirect, or consequential damages including, without limitation, damages or losses in the nature of increased Project costs, loss of revenue or profit, lost production, claims by customers of the City, or governmental fines or penalties.

The City shall:

1. Designate one (1) person as the Project Coordinator, to serve as a liaison between the City and the Consultant.
2. Ensure access to City facilities, personnel, and information, as requested by Consultant.
3. Maintain the confidentiality of all candidate information provided to the City by the Consultant to the extent provided by law.

**ARTICLE VI - COSTS AND PAYMENTS**

The City will be billed by invoice for professional time and services provided by Consultant in an amount not to exceed \_\_\_\_\_ (\$XXX) to be remitted as follows: (a) one-third (1/3<sup>rd</sup>) of the amount will be due upon the execution of this

Agreement; (b) one-third (1/3<sup>rd</sup>) of the fee will be due within thirty (30) days after execution of this Agreement; and (c) the final one-third (1/3<sup>rd</sup>) of the fee will be due upon the completion of hiring a candidate or within ninety (90) days of the date first written below. The City also agrees to pay out-of-pocket expenses incurred by the Consultant or candidates, upon the condition that the City has given written approval of said expenses before they are incurred.

#### **ARTICLE VII - WARRANTY**

In the event that any candidate referred by Consultant begins employment and for which a professional fee is paid in accordance with Article V of this Agreement, and is thereafter discharged, terminated, or voluntarily quits said employment within one (1) year of his/her start date, Consultant agrees to search for a replacement candidate or search for a candidate for a different position for the City of Albion at no additional fee.

#### **ARTICLE VIII - INDEMNIFICATION AND INSURANCE**

The Consultant covenants and agrees to, and does hereby hold harmless and defend the City, its officers, agents and employees from and against any and all claims or suits for property loss or damage, and/or personal injury, including death, to any and all persons, of whatsoever kind or character, whether real or asserted, arising out of Consultant's negligence in the performance of services under this Agreement.

The Consultant shall maintain workers' compensation insurance as required by Michigan law, and shall maintain a policy of general liability insurance.

#### **ARTICLE IX - MISCELLANEOUS**

1. CHOICE OF LAW. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Michigan and venue for litigation between the parties shall be solely and exclusively in Calhoun County, Michigan.

2. HEADINGS. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

3. ENTIRE AGREEMENT. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

4. WAIVER OR BREACH. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights. Should City be required to institute legal action to enforce any of its rights set forth in this Agreement, then City shall be entitled to reimbursement for all reasonable attorneys' fees and costs incurred as determined by the Court in any such cause of action.

5. SEVERABILITY. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

6. REPRESENTATIONS. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

7. RIGHTS AND BENEFITS. Consultant's services will be performed solely for the benefit of the City and not for the benefit of any other persons or entities.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

FOR THE CONSULTANT

---

Attest:

---

Secretary

FOR THE CITY

---

David Atchison,  
Mayor

Attest:

---

Jill Domingo, City Clerk

APPROVED AS TO FORM:

---

Cullen Harkness, City Attorney



**Resolution #2019-11**

To Declare the Annual Recognition of 'Indigenous Peoples' Day

WHEREAS the City of Albion recognizes that the Indigenous Peoples of the lands that would later become known as the America have occupied these lands since time immemorial; and

WHEREAS the City recognizes that Albion is built upon the homelands and villages of the Chippewa (Ojibwa), Ottawa, and other Tribes of this region, without whom the building of the region would not have been possible; and

WHEREAS the City values the many contributions made to our community through Indigenous Peoples' knowledge, labor, technology, science, philosophy, arts and the deep cultural contribution that has helped shape the character of the City of Albion; and

WHEREAS the City of Albion has a responsibility to oppose the systematic racism towards Indigenous people in the United States, which perpetuates high rates of poverty and income inequality, exacerbating disproportionate health, education, and social crises; and

WHEREAS the City promotes the closing of equity gap for Indigenous Peoples through policies and practices that reflect the experiences of Indigenous Peoples, ensure greater access and opportunity, and honor our nation's indigenous roots, history, and contributions; and

WHEREAS Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

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

**RESOLVED**, the City of Albion hereby declares every second Monday in October as Indigenous Peoples' Day in the City of Albion;

**BE IT FURTHER RESOLVED**, the City of Albion supports the proposition that Indigenous Peoples' Day shall be an opportunity to celebrate the thriving cultures and values of the Indigenous Peoples of our region;

I hereby certify that the above resolution was adopted on April 1, 2019, in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

---

Jill Domingo, Albion City Clerk

**Resolution #2019-12**

To Increase the City Wastewater Rates 7.5% each year commencing January 1, 2020 through December 31, 2024.

FINDINGS AND PURPOSE: As the council is aware, the city has recently discussed increasing the city’s wastewater rates. The rates have not been increased since 2014. In order to be able to continue to fund various needed city projects related to wastewater, an increase is recommended. As it relates to the amount of the increase, the optimal amount is an increase of 7.5% per year for the next five years. It is also recommended that following the fifth year the rates continued to be increased according to the consumer price index (CPI). The rate design plan for a 7.5% increase is attached to this resolution and is incorporated by reference.

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

**RESOLVED**, that the City’s wastewater rates be increased, pursuant to City Ordinance 86-206(b)(6), at the rate of 7.5% per year commencing January 1, 2020 through December 31, 2024 as set forth in the attached rate design plan;

I hereby certify that the above resolution was adopted on April 1, 2019, in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo, Albion City Clerk

**City of Albion  
Wastewater Department  
2019 Rate Design - 7.5% Rate Increase**

Quarterly 4

**Current Rates**

<u>Meter Size Water Customers</u>	Billed		Minimum Charges	Commodity Charge	Rates
	Number of Customers	Usages in CCF			
5/8"	2,444		\$ 24.00		\$ 234,624
3/4"	54		\$ 36.00		7,776
1"	45		\$ 60.00		10,800
1.5"	63		120.00		30,240
2"	22		192.00		16,896
3"	14		384.00		21,504
4"	5		600.00		12,000
6"	2		1,200.00		9,600
Usages		407,856		\$ 2.36	962,541
Total Revenues					\$ 1,305,981
	2,649				

Quarterly 4

**2019 Rate Design - 7.5% Rate Increase**

<u>Meter Size Water Customers</u>	Billed		Minimum Charges	Commodity Charge	Rates
	Number of Customers	Usages in CCF			
5/8"	2,444		\$ 28.20		\$ 275,683
3/4"	54		\$ 43.00		9,288
1"	45		\$ 75.00		13,500
1.5"	63		\$ 144.00		36,288
2"	22		\$ 230.50		20,284
3"	14		\$ 450.00		25,200
4"	5		\$ 695.00		13,900
6"	2		\$ 1,350.00		10,800
Usages	-	407,856		\$ 2.45	999,248
Total Revenues					\$ 1,404,191

Overall Increase 7.5%

**City of Albion**  
**Wastewater Department**  
**2019 Rate Design - 7.5% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 24.00	\$ 28.20
Commodity Rate	2.36	2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
15	\$ 59.40	\$ 64.95	\$ 5.55	9.34%
18	66.48	72.30	5.82	8.75%
23	78.28	84.55	6.27	8.01%
28	90.08	96.80	6.72	7.46%
33	101.88	109.05	7.17	7.04%

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 36.00	\$ 43.00
Commodity Rate	\$ 2.36	\$ 2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
20	\$ 83.20	\$ 92.00	\$ 8.80	10.58%
30	106.80	116.50	9.70	9.08%
40	130.40	141.00	10.60	8.13%
50	154.00	165.50	11.50	7.47%
60	177.60	190.00	12.40	6.98%

**1**

Current Rates		Proposed
Customer Service Charge	\$ 60.00	\$ 75.00
Commodity Rate	\$ 2.36	\$ 2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
60	\$ 201.60	\$ 222.00	\$ 20.40	10.12%
75	237.00	258.75	21.75	9.18%
90	272.40	295.50	23.10	8.48%
105	307.80	332.25	24.45	7.94%
120	343.20	369.00	25.80	7.52%

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 120.00	\$ 144.00
Commodity Rate	\$ 2.36	\$ 2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
70	\$ 285.20	\$ 315.50	\$ 30.30	10.62%
120	403.20	438.00	34.80	8.63%
170	521.20	560.50	39.30	7.54%
220	639.20	683.00	43.80	6.85%
270	757.20	805.50	48.30	6.38%

	Current Rates	Proposed
<u>2</u> Customer Service Charge	\$ 192.00	\$ 230.50
Commodity Rate	\$ 2.36	\$ 2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 404.40	\$ 451.00	\$ 46.60	11.52%
165	581.40	634.75	53.35	9.18%
240	758.40	818.50	60.10	7.92%
315	935.40	1,002.25	66.85	7.15%
390	1,112.40	1,186.00	73.60	6.62%

	Current Rates	Proposed
<u>3</u> Customer Service Charge	\$ 384.00	\$ 450.00
Commodity Rate	2.36	2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 797.00	\$ 878.75	\$ 81.75	10.26%
225	915.00	1,001.25	86.25	9.43%
275	1,033.00	1,123.75	90.75	8.79%
325	1,151.00	1,246.25	95.25	8.28%
375	1,269.00	1,368.75	99.75	7.86%

	Current Rates	Proposed
<u>4</u> Customer Service Charge	\$ 600.00	\$ 695.00
Commodity Rate	2.36	2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,131.00	\$ 1,246.25	\$ 115.25	10.19%
300	1,308.00	1,430.00	122.00	9.33%
375	1,485.00	1,613.75	128.75	8.67%
450	1,662.00	1,797.50	135.50	8.15%
525	1,839.00	1,981.25	142.25	7.74%

	Current Rates	Proposed
<u>6</u> Customer Service Charge	\$ 1,200.00	\$ 1,350.00
Commodity Rate	2.36	2.45

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 1,908.00	\$ 2,085.00	\$ 177.00	9.28%
400	2,144.00	2,330.00	186.00	8.68%
500	2,380.00	2,575.00	195.00	8.19%
600	2,616.00	2,820.00	204.00	7.80%
700	2,852.00	3,065.00	213.00	7.47%

**City of Albion  
Wastewater Department  
2020 Rate Design - 7.5% Rate Increase**

Quarterly 4

<u>Meter Size Water Customers</u>	Current Rates				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 28.20		\$ 275,683
3/4"	54		\$ 43.00		9,288
1"	45		\$ 75.00		13,500
1.5"	63		144.00		36,288
2"	22		230.50		20,284
3"	14		450.00		25,200
4"	5		695.00		13,900
6"	2		1,350.00		10,800
Usages		407,856		\$ 2.45	999,248
Total Revenues					\$ 1,404,191
	2,649				

Quarterly 4

<u>Meter Size Water Customers</u>	2020 Rate Design - 7.5% Rate Increase				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 32.75		\$ 320,164
3/4"	54		\$ 50.00		10,800
1"	45		\$ 90.00		16,200
1.5"	63		\$ 168.00		42,336
2"	22		\$ 269.00		23,672
3"	14		\$ 516.00		28,896
4"	5		\$ 790.00		15,800
6"	2		\$ 1,500.00		12,000
Usages	-	407,856		\$ 2.55	1,040,034
Total Revenues					\$ 1,509,902

Overall Increase 7.5%

**City of Albion**  
**Wastewater Department**  
**2020 Rate Design - 7.5% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 28.20	\$ 32.75
Commodity Rate	2.45	2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 64.95	\$ 71.00	\$ 6.05	9.31%	
18	72.30	78.65	6.35	8.78%	
23	84.55	91.40	6.85	8.10%	
28	96.80	104.15	7.35	7.59%	
33	109.05	116.90	7.85	7.20%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 43.00	\$ 50.00
Commodity Rate	\$ 2.45	\$ 2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 92.00	\$ 101.00	\$ 9.00	9.78%	
30	116.50	126.50	10.00	8.58%	
40	141.00	152.00	11.00	7.80%	
50	165.50	177.50	12.00	7.25%	
60	190.00	203.00	13.00	6.84%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 75.00	\$ 90.00
Commodity Rate	\$ 2.45	\$ 2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 222.00	\$ 243.00	\$ 21.00	9.46%	
75	258.75	281.25	22.50	8.70%	
90	295.50	319.50	24.00	8.12%	
105	332.25	357.75	25.50	7.67%	
120	369.00	396.00	27.00	7.32%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 144.00	\$ 168.00
Commodity Rate	\$ 2.45	\$ 2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 315.50	\$ 346.50	\$ 31.00	9.83%	
120	438.00	474.00	36.00	8.22%	
170	560.50	601.50	41.00	7.31%	
220	683.00	729.00	46.00	6.73%	
270	805.50	856.50	51.00	6.33%	

**2**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 230.50	\$ 269.00
Commodity Rate	\$ 2.45	\$ 2.55

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 451.00	\$ 498.50	\$ 47.50	10.53%
165	634.75	689.75	55.00	8.66%
240	818.50	881.00	62.50	7.64%
315	1,002.25	1,072.25	70.00	6.98%
390	1,186.00	1,263.50	77.50	6.53%

**3**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 450.00	\$ 516.00
Commodity Rate	2.45	2.55

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 878.75	\$ 962.25	\$ 83.50	9.50%
225	1,001.25	1,089.75	88.50	8.84%
275	1,123.75	1,217.25	93.50	8.32%
325	1,246.25	1,344.75	98.50	7.90%
375	1,368.75	1,472.25	103.50	7.56%

**4**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 695.00	\$ 790.00
Commodity Rate	2.45	2.55

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,246.25	\$ 1,363.75	\$ 117.50	9.43%
300	1,430.00	1,555.00	125.00	8.74%
375	1,613.75	1,746.25	132.50	8.21%
450	1,797.50	1,937.50	140.00	7.79%
525	1,981.25	2,128.75	147.50	7.44%

**6**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 1,350.00	\$ 1,500.00
Commodity Rate	2.45	2.55

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,085.00	\$ 2,265.00	\$ 180.00	8.63%
400	2,330.00	2,520.00	190.00	8.15%
500	2,575.00	2,775.00	200.00	7.77%
600	2,820.00	3,030.00	210.00	7.45%
700	3,065.00	3,285.00	220.00	7.18%

**City of Albion  
Wastewater Department  
2021 Rate Design - 7.5% Rate Increase**

Quarterly 4

<u>Meter Size Water Customers</u>	Current Rates				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 32.75		\$ 320,164
3/4"	54		\$ 50.00		10,800
1"	45		\$ 90.00		16,200
1.5"	63		168.00		42,336
2"	22		269.00		23,672
3"	14		516.00		28,896
4"	5		790.00		15,800
6"	2		1,500.00		12,000
Usages		407,856		\$ 2.55	1,040,034
Total Revenues					\$ 1,509,902
	2,649				

Quarterly 4

<u>Meter Size Water Customers</u>	2021 Rate Design - 7.5% Rate Increase				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 37.50		\$ 366,600
3/4"	54		\$ 57.50		12,420
1"	45		\$ 106.00		19,080
1.5"	63		\$ 195.00		49,140
2"	22		\$ 310.00		27,280
3"	14		\$ 585.00		32,760
4"	5		\$ 890.00		17,800
6"	2		\$ 1,650.00		13,200
Usages	-	407,856		\$ 2.66	1,084,898
Total Revenues					\$ 1,623,178

Overall Increase 7.5%

**City of Albion**  
**Wastewater Department**  
**2021 Rate Design - 7.5% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 32.75	\$ 37.50
Commodity Rate	2.55	2.66

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 71.00	\$ 77.40	\$ 6.40	9.01%	
18	78.65	85.38	6.73	8.56%	
23	91.40	98.68	7.28	7.96%	
28	104.15	111.98	7.83	7.52%	
33	116.90	125.28	8.38	7.17%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 50.00	\$ 57.50
Commodity Rate	\$ 2.55	\$ 2.66

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 101.00	\$ 110.70	\$ 9.70	9.60%	
30	126.50	137.30	10.80	8.54%	
40	152.00	163.90	11.90	7.83%	
50	177.50	190.50	13.00	7.32%	
60	203.00	217.10	14.10	6.95%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 90.00	\$ 106.00
Commodity Rate	\$ 2.55	\$ 2.66

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 243.00	\$ 265.60	\$ 22.60	9.30%	
75	281.25	305.50	24.25	8.62%	
90	319.50	345.40	25.90	8.11%	
105	357.75	385.30	27.55	7.70%	
120	396.00	425.20	29.20	7.37%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 168.00	\$ 195.00
Commodity Rate	\$ 2.55	\$ 2.66

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 346.50	\$ 381.20	\$ 34.70	10.01%	
120	474.00	514.20	40.20	8.48%	
170	601.50	647.20	45.70	7.60%	
220	729.00	780.20	51.20	7.02%	
270	856.50	913.20	56.70	6.62%	

**2**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 269.00	\$ 310.00
Commodity Rate	\$ 2.55	\$ 2.66

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 498.50	\$ 549.40	\$ 50.90	10.21%
165	689.75	748.90	59.15	8.58%
240	881.00	948.40	67.40	7.65%
315	1,072.25	1,147.90	75.65	7.06%
390	1,263.50	1,347.40	83.90	6.64%

**3**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 516.00	\$ 585.00
Commodity Rate	2.55	2.66

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 962.25	\$ 1,050.50	\$ 88.25	9.17%
225	1,089.75	1,183.50	93.75	8.60%
275	1,217.25	1,316.50	99.25	8.15%
325	1,344.75	1,449.50	104.75	7.79%
375	1,472.25	1,582.50	110.25	7.49%

**4**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 790.00	\$ 890.00
Commodity Rate	2.55	2.66

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,363.75	\$ 1,488.50	\$ 124.75	9.15%
300	1,555.00	1,688.00	133.00	8.55%
375	1,746.25	1,887.50	141.25	8.09%
450	1,937.50	2,087.00	149.50	7.72%
525	2,128.75	2,286.50	157.75	7.41%

**6**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 1,500.00	\$ 1,650.00
Commodity Rate	2.55	2.66

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,265.00	\$ 2,448.00	\$ 183.00	8.08%
400	2,520.00	2,714.00	194.00	7.70%
500	2,775.00	2,980.00	205.00	7.39%
600	3,030.00	3,246.00	216.00	7.13%
700	3,285.00	3,512.00	227.00	6.91%

**City of Albion  
Wastewater Department  
2022 Rate Design - 7.5% Rate Increase**

Quarterly 4

<u>Meter Size Water Customers</u>	Current Rates				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 37.50		\$ 366,600
3/4"	54		\$ 57.50		12,420
1"	45		\$ 106.00		19,080
1.5"	63		195.00		49,140
2"	22		310.00		27,280
3"	14		585.00		32,760
4"	5		890.00		17,800
6"	2		1,650.00		13,200
Usages		407,856		\$ 2.66	1,084,898
Total Revenues					\$ 1,623,178
	2,649				

Quarterly 4

<u>Meter Size Water Customers</u>	2022 Rate Design - 7.5% Rate Increase				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 42.75		\$ 417,924
3/4"	54		\$ 65.00		14,040
1"	45		\$ 122.00		21,960
1.5"	63		\$ 222.00		55,944
2"	22		\$ 351.00		30,888
3"	14		\$ 654.00		36,624
4"	5		\$ 990.00		19,800
6"	2		\$ 1,800.00		14,400
Usages	-	407,856		\$ 2.78	1,133,841
Total Revenues					\$ 1,745,421

Overall Increase 7.5%

**City of Albion**  
**Wastewater Department**  
**2022 Rate Design - 7.5% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 37.50	\$ 42.75
Commodity Rate	2.66	2.78

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 77.40	\$ 84.45	\$ 7.05	9.11%	
18	85.38	92.79	7.41	8.68%	
23	98.68	106.69	8.01	8.12%	
28	111.98	120.59	8.61	7.69%	
33	125.28	134.49	9.21	7.35%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 57.50	\$ 65.00
Commodity Rate	\$ 2.66	\$ 2.78

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 110.70	\$ 120.60	\$ 9.90	8.94%	
30	137.30	148.40	11.10	8.08%	
40	163.90	176.20	12.30	7.50%	
50	190.50	204.00	13.50	7.09%	
60	217.10	231.80	14.70	6.77%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 106.00	\$ 122.00
Commodity Rate	\$ 2.66	\$ 2.78

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 265.60	\$ 288.80	\$ 23.20	8.73%	
75	305.50	330.50	25.00	8.18%	
90	345.40	372.20	26.80	7.76%	
105	385.30	413.90	28.60	7.42%	
120	425.20	455.60	30.40	7.15%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 195.00	\$ 222.00
Commodity Rate	\$ 2.66	\$ 2.78

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 381.20	\$ 416.60	\$ 35.40	9.29%	
120	514.20	555.60	41.40	8.05%	
170	647.20	694.60	47.40	7.32%	
220	780.20	833.60	53.40	6.84%	
270	913.20	972.60	59.40	6.50%	

**2**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 310.00	\$ 351.00
Commodity Rate	\$ 2.66	\$ 2.78

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 549.40	\$ 601.20	\$ 51.80	9.43%
165	748.90	809.70	60.80	8.12%
240	948.40	1,018.20	69.80	7.36%
315	1,147.90	1,226.70	78.80	6.86%
390	1,347.40	1,435.20	87.80	6.52%

**3**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 585.00	\$ 654.00
Commodity Rate	2.66	2.78

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 1,050.50	\$ 1,140.50	\$ 90.00	8.57%
225	1,183.50	1,279.50	96.00	8.11%
275	1,316.50	1,418.50	102.00	7.75%
325	1,449.50	1,557.50	108.00	7.45%
375	1,582.50	1,696.50	114.00	7.20%

**4**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 890.00	\$ 990.00
Commodity Rate	2.66	2.78

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,488.50	\$ 1,615.50	\$ 127.00	8.53%
300	1,688.00	1,824.00	136.00	8.06%
375	1,887.50	2,032.50	145.00	7.68%
450	2,087.00	2,241.00	154.00	7.38%
525	2,286.50	2,449.50	163.00	7.13%

**6**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 1,650.00	\$ 1,800.00
Commodity Rate	2.66	2.78

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,448.00	\$ 2,634.00	\$ 186.00	7.60%
400	2,714.00	2,912.00	198.00	7.30%
500	2,980.00	3,190.00	210.00	7.05%
600	3,246.00	3,468.00	222.00	6.84%
700	3,512.00	3,746.00	234.00	6.66%

**City of Albion  
Wastewater Department  
2023 Rate Design - 7.5% Rate Increase**

Quarterly 4

Meter Size Water Customers	Current Rates				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 42.75		\$ 417,924
3/4"	54		\$ 65.00		14,040
1"	45		\$ 122.00		21,960
1.5"	63		222.00		55,944
2"	22		351.00		30,888
3"	14		654.00		36,624
4"	5		990.00		19,800
6"	2		1,800.00		14,400
Usages		407,856		\$ 2.78	1,133,841
Total Revenues					\$ 1,745,421
	2,649				

Quarterly 4

Meter Size Water Customers	2023 Rate Design - 7.5% Rate Increase				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 48.50		\$ 474,136
3/4"	54		\$ 73.00		15,768
1"	45		\$ 138.00		24,840
1.5"	63		\$ 249.00		62,748
2"	22		\$ 392.00		34,496
3"	14		\$ 723.00		40,488
4"	5		\$ 1,090.00		21,800
6"	2		\$ 1,955.00		15,640
Usages	-	407,856		\$ 2.91	1,186,862
Total Revenues					\$ 1,876,778

Overall Increase 7.5%

**City of Albion**  
**Wastewater Department**  
**2023 Rate Design - 7.5% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 42.75	\$ 48.50
Commodity Rate	2.78	2.91

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 84.45	\$ 92.15	\$ 7.70	9.12%	
18	92.79	100.88	8.09	8.72%	
23	106.69	115.43	8.74	8.19%	
28	120.59	129.98	9.39	7.79%	
33	134.49	144.53	10.04	7.47%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 65.00	\$ 73.00
Commodity Rate	\$ 2.78	\$ 2.91

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 120.60	\$ 131.20	\$ 10.60	8.79%	
30	148.40	160.30	11.90	8.02%	
40	176.20	189.40	13.20	7.49%	
50	204.00	218.50	14.50	7.11%	
60	231.80	247.60	15.80	6.82%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 122.00	\$ 138.00
Commodity Rate	\$ 2.78	\$ 2.91

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 288.80	\$ 312.60	\$ 23.80	8.24%	
75	330.50	356.25	25.75	7.79%	
90	372.20	399.90	27.70	7.44%	
105	413.90	443.55	29.65	7.16%	
120	455.60	487.20	31.60	6.94%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 222.00	\$ 249.00
Commodity Rate	\$ 2.78	\$ 2.91

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 416.60	\$ 452.70	\$ 36.10	8.67%	
120	555.60	598.20	42.60	7.67%	
170	694.60	743.70	49.10	7.07%	
220	833.60	889.20	55.60	6.67%	
270	972.60	1,034.70	62.10	6.38%	

**2**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 351.00	\$ 392.00
Commodity Rate	\$ 2.78	\$ 2.91

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 601.20	\$ 653.90	\$ 52.70	8.77%
165	809.70	872.15	62.45	7.71%
240	1,018.20	1,090.40	72.20	7.09%
315	1,226.70	1,308.65	81.95	6.68%
390	1,435.20	1,526.90	91.70	6.39%

**3**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 654.00	\$ 723.00
Commodity Rate	2.78	2.91

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 1,140.50	\$ 1,232.25	\$ 91.75	8.04%
225	1,279.50	1,377.75	98.25	7.68%
275	1,418.50	1,523.25	104.75	7.38%
325	1,557.50	1,668.75	111.25	7.14%
375	1,696.50	1,814.25	117.75	6.94%

**4**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 990.00	\$ 1,090.00
Commodity Rate	2.78	2.91

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,615.50	\$ 1,744.75	\$ 129.25	8.00%
300	1,824.00	1,963.00	139.00	7.62%
375	2,032.50	2,181.25	148.75	7.32%
450	2,241.00	2,399.50	158.50	7.07%
525	2,449.50	2,617.75	168.25	6.87%

**6**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 1,800.00	\$ 1,955.00
Commodity Rate	2.78	2.91

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,634.00	\$ 2,828.00	\$ 194.00	7.37%
400	2,912.00	3,119.00	207.00	7.11%
500	3,190.00	3,410.00	220.00	6.90%
600	3,468.00	3,701.00	233.00	6.72%
700	3,746.00	3,992.00	246.00	6.57%

**Resolution #2019-13**

To Increase the City Wastewater Rates 5.9% each year commencing January 1, 2020 through December 31, 2024.

FINDINGS AND PURPOSE: As the council is aware, the city has recently discussed increasing the city’s wastewater rates. The rates have not been increased since 2014. In order to be able to continue to fund various needed city projects related to wastewater, an increase is recommended. This proposal contemplates a 5.9% increase per year for the next five years. If the city elects to opt for the 5.9% increase, this option would require a 25% reduction in the estimates of all needed projects. It is also recommended that following the fifth year the rates continued to be increased according to the consumer price index (CPI). The rate design plan for a 5.9% increase is attached to this resolution and is incorporated by reference.

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

**RESOLVED**, that the City’s wastewater rates be increased, pursuant to City Ordinance 86-206(b)(6), at the rate of 5.9% per year commencing January 1, 2020 through December 31, 2024 as set forth in the attached rate design plan;

I hereby certify that the above resolution was adopted on April 1, 2019, in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo, Albion City Clerk

**City of Albion  
Wastewater Department  
2019 Rate Design - 5.9% Rate Increase**

Quarterly 4

Meter Size Water Customers	Current Rates				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 24.00		\$ 234,624
3/4"	54		\$ 36.00		7,776
1"	45		\$ 60.00		10,800
1.5"	63		120.00		30,240
2"	22		192.00		16,896
3"	14		384.00		21,504
4"	5		600.00		12,000
6"	2		1,200.00		9,600
Usages		407,856		\$ 2.36	962,541
Total Revenues					\$ 1,305,981
	2,649				

Quarterly 4

Meter Size Water Customers	2019 Rate Design - 5.9% Rate Increase				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 28.20		\$ 275,683
3/4"	54		\$ 42.50		9,180
1"	45		\$ 74.50		13,410
1.5"	63		\$ 144.00		36,288
2"	22		\$ 230.50		20,284
3"	14		\$ 450.00		25,200
4"	5		\$ 695.00		13,900
6"	2		\$ 1,350.00		10,800
Usages	-	407,856		\$ 2.40	978,855
Total Revenues					\$ 1,383,601

Overall Increase 5.9%

**City of Albion**  
**Wastewater Department**  
**2019 Rate Design - 5.9% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 24.00	\$ 28.20
Commodity Rate	2.36	2.40

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 59.40	\$ 64.20	\$ 4.80	8.08%	
18	66.48	71.40	4.92	7.40%	
23	78.28	83.40	5.12	6.54%	
28	90.08	95.40	5.32	5.91%	
33	101.88	107.40	5.52	5.42%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 36.00	\$ 42.50
Commodity Rate	\$ 2.36	\$ 2.40

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 83.20	\$ 90.50	\$ 7.30	8.77%	
30	106.80	114.50	7.70	7.21%	
40	130.40	138.50	8.10	6.21%	
50	154.00	162.50	8.50	5.52%	
60	177.60	186.50	8.90	5.01%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 60.00	\$ 74.50
Commodity Rate	\$ 2.36	\$ 2.40

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 201.60	\$ 218.50	\$ 16.90	8.38%	
75	237.00	254.50	17.50	7.38%	
90	272.40	290.50	18.10	6.64%	
105	307.80	326.50	18.70	6.08%	
120	343.20	362.50	19.30	5.62%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 120.00	\$ 144.00
Commodity Rate	\$ 2.36	\$ 2.40

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 285.20	\$ 312.00	\$ 26.80	9.40%	
120	403.20	432.00	28.80	7.14%	
170	521.20	552.00	30.80	5.91%	
220	639.20	672.00	32.80	5.13%	
270	757.20	792.00	34.80	4.60%	

**2**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 192.00	\$ 230.50
Commodity Rate	\$ 2.36	\$ 2.40

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 404.40	\$ 446.50	\$ 42.10	10.41%
165	581.40	626.50	45.10	7.76%
240	758.40	806.50	48.10	6.34%
315	935.40	986.50	51.10	5.46%
390	1,112.40	1,166.50	54.10	4.86%

**3**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 384.00	\$ 450.00
Commodity Rate	2.36	2.40

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 797.00	\$ 870.00	\$ 73.00	9.16%
225	915.00	990.00	75.00	8.20%
275	1,033.00	1,110.00	77.00	7.45%
325	1,151.00	1,230.00	79.00	6.86%
375	1,269.00	1,350.00	81.00	6.38%

**4**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 600.00	\$ 695.00
Commodity Rate	2.36	2.40

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,131.00	\$ 1,235.00	\$ 104.00	9.20%
300	1,308.00	1,415.00	107.00	8.18%
375	1,485.00	1,595.00	110.00	7.41%
450	1,662.00	1,775.00	113.00	6.80%
525	1,839.00	1,955.00	116.00	6.31%

**6**

Current Rates	Proposed
---------------	----------

Customer Service Charge	\$ 1,200.00	\$ 1,350.00
Commodity Rate	2.36	2.40

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 1,908.00	\$ 2,070.00	\$ 162.00	8.49%
400	2,144.00	2,310.00	166.00	7.74%
500	2,380.00	2,550.00	170.00	7.14%
600	2,616.00	2,790.00	174.00	6.65%
700	2,852.00	3,030.00	178.00	6.24%

**City of Albion  
Wastewater Department  
2020 Rate Design - 5.9% Rate Increase**

Quarterly 4

<u>Meter Size Water Customers</u>	Current Rates				Rates
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	
5/8"	2,444		\$ 28.20	\$ -	\$ 275,683
3/4"	54		\$ 42.50	\$ -	9,180
1"	45		\$ 74.50	\$ -	13,410
1.5"	63		\$ 144.00	\$ -	36,288
2"	22		\$ 230.50	\$ -	20,284
3"	14		\$ 450.00	\$ -	25,200
4"	5		\$ 695.00	\$ -	13,900
6"	2		\$ 1,350.00	\$ -	10,800
Usages		407,856	\$ -	\$ 2.40	978,855
Total Revenues					\$ 1,383,601
	2,649				

Quarterly 4

<u>Meter Size Water Customers</u>	2020 Rate Design - 5.9% Rate Increase				Rates
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	
5/8"	2,444		\$ 32.35	\$ -	\$ 316,254
3/4"	54		\$ 49.00	\$ -	10,584
1"	45		\$ 89.00	\$ -	16,020
1.5"	63		\$ 168.00	\$ -	42,336
2"	22		\$ 269.00	\$ -	23,672
3"	14		\$ 516.00	\$ -	28,896
4"	5		\$ 790.00	\$ -	15,800
6"	2		\$ 1,500.00	\$ -	12,000
Usages	-	407,856		\$ 2.45	999,248
Total Revenues					\$ 1,464,810

Overall Increase 5.9%

**City of Albion**  
**Wastewater Department**  
**2020 Rate Design - 5.9% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 28.20	\$ 32.35
Commodity Rate	2.40	2.45

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 64.20	\$ 69.10	\$ 4.90	7.63%	
18	71.40	76.45	5.05	7.07%	
23	83.40	88.70	5.30	6.35%	
28	95.40	100.95	5.55	5.82%	
33	107.40	113.20	5.80	5.40%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 42.50	\$ 49.00
Commodity Rate	\$ 2.40	\$ 2.45

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 90.50	\$ 98.00	\$ 7.50	8.29%	
30	114.50	122.50	8.00	6.99%	
40	138.50	147.00	8.50	6.14%	
50	162.50	171.50	9.00	5.54%	
60	186.50	196.00	9.50	5.09%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 74.50	\$ 89.00
Commodity Rate	\$ 2.40	\$ 2.45

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 218.50	\$ 236.00	\$ 17.50	8.01%	
75	254.50	272.75	18.25	7.17%	
90	290.50	309.50	19.00	6.54%	
105	326.50	346.25	19.75	6.05%	
120	362.50	383.00	20.50	5.66%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 144.00	\$ 168.00
Commodity Rate	\$ 2.40	\$ 2.45

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 312.00	\$ 339.50	\$ 27.50	8.81%	
120	432.00	462.00	30.00	6.94%	
170	552.00	584.50	32.50	5.89%	
220	672.00	707.00	35.00	5.21%	
270	792.00	829.50	37.50	4.73%	

**2**

Current Rates		Proposed
Customer Service Charge	\$ 230.50	\$ 269.00
Commodity Rate	\$ 2.40	\$ 2.45

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 446.50	\$ 489.50	\$ 43.00	9.63%
165	626.50	673.25	46.75	7.46%
240	806.50	857.00	50.50	6.26%
315	986.50	1,040.75	54.25	5.50%
390	1,166.50	1,224.50	58.00	4.97%

**3**

Current Rates		Proposed
Customer Service Charge	\$ 450.00	\$ 516.00
Commodity Rate	2.40	2.45

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 870.00	\$ 944.75	\$ 74.75	8.59%
225	990.00	1,067.25	77.25	7.80%
275	1,110.00	1,189.75	79.75	7.18%
325	1,230.00	1,312.25	82.25	6.69%
375	1,350.00	1,434.75	84.75	6.28%

**4**

Current Rates		Proposed
Customer Service Charge	\$ 695.00	\$ 790.00
Commodity Rate	2.40	2.45

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,235.00	\$ 1,341.25	\$ 106.25	8.60%
300	1,415.00	1,525.00	110.00	7.77%
375	1,595.00	1,708.75	113.75	7.13%
450	1,775.00	1,892.50	117.50	6.62%
525	1,955.00	2,076.25	121.25	6.20%

**6**

Current Rates		Proposed
Customer Service Charge	\$ 1,350.00	\$ 1,500.00
Commodity Rate	2.40	2.45

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,070.00	\$ 2,235.00	\$ 165.00	7.97%
400	2,310.00	2,480.00	170.00	7.36%
500	2,550.00	2,725.00	175.00	6.86%
600	2,790.00	2,970.00	180.00	6.45%
700	3,030.00	3,215.00	185.00	6.11%

**City of Albion  
Wastewater Department  
2021 Rate Design - 5.9% Rate Increase**

Quarterly 4

**Current Rates**

<u>Meter Size Water Customers</u>	Billed		Minimum Charges	Commodity Charge	Rates
	Number of Customers	Usages in CCF			
5/8"	2,444		\$ 32.35	\$ -	\$ 316,254
3/4"	54		\$ 49.00	\$ -	10,584
1"	45		\$ 89.00	\$ -	16,020
1.5"	63		\$ 168.00	\$ -	42,336
2"	22		\$ 269.00	\$ -	23,672
3"	14		\$ 516.00	\$ -	28,896
4"	5		\$ 790.00	\$ -	15,800
6"	2		\$ 1,500.00	\$ -	12,000
Usages		407,856	\$ -	\$ 2.45	999,248
Total Revenues					<b>\$ 1,464,810</b>
		<b>2,649</b>			

Quarterly 4

**2021 Rate Design - 5.9% Rate Increase**

<u>Meter Size Water Customers</u>	Billed		Minimum Charges	Commodity Charge	Rates
	Number of Customers	Usages in CCF			
5/8"	2,444		\$ 37.00		\$ 361,712
3/4"	54		\$ 56.00		12,096
1"	45		\$ 103.50		18,630
1.5"	63		\$ 192.00		48,384
2"	22		\$ 307.50		27,060
3"	14		\$ 582.00		32,592
4"	5		\$ 885.00		17,700
6"	2		\$ 1,650.00		13,200
Usages	-	407,856		\$ 2.50	1,019,641
Total Revenues					<b>\$ 1,551,015</b>

Overall Increase 5.9%

**City of Albion**  
**Wastewater Department**  
**2021 Rate Design - 5.9% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 32.35	\$ 37.00
Commodity Rate	2.45	2.50

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
15	\$ 69.10	\$ 74.50	\$ 5.40	7.81%
18	76.45	82.00	5.55	7.26%
23	88.70	94.50	5.80	6.54%
28	100.95	107.00	6.05	5.99%
33	113.20	119.50	6.30	5.57%

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 49.00	\$ 56.00
Commodity Rate	\$ 2.45	\$ 2.50

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
20	\$ 98.00	\$ 106.00	\$ 8.00	8.16%
30	122.50	131.00	8.50	6.94%
40	147.00	156.00	9.00	6.12%
50	171.50	181.00	9.50	5.54%
60	196.00	206.00	10.00	5.10%

**1**

Current Rates		Proposed
Customer Service Charge	\$ 89.00	\$ 103.50
Commodity Rate	\$ 2.45	\$ 2.50

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
60	\$ 236.00	\$ 253.50	\$ 17.50	7.42%
75	272.75	291.00	18.25	6.69%
90	309.50	328.50	19.00	6.14%
105	346.25	366.00	19.75	5.70%
120	383.00	403.50	20.50	5.35%

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 168.00	\$ 192.00
Commodity Rate	\$ 2.45	\$ 2.50

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
70	\$ 339.50	\$ 367.00	\$ 27.50	8.10%
120	462.00	492.00	30.00	6.49%
170	584.50	617.00	32.50	5.56%
220	707.00	742.00	35.00	4.95%
270	829.50	867.00	37.50	4.52%

**2**

Current Rates		Proposed
Customer Service Charge	\$ 269.00	\$ 307.50
Commodity Rate	\$ 2.45	\$ 2.50

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 489.50	\$ 532.50	\$ 43.00	8.78%
165	673.25	720.00	46.75	6.94%
240	857.00	907.50	50.50	5.89%
315	1,040.75	1,095.00	54.25	5.21%
390	1,224.50	1,282.50	58.00	4.74%

**3**

Current Rates		Proposed
Customer Service Charge	\$ 516.00	\$ 582.00
Commodity Rate	2.45	2.50

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 944.75	\$ 1,019.50	\$ 74.75	7.91%
225	1,067.25	1,144.50	77.25	7.24%
275	1,189.75	1,269.50	79.75	6.70%
325	1,312.25	1,394.50	82.25	6.27%
375	1,434.75	1,519.50	84.75	5.91%

**4**

Current Rates		Proposed
Customer Service Charge	\$ 790.00	\$ 885.00
Commodity Rate	2.45	2.50

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,341.25	\$ 1,447.50	\$ 106.25	7.92%
300	1,525.00	1,635.00	110.00	7.21%
375	1,708.75	1,822.50	113.75	6.66%
450	1,892.50	2,010.00	117.50	6.21%
525	2,076.25	2,197.50	121.25	5.84%

**6**

Current Rates		Proposed
Customer Service Charge	\$ 1,500.00	\$ 1,650.00
Commodity Rate	2.45	2.50

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,235.00	\$ 2,400.00	\$ 165.00	7.38%
400	2,480.00	2,650.00	170.00	6.85%
500	2,725.00	2,900.00	175.00	6.42%
600	2,970.00	3,150.00	180.00	6.06%
700	3,215.00	3,400.00	185.00	5.75%

**City of Albion  
Wastewater Department  
2022 Rate Design - 5.9% Rate Increase**

Quarterly 4

<u>Meter Size Water Customers</u>	Current Rates				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 37.00		\$ 361,712
3/4"	54		\$ 56.00		12,096
1"	45		\$ 103.50		18,630
1.5"	63		\$ 192.00		48,384
2"	22		\$ 307.50		27,060
3"	14		\$ 582.00		32,592
4"	5		\$ 885.00		17,700
6"	2		\$ 1,650.00		13,200
Usages		407,856		\$ 2.50	1,019,641
Total Revenues					\$ 1,551,015
	2,649				

Quarterly 4

<u>Meter Size Water Customers</u>	2022 Rate Design - 5.9% Rate Increase				
	Number of Customers	Billed Usages in CCF	Minimum Charges	Commodity Charge	Rates
5/8"	2,444		\$ 42.25		\$ 413,036
3/4"	54		\$ 63.50		13,716
1"	45		\$ 118.00		21,240
1.5"	63		\$ 216.00		54,432
2"	22		\$ 346.00		30,448
3"	14		\$ 648.00		36,288
4"	5		\$ 980.00		19,600
6"	2		\$ 1,800.00		14,400
Usages	-	407,856		\$ 2.55	1,040,034
Total Revenues					\$ 1,643,194

Overall Increase 5.9%

**City of Albion**  
**Wastewater Department**  
**2022 Rate Design - 5.9% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 37.00	\$ 42.25
Commodity Rate	2.50	2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 74.50	\$ 80.50	\$ 6.00	8.05%	
18	82.00	88.15	6.15	7.50%	
23	94.50	100.90	6.40	6.77%	
28	107.00	113.65	6.65	6.21%	
33	119.50	126.40	6.90	5.77%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 56.00	\$ 63.50
Commodity Rate	\$ 2.50	\$ 2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 106.00	\$ 114.50	\$ 8.50	8.02%	
30	131.00	140.00	9.00	6.87%	
40	156.00	165.50	9.50	6.09%	
50	181.00	191.00	10.00	5.52%	
60	206.00	216.50	10.50	5.10%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 103.50	\$ 118.00
Commodity Rate	\$ 2.50	\$ 2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 253.50	\$ 271.00	\$ 17.50	6.90%	
75	291.00	309.25	18.25	6.27%	
90	328.50	347.50	19.00	5.78%	
105	366.00	385.75	19.75	5.40%	
120	403.50	424.00	20.50	5.08%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 192.00	\$ 216.00
Commodity Rate	\$ 2.50	\$ 2.55

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 367.00	\$ 394.50	\$ 27.50	7.49%	
120	492.00	522.00	30.00	6.10%	
170	617.00	649.50	32.50	5.27%	
220	742.00	777.00	35.00	4.72%	
270	867.00	904.50	37.50	4.33%	

**2**

Current Rates		Proposed
Customer Service Charge	\$ 307.50	\$ 346.00
Commodity Rate	\$ 2.50	\$ 2.55

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 532.50	\$ 575.50	\$ 43.00	8.08%
165	720.00	766.75	46.75	6.49%
240	907.50	958.00	50.50	5.56%
315	1,095.00	1,149.25	54.25	4.95%
390	1,282.50	1,340.50	58.00	4.52%

**3**

Current Rates		Proposed
Customer Service Charge	\$ 582.00	\$ 648.00
Commodity Rate	2.50	2.55

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 1,019.50	\$ 1,094.25	\$ 74.75	7.33%
225	1,144.50	1,221.75	77.25	6.75%
275	1,269.50	1,349.25	79.75	6.28%
325	1,394.50	1,476.75	82.25	5.90%
375	1,519.50	1,604.25	84.75	5.58%

**4**

Current Rates		Proposed
Customer Service Charge	\$ 885.00	\$ 980.00
Commodity Rate	2.50	2.55

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,447.50	\$ 1,553.75	\$ 106.25	7.34%
300	1,635.00	1,745.00	110.00	6.73%
375	1,822.50	1,936.25	113.75	6.24%
450	2,010.00	2,127.50	117.50	5.85%
525	2,197.50	2,318.75	121.25	5.52%

**6**

Current Rates		Proposed
Customer Service Charge	\$ 1,650.00	\$ 1,800.00
Commodity Rate	2.50	2.55

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,400.00	\$ 2,565.00	\$ 165.00	6.88%
400	2,650.00	2,820.00	170.00	6.42%
500	2,900.00	3,075.00	175.00	6.03%
600	3,150.00	3,330.00	180.00	5.71%
700	3,400.00	3,585.00	185.00	5.44%

**City of Albion  
Wastewater Department  
2023 Rate Design - 5.9% Rate Increase**

Quarterly 4

**Current Rates**

<u>Meter Size Water Customers</u>	Billed		Minimum Charges	Commodity Charge	Rates
	Number of Customers	Usages in CCF			
5/8"	2,444		\$ 42.25	\$ -	\$ 413,036
3/4"	54		\$ 63.50	\$ -	13,716
1"	45		\$ 118.00	\$ -	21,240
1.5"	63		\$ 216.00	\$ -	54,432
2"	22		\$ 346.00	\$ -	30,448
3"	14		\$ 648.00	\$ -	36,288
4"	5		\$ 980.00	\$ -	19,600
6"	2		\$ 1,800.00	\$ -	14,400
Usages		407,856	\$ -	\$ 2.55	1,040,034
Total Revenues					<b>\$ 1,643,194</b>
		<b>2,649</b>			

Quarterly 4

**2023 Rate Design - 5.9% Rate Increase**

<u>Meter Size Water Customers</u>	Billed		Minimum Charges	Commodity Charge	Rates
	Number of Customers	Usages in CCF			
5/8"	2,444		\$ 47.75	\$ -	\$ 466,804
3/4"	54		\$ 71.50	\$ -	15,444
1"	45		\$ 133.00	\$ -	23,940
1.5"	63		\$ 245.00	\$ -	61,740
2"	22		\$ 385.00	\$ -	33,880
3"	14		\$ 714.00	\$ -	39,984
4"	5		\$ 1,075.00	\$ -	21,500
6"	2		\$ 1,950.00	\$ -	15,600
Usages	-	407,856	\$ -	\$ 2.60	1,060,427
Total Revenues					<b>\$ 1,739,319</b>

Overall Increase 5.9%

**City of Albion**  
**Wastewater Department**  
**2023 Rate Design - 5.9% Rate Increase**

**5/8**

Current Rates		Proposed
Customer Service Charge	\$ 42.25	\$ 47.75
Commodity Rate	2.55	2.60

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
15	\$ 80.50	\$ 86.75	\$ 6.25	7.76%	
18	88.15	94.55	6.40	7.26%	
23	100.90	107.55	6.65	6.59%	
28	113.65	120.55	6.90	6.07%	
33	126.40	133.55	7.15	5.66%	

**3/4**

Current Rates		Proposed
Customer Service Charge	\$ 63.50	\$ 71.50
Commodity Rate	\$ 2.55	\$ 2.60

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
20	\$ 114.50	\$ 123.50	\$ 9.00	7.86%	
30	140.00	149.50	9.50	6.79%	
40	165.50	175.50	10.00	6.04%	
50	191.00	201.50	10.50	5.50%	
60	216.50	227.50	11.00	5.08%	

**1**

Current Rates		Proposed
Customer Service Charge	\$ 118.00	\$ 133.00
Commodity Rate	\$ 2.55	\$ 2.60

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
60	\$ 271.00	\$ 289.00	\$ 18.00	6.64%	
75	309.25	328.00	18.75	6.06%	
90	347.50	367.00	19.50	5.61%	
105	385.75	406.00	20.25	5.25%	
120	424.00	445.00	21.00	4.95%	

**1.5**

Current Rates		Proposed
Customer Service Charge	\$ 216.00	\$ 245.00
Commodity Rate	\$ 2.55	\$ 2.60

Quarterly Usage Level in CCF	Current Rates		QTRLY Dollar Impact		Percent Change
	Rates	Proposed			
70	\$ 394.50	\$ 427.00	\$ 32.50	8.24%	
120	522.00	557.00	35.00	6.70%	
170	649.50	687.00	37.50	5.77%	
220	777.00	817.00	40.00	5.15%	
270	904.50	947.00	42.50	4.70%	

**2**

Current Rates		Proposed
Customer Service Charge	\$ 346.00	\$ 385.00
Commodity Rate	\$ 2.55	\$ 2.60

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
90	\$ 575.50	\$ 619.00	\$ 43.50	7.56%
165	766.75	814.00	47.25	6.16%
240	958.00	1,009.00	51.00	5.32%
315	1,149.25	1,204.00	54.75	4.76%
390	1,340.50	1,399.00	58.50	4.36%

**3**

Current Rates		Proposed
Customer Service Charge	\$ 648.00	\$ 714.00
Commodity Rate	2.55	2.60

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
175	\$ 1,094.25	\$ 1,169.00	\$ 74.75	6.83%
225	1,221.75	1,299.00	77.25	6.32%
275	1,349.25	1,429.00	79.75	5.91%
325	1,476.75	1,559.00	82.25	5.57%
375	1,604.25	1,689.00	84.75	5.28%

**4**

Current Rates		Proposed
Customer Service Charge	\$ 980.00	\$ 1,075.00
Commodity Rate	2.55	2.60

Customer Service Charge  
Commodity Rate

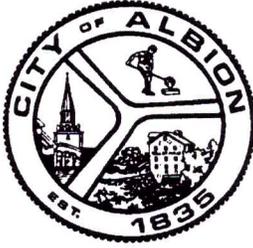
Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
225	\$ 1,553.75	\$ 1,660.00	\$ 106.25	6.84%
300	1,745.00	1,855.00	110.00	6.30%
375	1,936.25	2,050.00	113.75	5.87%
450	2,127.50	2,245.00	117.50	5.52%
525	2,318.75	2,440.00	121.25	5.23%

**6**

Current Rates		Proposed
Customer Service Charge	\$ 1,800.00	\$ 1,950.00
Commodity Rate	2.55	2.60

Customer Service Charge  
Commodity Rate

Quarterly Usage Level in CCF	Current Rates	Proposed	QTRLY Dollar Impact	Percent Change
300	\$ 2,565.00	\$ 2,730.00	\$ 165.00	6.43%
400	2,820.00	2,990.00	170.00	6.03%
500	3,075.00	3,250.00	175.00	5.69%
600	3,330.00	3,510.00	180.00	5.41%
700	3,585.00	3,770.00	185.00	5.16%



# City of Albion

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

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

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

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

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

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

Name: Allen Morris Henson  
(First) (Middle) (Last)

Home Address: 1100 S. Dalrymple Telephone #: 517-250-3457

Place of Employment: Retired / Assitant Pastor Free Methodist Church

Business Address: 1014 Maple St. Telephone #: 517 629 - 8346

E-Mail: ahenson1798@yahoo.com Fax: —

Title/Type of Work: Assistant Pastor

Length of Residence in City: 17 months Own/Rent: own US Citizen: Y  N

Educational Background: (on and off since birth)

Albion High School- graduate Some college K.C.C. & Spring Arbor Univ.

Community Activities: Albion Substance Abuse Coalition, American Legion,  
Albion Alumni Association Board Member Vice Chairman Veterans of Foreign Wars Aux.  
Substance Abuse Prevention Service Chrm Board of Trustees  
Albion Diversity Committee, Albion Leadership Committee

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Library Board 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

---



---



---

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

To serve the community Help the library stay on to date on all means of communications, including print, digital, audio, and also provide place for the people of Albion

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: \_\_\_\_\_

No

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: \_\_\_\_\_

No

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: \_\_\_\_\_

No

**REFERENCES:**

Name: Robert Bolton Relationship: Pastor

Telephone #: 517-629-8346

Name: Harry Bonner Relationship: Life long friend

Telephone #: 517-914-5921

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Allen M. Henson, certify that the information provided  
(Please Print)

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

Date of Birth: 10-13-1947

Signature: Allen M Henson Date: NOV 17, 2017

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.

# City of Albion

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

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

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

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

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

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

Name: Kay Marie Knight  
(First) (Middle) (Last)

Home Address: 933 W. Erie st. Telephone #: 517 402 4734 629-7210(h)

Place of Employment: Retired

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: kayknight@hotmail.com Fax: \_\_\_\_\_

Title/Type of Work: \_\_\_\_\_

Length of Residence in City: 35 yr Own/Rent: Own US Citizen: Y  N

Educational Background: B.F.A - University of Michigan  
M.A. - Western Michigan University

Community Activities: Citizens to Beautify Albion, Albion Branch  
NAACP, Albion Area Philanthropic Women, Friends of the  
Albion District Library Board, Nu Chapter (Albion/  
Springport), Delta Kappa Gamma

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

- 1) Local Officers
- 2) \_\_\_\_\_
- 3) Compensation Committee
- 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

---



---



---

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

My goal is to set a salary scale comparable to cities with similar economics to that of Albion.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: No

---



---

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: No

---



---

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

---



---

**REFERENCES:**

Name: Robert Dunklin Relationship: Friend

Telephone #: 517 629-8659

Name: Juanita Solis-Kidder Relationship: Friend

Telephone #: 629-2072  
Application for Membership

**The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.**

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

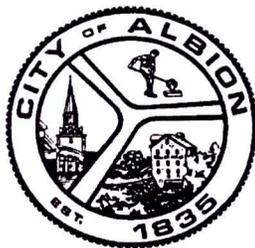
*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

I, Kay M. Knight, certify that the information provided  
(Please Print)

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

Date of Birth: 01-12-1957

Signature: Kay M. Knight Date: 03-27-2019



## City of Albion

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

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

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

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

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

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

Name: Mark Allen Lelle

Home Address: 422 Elizabeth Street, Albion, MI 49224-2229 Telephone #: 517.414.6643 (cell)

Place of Employment: Self-employed consultant in evaluation and strategic planning

Business Address: 422 Elizabeth Street, Albion, MI 49224-2229 Telephone #: 517.414.6643 (cell)

E-Mail: [lelle.mark@gmail.com](mailto:lelle.mark@gmail.com) Fax: Not applicable

Title/Type of Work: Self-employed consultant in evaluation and strategic planning

Length of Residence in City: 31 years Own/Rent: Own US Citizen: Yes

Educational Background: PhD in Resource Development/Community Development from Michigan State University (1996). Dissertation title: *The Community Service Mission of the Private Liberal Arts College: A Study at Albion College*. Master of Science in Agricultural Education from Louisiana State University (1986). Bachelor of Science in Agricultural Education from Ohio State University (1984).

Community Activities: Founder, Greater Albion Habitat for Humanity; Vice President, Calhoun County Trailway Alliance; former Director of Albion Volunteer Service Organization and Albion Civic Life Project; former board member of Michigan Habitat for Humanity, Leadership Albion, Johnson Child Care and Development Center.

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Planning Commission
- 2) Albion Trust
- 3) Not applicable
- 4) Not applicable

Additional information on experience, qualifications, etc.:

**I have extensive experience in community development, evaluation of grant funded programs, leading organizations through strategic planning, and grant proposal writing. As a former employee of the W.K. Kellogg Foundation and a consultant to many other foundations, I have expertise in securing grant funding for nonprofit and community programs.**

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

**I would like to put my knowledge, skills, and experiences to work in Albion. For the Downtown Development Authority, I am especially interested in helping to recruit new businesses, investors, nonprofit organizations, and residents to the community and in making Albion both development-ready and development-friendly. I am also passionate about making sure that development benefits all residents of the community. My background in planning would also benefit the Planning Commission. While at the Kellogg Foundation, I was a member of the team that developed the People and Land initiative that focused on economic vitality and provided funding to organizations focused on sustainable development. More recently, I was a consultant to the Skillman Foundation in Detroit and conducted an analytic review of their Good Neighborhoods Initiative to document lessons learned that could be applied to community development efforts in other low income neighborhoods and communities.**

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: **No family relationships.**

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: **No business relationships.**

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

**REFERENCES:**

Name: Harry Bonner, Sr. Relationship: Friend

Telephone #: 517.914.5921 (cell)

Name: Mae Ola Dunklin Relationship: Friend

Telephone #: 517.629.8659 (home)

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Mark A. Lelle, certify that the information provided  
(Please Print)

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

Date of Birth: 01/29/1960

Signature: Mark A. Lelle Date: 01/30/2018

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.

# City of Albion

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

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

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

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

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

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

Name: Joseph R Verbeke  
(First) (Middle) (Last)

Home Address: 1217 E Porter St. Telephone #: 517-515-2125

Place of Employment: ACE Investment Properties

Business Address: 205 E Michigan Ave. Telephone #: 517-680-0081

E-Mail: jrverbeke@gmail.com Fax: \_\_\_\_\_

Title/Type of Work: Real Estate Salesperson / Property Management

Length of Residence in City: ~ 6 mos Own/Rent: Own US Citizen: Y  N

Educational Background: BA Music ~~ed~~ Education Certification - Albion College (2001)  
BM - Music Education - University of Michigan (2009)

Community Activities: Board Member - Swingin' at the Shell  
currently applying for Battle Creek Area Association Realtors

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

- 1) Downtown Development Auth 2) Planning Commission
- 3) Zoning Board of Appeals 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

see attached

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

see attached

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: NO

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: see attached

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

**REFERENCES:**

Name: Dave Dierment Relationship: friend/business

Telephone #: 989-302-2698

Name: Scott Evans Relationship: friend/business

Telephone #: 517-629-5588  
Application for Membership

**The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.**

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

I, Joseph Verbeke, certify that the information provided  
(Please Print)

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

Date of Birth: 8/4/79

Signature: JJ Verbeke Date: 1/14/19

## **Joseph Verbeke – attachment for Application for Membership on City Boards/Commissions**

Page 2: Additional information on experience, qualifications, etc.

Music Teacher at Vandercook Lake Public Schools (Jackson, MI) 2002-2004

Music Teacher at Adams County School District #14 (Colorado) 2004-2008 – extensive work with diverse and low-income students

Music Teacher at South Lake Schools (St. Clair Shores, MI) 2009-2014 – extensive and successful work with diverse community of students

Business Owner – Zoyo Neighborhood Yogurt (Troy, MI) 2014-current – business is for sale as we are running it absentee since moving to Albion  
Manger – ACE Investment Properties 2018-current

Page 2: Please comment briefly on why you wish to serve on a particular board or commission:

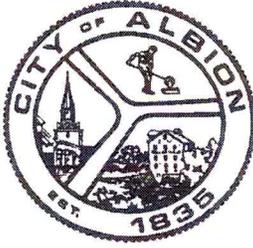
Downtown Development Authority: I believe that I am a good candidate to serve on the DDA for Albion because I value what it means to have a strong downtown business district that caters to everyone in the community while also drawing outside visitors. I am also involved and help advise two businesses downtown through family members – Pure Albion and Brick Street Marketing. I will also be involved with Foundry Bakehouse and Deli when it opens.

Planning Commission and Zoning Board of Appeals: With my interest in real estate and understanding the importance of real estate ownership on a community, I believe that I am good candidate to serve on the Planning Commission and/or Zoning Board of Appeals because I am able to understand how planning can serve the community for future growth so that Albion's tax base can become stronger and thus serve its citizens better.

Page 2: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion?

I wasn't sure how to approach this question as I don't understand the question fully, so I will address it with full disclosure here. Am I involved with a business that has the City of Albion as a client, no. I am family member of someone who has ongoing projects and businesses (Pure Albion, Brick Street Marketing, soon Foundry Bakehouse and Deli and ACE Real Estate Services) in the downtown area. In one case, the Peabody Building, grant funds were involved that were administered by the city. I am the

manager of a property investment business (ACE Investment Properties) that must work with the City of Albion for permitting.



## City of Albion

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

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

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

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

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

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

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Title/Type of Work: \_\_\_\_\_

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

Educational Background: \_\_\_\_\_

Community Activities: \_\_\_\_\_

List Board or Commission on which you are interested in serving (see attached descriptions):

1) Planning Commission 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Prior experience on commission (2 years+); Citizen Planner Certification via MSU-E \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

To help implement the comprehensive master plan and RRC process. General good will and love for Albion.

\_\_\_\_\_

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: N/A \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: Personal employment at the College, no business relationship w/ City of Albion directly.

\_\_\_\_\_  
\_\_\_\_\_

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: Wrestling in public with my brother when I was 25, and telling an officer my name was "Jerry" (it is not). I have never been convicted or charged with a felony.

**REFERENCES:**

Name: Anyone on the planning commission or City Hall Relationship: Shared work experience

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

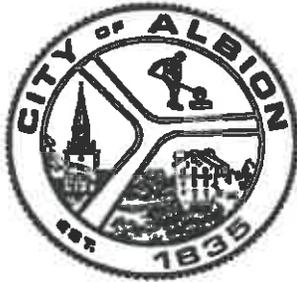
I, Gregg Strand, certify that the information provided  
(Please Print)

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

Date of Birth: 11/14/76

Signature:  Date: 1/16/18

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.



# City of Albion

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

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

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

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

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

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

Name: Thomas W. Pitt  
(First) (Middle) (Last)

Home Address: 115 Crandall St. Telephone #: 517 8122145

Place of Employment: Decker MFG

Business Address: 703 N. Clark St. Telephone #: 517 629 3955

E-Mail: tom@deckernut.com Fax: \_\_\_\_\_

Title/Type of Work: Controller

Length of Residence in City: 35 years Own/Rent: Own US Citizen: Y X N \_\_\_\_\_

Educational Background: BA Albion College  
MBA Univ Phoenix

Community Activities: ~~FF~~ Vol Fire Fighter, Albion Community Fdn Board, Fraternity advisor

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

- 1) Planning Commission 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

5 year member

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

Continue the work the P.C. has started related to zoning rewrite, Redevelopment Ready Community

**Relationship to City Officials/Department Heads:** Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain:

NO

**Business relationship:** Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain:

NO

**Convictions:** Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain:

NO

**REFERENCES:**

Name: Dave Sanford Relationship: Friend

Telephone #: 269 317 5369

Name: Scott K. P. Relationship: Friend

Telephone #: 57 26 357  
Application for Membership

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

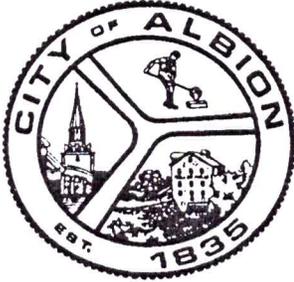
I, Thomas Pitt, certify that the information provided  
(Please Print)

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

Date of Birth: 11/8/65

Signature: [Handwritten Signature] Date: 3/27/19

LOCC  
Initial Appointment  
Term to Expire  
10-1-2019



# City of Albion

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

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

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

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

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

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

Name: WILLIAM WELLER STOFFER  
(First) (Middle) (Last)

Home Address: 421 ELIZABETH STREET Telephone #: 269-961-0660

Place of Employment: VELOCITY MFG., LLC

Business Address: 921 ELLIOT ROAD Telephone #: 517-630-0408

E-Mail: BILLSTOFFER@VELOCITYMFG.COM Fax: 517-630-0409

Title/Type of Work: VICE PRESIDENT/OWNER

Length of Residence in City: 67 years Own/Rent: OWN US Citizen:  Y  N

Educational Background: DALRYMPLE GRADE SCHOOL, ALBION HIGH SCHOOL, ALBION COLLEGE, B.A., UNIVERSITY OF NORTHERN COLORADO, M.ED.

Community Activities: FORMER CHAIR, ALBION FOUNDATION, ALBION COLLEGE TRUSTEE, STARR COMMONWEALTH TRUSTEE

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

1) OFFICER COMPENSATION COMMISSION 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

FORMER CITY COUNCIL MEMBER  
FORMER MAYOR, FORMER CHAIR PLANNING COM.  
FORMER PRESIDENT, ALBION E.D.C. BOARD

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

I HAVE SERVED HERE BEFORE AND WOULD LIKE TO SERVE AGAIN

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: \_\_\_\_\_

NONE

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: \_\_\_\_\_

NONE

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: \_\_\_\_\_

NONE

REFERENCES:

Name: LINDA HOLMDOIN Relationship: FRIEND

Telephone #: (517) 914-4757

Name: Meghan Skinner Relationship: Friend/Co-Worker

Telephone #: (517)740-8780  
Application for Membership

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

**CONSENT AND CERTIFICATION**

*I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.*

*I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.*

*I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.*

I, William H. Steffer, certify that the information provided  
(Please Print)

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

Date of Birth: 04-29-1952

Signature:  Date: 3-29-19

MEMORANDUM

TO: Scott Kipp, Director of Public Safety  
FROM: Cullen C. Harkness, City Attorney  
CC: Albion City Council  
RE: Interim City Manager Position / Employment Terms  
DATE: April 1, 2019

---

Please consider this memorandum as formal notice of the terms of your employment with respect to the Interim City Manager position, your compensation for the same, and all responsibilities related thereto.

Pursuant to Albion City Ordinance 2-58, while you hold the office of Interim City Manager, you will have all the responsibilities, duties, functions, and powers of the City Manager. As such, pursuant to Section 7.1 of the Albion City Charter, you will be the chief administrative officer of the city. You will be responsible for the supervision of the administrative departments of the city and also be responsible for appointing administrative officers other than the City Attorney and members of city boards and/or commissions. You will further have the supervision of and the responsibility for all administrative departments of the city as well as the responsibility to implement all matters in the city personnel policy as it relates to city personnel. Furthermore, you shall:

- A. Be responsible to the City Council for the efficient administration of all administrative departments of the city government;
- B. Recommend to the City Council for adoption of such measures as the manager may deem necessary or expedient and attend city council meetings with the right to take part in discussion, but shall not have the right to vote;
- C. Exercise and perform all administrative functions of the city that are not opposed by law, the city charter, or ordinance, upon some other official;
- D. Enforce all ordinances except as otherwise provided;
- E. Appoint the Emergency Preparedness Coordinator;
- F. Compile the annual budget proposal of the city and administer the annual budget;
- G. Perform such other duties as may be prescribed by ordinance or by direction of the city council;

With respect to compensation while holding the position of interim city manager, given that you will occupy the office for a period of time in excess of five (5) days, pursuant to Albion City Ordinance 2-58, and with the consent of the city council, your compensation for this position will be the sum of one thousand (\$1,000.00) dollars per week. This compensation shall be retroactively effective to March 19, 2019. This compensation will be in addition to any compensation and benefits you are presently receiving as Chief of Public Safety. Payments made to the Interim City Manager pursuant to this memorandum shall be at regular interval and on the same schedule as other city employees.

Additionally, while performing the duties of Interim City Manager, you will at all times concurrently remain the Director of Public Safety and any and all authority associated therewith. Furthermore, once a permanent City Manager is selected, this agreement shall terminate and you shall return to your position as Chief of Public Safety. The termination of this agreement shall not in any way affect your employment agreement for the position of Chief of Public Safety.

The Albion City Council is appointing you to this position to perform the duties of City Manager until a permanent City Manager can be located and approved by the City Council. As such, there is not set duration for which you will occupy the position of Interim City manager, however, the council will be moving expeditiously in the process to locate a permanent City manager.

The parties herein further agree that nothing in this memorandum shall alter or change the at-will employment status of the Interim City Manager.

In signing this memorandum all parties herein agree that this memorandum encapsulates all the agreements made between the Interim City manager and the Albion City Council regarding the Interim City Manager position. The parties herein further agree that each party has had sufficient time to review the terms of this memorandum.

This memorandum may not be modified except in writing and signed by the parties herein.

This memorandum shall be interpreted under the laws of the State of Michigan. Any and all disputes arising out of this memorandum shall be exclusively litigated in the courts for the County of Calhoun, State of Michigan.

\_\_\_\_\_  
David Atchison, Mayor

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Scott Kipp, Interim City Manger

Dated: \_\_\_\_\_

\_\_\_\_\_  
Cullen Harkness, City Attorney

Dated: \_\_\_\_\_

**Resolution # 2019-14**

To Approve the Purchase of One Police Vehicle

**Purpose and Finding:** As the council is aware, the Public Safety Department is seeking to replace its fleet over time as the current fleet of police vehicles continue to accrue significant mileage and wear and tear. To that end, the Public Safety Department is seeking council approval to purchase one fully equipped police vehicle for a total cost of \$48,000.00 to be financed over three years at the rate of \$16,000.00 per year. These funds would come from the public safety budget. The vehicle would start as a lease and would become a purchase upon final payment. Given the size of this purchase, Ordinance 2-384 requires that council approval be obtained. Approval is recommended.

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

**RESOLVED**, the City Council authorizes the purchase of one police vehicle (including all necessary equipment) for a total of \$48,000.00, financed over three years at the rate of \$16,000.00 per year.

I hereby certify that the above resolution was adopted on April 1, 2019 in a session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo, Albion City Clerk