



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 15, 2019
7:00 P.M.

David Atchison
Mayor

Vicky Clark
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Mayor Pro-Tem
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Shane Williamson
Council Member
6th 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. Grant Writing-Paulette Porter & Nicole DuPont
 - B. Proclamation Recognizing Saturday, April 27th as Drug Take-Back Day in Albion
 - C. Calhoun County Transit Study Survey-Haley Snyder
- 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, April 1, 2019
 - B. Assembly Permit for Albion Industries Company Picnic, Victory Park Pavilion, July 20th, 2019
 - C. Approval for American Legion to Place Flags on Veterans Graves, May 4th, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION



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

- A. Request Approval for Boards & Commissions Appointment
 - Scott Evans, Initial Appointment, Albion Economic Development Corporation, Term to Expire 7-1-2024
- B. Discussion Albion-Marshall Connector
- C. Request Approval 2nd Reading and Adoption Ordinance # 2019-03, An Ordinance to Amend Ordinance 58-166, Possession and Use of Marijuana
- D. Request Approval Resolution # 2019-15, To Approve a Grant Application for the Albion St. Bridge
- E. Request Approval Resolution # 2019-16, To Approve the Albion Economic Development Corporation's Economic Development Strategic Plan
- F. Request Approval Resolution # 2019-17, To Approve \$3,000 Increase for Fiscal Year 2018 Audit
- G. Discussion to Change Dates for Council Meetings
- H. Discussion of Cell Phones at Council Meetings
- I. Discussion/Approval Pursue Reimbursement from GovHR for Breach of Contract
- J. Discussion/Approval Utilize GovHR Guarantee Clause for Recruitment Services for Other Department Head Level Positions
- K. Discussion-Tree Dump
- L. Discussion City Wide Clean Up Dates
- M. Discussion on Clarification of Legal Representation for City Boards & Commissions
- N. Request Approval to Send Out RFP for Street Sweeping
- 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).



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

- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN

Proclamation Recognizing Saturday, April 27th as Drug Take-Back Day in Albion

WHEREAS, Saturday, April 27, from 10 a.m. to 2 p.m. Albion Public Safety in conjunction with the U.S. Drug Enforcement Administration will give the public its 17th opportunity in nine years to prevent pill abuse and theft by ridding their homes of potentially dangerous expired, unused, and unwanted prescription drugs; and

WHEREAS, the Substance Abuse and Mental Health Services Administration’s National Survey on Drug Use and Health shows year after year that the majority of misused and abused prescription drugs are obtained from family and friends, including someone else’s medication being stolen from the home medicine cabinet; and

WHEREAS, Americans are now advised that their usual methods for disposing of unused medicines—flushing them down the toilet or throwing them in the trash—both pose potential safety and health hazards; and

WHEREAS, medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse; and

WHEREAS, rates of prescription drug abuse in the U.S. are alarmingly high, as are the number of accidental poisonings and overdoses due to these drugs; and

WHEREAS, overall, in its 16 previous Take Back events, DEA and its partners have taken in almost 11 million pounds—nearly 5,500 tons—of pills; and

WHEREAS, this initiative addresses a vital public safety and public health issue.

NOW, THEREFORE, I, Dave Atchison, Mayor of Albion, do hereby proclaim Saturday, April 27, 2019 as Drug Take-Back Day in Albion.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of ALBION, MICHIGAN on this 15th day of APRIL, in the year 2019.

David Atchison, Mayor

Date

DEA NATIONAL ^{Rx} TAKEBACK

Unused or expired prescription medications are a public safety issue, leading to accidental poisoning, overdose, and abuse.

Pharmaceutical drugs can be just as dangerous as street drugs when taken without a prescription or a doctor's supervision.

The non-medical use of prescription drugs ranks second only to marijuana as the most common form of drug abuse in America.

The majority of teenagers abusing prescription drugs get them from family and friends—and the home medicine cabinet.

Unused prescription drugs thrown in the trash can be retrieved and abused or illegally sold. Unused drugs that are flushed contaminate the water supply. Proper disposal of unused drugs saves lives and protects the environment.

Take-back programs are the best way to dispose of old drugs. But if a program is not available:

- Take the meds out of their bottles;
- Mix them with something unappealing like used kitty litter or coffee grounds;
- Seal them in a bag or disposable container, and throw that away.

For more information on prescription drug abuse, go to:

- www.DEA.gov
- www.GetSmartAboutDrugs.com
- www.JustThinkTwice.com

If you don't properly dispose of the unused or expired prescription drugs in your home, they might find a new one.

Visit DEATakeBack.com for a collection site near you.

If you don't properly dispose of the unused or expired prescription drugs in your home, they might find a new one.

Visit DEATakeBack.com for a collection site near you.

Unused or expired prescription medications are a public safety issue, leading to accidental poisoning, overdose, and abuse.

Pharmaceutical drugs can be just as dangerous as street drugs when taken without a prescription or a doctor's supervision.

The non-medical use of prescription drugs ranks second only to marijuana as the most common form of drug abuse in America.

The majority of teenagers abusing prescription drugs get them from family and friends—and the home medicine cabinet.

Unused prescription drugs thrown in the trash can be retrieved and abused or illegally sold. Unused drugs that are flushed contaminate the water supply. Proper disposal of unused drugs saves lives and protects the environment.

Take-back programs are the best way to dispose of old drugs. But if a program is not available:

- Take the meds out of their bottles;
- Mix them with something unappealing like used kitty litter or coffee grounds;
- Seal them in a bag or disposable container, and throw that away.

For more information on prescription drug abuse, go to:

- www.DEA.gov
- www.GetSmartAboutDrugs.com
- www.JustThinkTwice.com

DON'T BE THE DEALER



SATURDAY – APRIL 27, 2019

Keep them safe. Clean them out.
Take them back.

10 AM to 2 PM



Albion Family Fare Supermarket

City of Albion
Council Session Minutes
April 1, 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: Sonya Brown (3) was absent.

STAFF PRESENT:

Scott Kipp, Acting City Manager/Chief Public Safety; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director; Kent Phillips, Acting 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)

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

VI. PRESENTATIONS

A. Proclamation of Mayor & Council Recognition Day for National Service

Mayor Atchison read aloud Proclamation for Recognition Day for National Service and presented to AmeriCorps Vista members that were present at the meeting.

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 Andrew French, 702 E. Erie St; Joseph Verbeke, 1217 E. Porter St and Jim Haadsma, 62nd State Representative.

IX. CLOSED SESSION-None

X. CONSENT CALENDAR (VV) Items on the 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 3rd & 4th, 2019

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

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval for Mechanical Amusement Devices for:

- Albion College
- Leisure Hour Club
- Redbox Automated
- Spartan Stores/Family Fare

Lawler moved, Reid supported, CARRIED to Approve Mechanical Amusement Devices as presented. (6-0, vv)

B. Request Approval Garbage Licenses for:

- Republic Waste
- Waste Management
- Granger Container Service

Comments were received from City Attorney Harkness.

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

C. Request Approval to Excuse Council Member Brown from the March 18th, 2019 Council Meeting

Comments were received from Council Member Williamson

Lawler moved, Reid supported, CARRIED, To Excuse Council Member Brown from the March 18th, 2019 Council Meeting as presented. (6-0, vv)

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

Comments were received from Council Members Reid, Clark and Williamson; Mayor Atchison; City Attorney Harkness and Interim City Manager/Chief Public Safety Kipp.

Lawler moved, Spicer supported, CARRIED, to Approve 1st Reading Ordinance # 2019-03, An Ordinance to Amend Ordinance 58-166, Possession and Use of Marijuana as presented. (5-1, rcv) (Williamson dissenting).

****Council Member Lawler asked to amend the agenda and move Discussion/GovHR to agenda Item E.*

Williamson moved, Reid supported, CARRIED, To Amend the Agenda and Move Discussion/GovHR to Agenda Item E. (6-0, vv)

E. Discussion-GovHR

Comments pertaining to GovHR were as follows:

- They do provide a warranty for the actual executive search which is approximately \$14,000 so the City would have the additional \$6,000 fees that would need to be paid
- No faith in company as a candidate that was chosen had credit issues that the City was not made aware of
- Allegations and complaints were received with chosen candidate early on
- Doesn't feel candidates were vetted thoroughly
- Feels that GovHR is being held accountable for a decision that was made by Council
- GovHR misrepresented their approval of credit and background checks
- GovHR did not live up to their responsibilities

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

F. Discussion/Action City Manager Search RFP

Mayor Atchison stated there are three issues that Council needs to decide:

1. Does the Council want to put out an RFQ for all firms to bid on?
2. Does the Council want to put out a targeted RFQ that would be the five companies that previously bid?

3. Does the Council want to shorten the length of the time for the bids from 30 days to 2 weeks?

Comments were received from Council Members Spicer, Williamson and Lawler; Interim City Manager/Chief Public Safety Kipp; City Attorney Harkness and Mayor Atchison.

Spicer moved, Lawler supported, **FAILED**, to Approve an RFQ for City Manager Executive Search Firm Services and Allow All Search Firms to submit a bid. (2-4, rcv) (Reid, Clark, Williamson & Mayor Atchison dissenting).

Williamson moved, Reid supported, **CARRIED**, to Approve an RFQ for City Manager Executive Search Firm Services to the Targeted Group that Previously Submitted Bids and Allow for 30 Days for Bids to be Received. (4-2, rcv) (Lawler and Spicer dissenting).

G. Request Approval Resolution # 2019-11, To Declare the Annual Recognition of Indigenous People's Day

Comments were received from Council Member Williamson and Mayor Atchison.

Williamson moved, Reid supported, **CARRIED**, to Approve Resolution # 2019-11, To Declare the Annual Recognition of Indigenous People's Day as presented. (5-1, rcv) (Mayor Atchison dissenting).

H. Request Approval Resolution # 2019-12, To Increase the City Wastewater Rates 7.5 % Each Year Commencing January 1, 2020 through December 31, 2024

Comments were received from Council Member Williamson, Mayor Atchison and Acting Interim Director Public Services Phillips.

Williamson moved, Lawler supported, **CARRIED**, to Approve Resolution # 2019-12, To Increase the City Wastewater Rates 7.5 % Each Year Commencing January 1, 2020 through December 31, 2024 as presented. (6-0, rcv)

I. Request Approval Resolution # 2019-13, To Increase the City Wastewater Rates 5.9 % Each Year Commencing January 1, 2020 through December 31, 2024

This item was not voted on.

J. Request Approval Boards & Commissions Appointments & Reappointments:

- Al Henson, Initial Appointment, Local Officers Compensation Commission, Term to Expire 10-1-2022
- Kay Knight, Initial Appointment, Local Officers Compensation Commission, Term to Expire 10-1-2023
- Mark Lelle, Initial Appointment, Zoning Board of Appeals, 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

Comments were received from Council Members Lawler and Spicer.

Reid moved, Williamson supported, CARRIED, To Approve Al Henson, Initial Appointment, Term to Expire 10-1-2022; Kay Knight, Initial Appointment, Term to Expire 10-1-2023 and William Stoffer, Initial Appointment, Term to Expire 10-1-2019 to the Local Officers Compensation Commission as presented. (6-0, vv)

Lawler moved, Reid supported, CARRIED, To Approve Mark Lelle, Initial Appointment, Term to Expire 12-31-2020 and Joseph Verbeke, Initial Appointment, Term to Expire 12-31-2021 to the Zoning Board of Appeals as presented. (6-0, vv)

Reid moved, Williamson supported, CARRIED, To Approve Gregg Strand, Reappointment, Term to Expire 12-31-2021 and Tom Pitt, Reappointment, Term to Expire 12-31-2021 to the Planning Commission as presented. (6-0, vv)

K. Request Approval Interim City Manager Contract

Comments were received from City Attorney Harkness

Williamson moved, Reid supported, CARRIED, To Approve Interim City Manager Contract as presented. (6-0, rcv)

L. Request Approval for Lease of New ADPS Police Vehicle

Comments were received from Council Member Lawler and Interim City Manager/Chief Public Safety Kipp.

Williamson moved, Reid supported, CARRIED, To Approve Lease of New ADPS Police Vehicle as presented. (6-0, rcv)

XII. FUTURE AGENDA ITEMS

- Council Member Lawler asked for a discussion/approval of additional funding for the Albion-Marshall Connector
- Council Member Clark asked for a presentation on grant writing
- Council Member Reid asked for City-Wide Clean-Up dates and a Council Study Session for Council Priorities and Goals-Tentative Date-Monday, April 29th, 2019 at 6:00 p.m. at the Ludington Center
- Mayor Atchison asked for the following:
 - Approval for American Legion to place flags on veterans' graves on May 4th, 2019
 - Discussion-Change Council Meeting Dates
 - Discussion-No cell phones at Council meetings
 - Discussion-tree dump
 - Discussion/Action pursue reimbursement from GovHR

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 David Abbott, 412 S. Clinton St; Calhoun County Commissioner Gary Tompkins and Council Member Lawler.

XIV. CITY MANAGER REPORT

Acting City Manager Kipp provided the following City Manager Report:

- Assistant City Manager Snyder is currently working on a bridge grant for Albion Street through MDOT
- MDOT will resurface Austin Avenue from W. Eaton St. to 25 ½ Mile Rd. They would also like to pursue the Road Diet on Austin Avenue which would change from four lanes to three lanes like they did on Superior Street
- No leaves and grass clippings are currently being allowed in the tree dump. This issue is being worked on.
- The leaf pickup began on April 1, 2019 through Granger Container Service and will be picked up city-wide on Wednesdays
- A coalition has been formed to help with the direction of the Recreation Department due to the retirement of Larry Williams, Recreation Director. A partnership with the Battle Creek YMCA is being considered. The coalition is also seeking grant funding to help set up the program. Larry Williams, Recreation Director has agreed to stay on temporarily and continue the programming currently in place.

Comments were received from Council Members Reid and Spicer; Acting Interim Director Public Services Phillips and Calhoun County Commissioner Gary Tompkins.

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Clark, Lawler and Williamson.

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Spicer moved, Lawler supported, CARRIED, To Excuse Council Member Sonya Brown (3). (6-0, vv)

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)

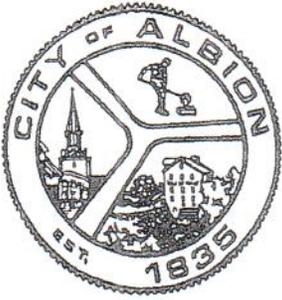
XVIII. ADJOURNMENT

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

Mayor Atchison adjourned the Regular Session at 8:50 p.m.

Date

Jill Domingo
City Clerk



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: ALBION INDUSTRIES

DATE: 7-20-19

FACILITIES: PAVILLION

NUMBER OF
PEOPLE(S): 125-150

CONTACT PERSON: SHONNIE REED

INSURANCE: _____

PHONE NUMBER: 517-686-1071



City of Albion

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

CITY OF ALBION
Date 04/01/2019 1:54:00 PM
Ref PARK RENTAL
Receipt 40123698
Amount \$55.00

PARKS RESERVATION APPLICATION

I, Albion Industries, a division of Colson request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities:

Pavilion

(Park and Park area requested)

	Date(s)	Beginning time(s)	Ending time(s)
On	<u>July 20, 2019</u>	from <u>12 pm</u>	to <u>4 pm</u>
On	_____	from _____	to _____
On	_____	from _____	to _____

Description of events or functions: Company Picnic

Proof of Insurance: Yes ___ No ___

Number of people expected to attend? 125-150

Non-profit organization? Yes ___ No X

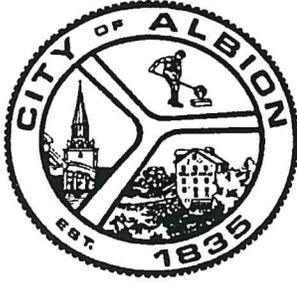
Will amplified sound be used? Yes X No ___

Will Electricity be required? Yes X No ___

Has your organization conducted this event in the requested area before?

Yes (No) If yes, when: _____

Number of tables needed (allow 8 persons per table)? 15



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: Scott Edward Evans
(First) (Middle) (Last)

Home Address: 4571 Devon Dr. Jackson, MI Telephone #: 517-499-9961
49201

Place of Employment: Homestead Savings Bank

Business Address: 415 S. Superior St. Albion, MI Telephone #: 517-629-5588

E-Mail: SEVANS@homesteadsavings.com Fax: 517-629-2455

Title/Type of Work: President / CEO

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

Educational Background: Some College

Robert M. Perry School of Banking

Graduate School of Banking at University of Wisconsin

Community Activities: Member of DDA and EDC

Telephone #: 517-240-2446
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, Scott E. Evans, certify that the information provided
(Please Print)

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

Date of Birth: 10/31/1962

Signature: Scott E. Evans Date: 7/25/2018

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

Resolution # 2019-15

To Approve a Grant Application for the Albion St. Bridge

Purpose and Finding: As the council is aware, the Albion St. bridge is in extreme disrepair. It is the only vehicular bridge in Albion currently in service that has not been replaced. The bridge has been receiving declining evaluations in recent inspections conducted. A grant from the Department of Transportation is being sought for repairs to the Albion St. bridge. As part of the grant application process, a council resolution in support of the project is required. A cost breakdown will be provided to the council once it is received. Approval is recommended.

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

RESOLVED, the Albion City Council supports and approves the grant application to the Department of Transportation for the repair of the Albion St. Bridge and authorizes the City Manager to submit the grant application.

I hereby certify that the above resolution was adopted on April 15, 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

Resolution # 2019-16

To Approve the Albion Economic Development Corporation’s Economic Development Strategic Plan

Purpose and Finding: The Albion Economic Development Corporation (EDC) recently updated its Economic Development Strategic Plan (April 4, 2019). The EDC’s Strategic Plan outlines its mission, strategic opportunities, strategic goals and objectives, and other information. The complete plan is attached to this resolution for reference. The Michigan Economic Development Corporation requires that this plan be approved by the governing body of the municipality. The plan has already been approved by the Albion EDC board. Approval by council is recommended.

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

RESOLVED, the Albion City Council hereby approves and supports the Albion Economic Development Corporation’s updated Economic Development Strategic Plan (Dated April 4, 2019).

I hereby certify that the above resolution was adopted on April 15, 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



Economic Development Strategic Plan

Albion, Michigan

Amy Deprez, President & CEO

Approved by:

Albion Economic Development Corporation
Board of Directors
November 2, 2017

Updated and Certified
April 4, 2019

Approved by City Council
April 15, 2019 (pending)

TABLE OF CONTENTS

Executive Summary	2
Introduction	3
Strategic Opportunities	4
Strategic Situation and Challenges	6
Mission and Vision	8
Incentives	9
Strategic Goals and Objectives	10
1. Downtown	11
2. Corridors	12
3. Capacity Building	13
4. Workforce and Employment	15
5. Housing	16
6. Branding	17
7. Destination	18
Review and Oversight	19

EXECUTIVE SUMMARY

Albion is reaching a tipping point of economic growth. The residents of Albion have shown unwavering resilience throughout the Great Recession and the decline of manufacturing. Investors have been instilled with more confidence in small-town economies. The Albion Economic Development Corporation (AEDC) and its partners have been experiencing both successes and growing pains as developments take off and the interest in Albion grows each day. This Economic Development Strategic Plan has been created to guide the AEDC and its partners through this quickly evolving economic upswing.

The overarching goal of the EDSP is to increase the human and financial capacity of the AEDC so that it can take a more proactive and responsive approach to economic development instead of a reactionary approach. The EDSP seeks to do this by:

- ❖ *creating a unifying direction for the economic and business development entities in Albion as the City continues to move in a positive direction; and*
- ❖ *improving the ability and efficiency of the AEDC and its partners to attract, retain, and grow businesses.*

As a result of the strategy outlined in this document, existing businesses can expect to receive more support from the DDA, the Chamber of Commerce, the City of Albion, the AEDC, and other organizations. It is through this support that they will see increased sales, more skilled employees, and more complementary businesses. The City, AEDC, and others can hope to see increased revenue to increase their staffing and ability to serve the needs of residents, businesses, and tourists alike.

By taking a more unified and concerted effort, it is the hope of the AEDC, its Board, and its partners that the growth and prosperity coming to Albion will benefit all of those that seek to take part in it.



Amy Deprez, President and CEO

INTRODUCTION

The AEDC organized a Steering Committee to draft the Economic Development Strategic Plan. This Steering Committee represented City Council, Planning Commission, the City Planning and Zoning Department, local business owners, and Albion College. The Steering Committee met on July 24, 2017 to generate ideas for the goals and objectives of this Plan. The AEDC staff worked to compile the information from the meeting and drafted the Economic Development Strategic Plan. The Steering Committee reviewed a draft of the document on August 28, 2017, made edits, and sent it to the Albion Economic Development Corporation Board of Directors. The final document was approved and adopted on September ##, 2017 with the Directors' edits.

This document begins with the strategic situations and opportunities that Albion faces. This list has been developed and vetted by the AEDC staff and the Steering Committee. Each of the goals of this plan identifies: those responsible for achieving the goal, the objectives to achieve the goal, the expected outcomes, key partners, and performance measures where appropriate.

The goals in this document were largely based on the City's Comprehensive Plan which was drafted with input from residents, City Council, Planning Commission, and key stakeholders. The goals are also designed to ensure that the AEDC and the City of Albion meet the requirements of the MEDC Redevelopment Ready Community Program. Completing the RRC Program will open the door to many opportunities for Albion. Albion will have access to funding, technical assistance, and marketing through the MEDC during the RRC process and after completion of the program.

During the planning process, it became clear that certain guiding principles were paramount in the development of this plan. Ensuring the development of the community promotes densely populated neighborhoods and smart growth strategies. Ensuring that there is a strong sense of inclusion in the planning and promotion of positive and consistent messages both within and outside of the community. Ensuring support for "early adopters" with resources and incentives to create a strong economy and foundation that will attract more developers to the area. And lastly, ensuring that the community attracts businesses that will accommodate the needs and wants of residents, students, and visitors. Through these principles, the following Economic Development Strategic Plan was developed.

Steering Committee Members:

Sheryl Mitchell, City Manager	Garrett Brown, Mayor	Jeanette Spicer, Councilperson
John Tracy, Planning Director	Tom Pitt, Planning Commission	Sharon Ponds, Planning Commission
Scott Evans, DDA	Kelly Rice, Chamber of Commerce	Eric Worley, Chamber of Commerce
Mauri Ditzler, Albion College	Bob Anderson, Albion College	Andy French, Albion College
William Dobbins, ARC	Ed Haas, EDC Board	Art Kale, EDC Board
Craig Carroll, Industry	Gene Sorgi, Industry	Kyle Sinclair, Industry

Strategic Opportunities

Redevelopment Sites

Albion has been left with several large properties that are ideal for development. The Calhoun County Land Bank Authority, Marshall Public Schools, Albion College, the AEDC, and Albion Reinvestment Corporation (ARC) hold over 20 redevelopment sites in Albion. These sites present opportunities for various sizes and types of development, including commercial, mixed use, industrial, and residential.

Strong Industrial Park

Albion's Industrial Park is home to 17 manufacturing companies that produce everything from cardboard and plastic injection molding to prosthetic limbs and solar panels. There is still undeveloped space available for new operations. The Albion Industrial Park also boasts a business incubator space that has had successful businesses exit the incubator stage and go on to grow in Albion such as Team One Plastics.

Downtown Anchor Projects

Albion's early investors have helped to strengthen the downtown and instill confidence in future investors and entrepreneurs. In 2015, the historic Bohm Theatre was reopened and has become a venue for first-run movies and community events like Blues at the Bohm, where locals hang out for a 3-hour jam session on Monday nights. The Bohm Theatre launched a successful crowdfunding campaign through the MEDC's Public Spaces Community Places Grant Program to add a second screen in the adjacent building. A Courtyard by Marriott hotel will be completed in early 2018, the Peabody Project – a three-story mixed use renovation of an existing building – has just been approved for a Community Development Block through the MEDC, and the Albion Malleable Brewing Company will be open by early 2018 – due in part to a comprehensive financial package utilizing a local bank, crowdfunding, and impact investment through the New Albion Impact Group. The momentum that these projects are creating has led to other small businesses and entrepreneurs remodeling and opening stores in the downtown such as Stirling Books and Brew, AIM Community Thrift Store, Brown's Home Furnishings, Yesterday's News Antiques, and more.

Educational Institutions

Albion is home to Albion College, a high-ranking Midwestern liberal arts institution with nearly 1,500 students. Kellogg Community College has a branch located just outside of Albion. Albion is also located within 60 miles of 11 major colleges and universities.

Albion is within the Marshall Public School District which has a kindergarten through post-secondary education focus and offers AP courses, an early access college program, and a strong educational program. Albion's children can benefit from being part of a school district that focuses on K-12 education and beyond.

MEDC Redevelopment Ready Community Program

The MEDC's Redevelopment Ready Community Program has opened the door to financial support and technical assistance to achieve the economic development goals that the AEDC has identified. The program is designed to build the capacity of small cities to attract and retain developers.

Residents

Residents of Albion show strong support for local businesses and initiatives. Albion's residents are an engaged, talented, passionate, and active community that are committed to Albion's success. Both current and future residents hope to see Albion become a place that provides a good quality of life while remaining affordable.

Many of Albion's aging residents would like to remain in Albion and are seeking ways to attract more senior residential developments and single-level barrier-free homes.

Natural Features

The Kalamazoo River runs through the heart of the downtown and is the focal point of Albion's largest and most-used park of its 17 amazing parks, Victory Park. The Kalamazoo River is an ideal spot for kayaking, canoeing, and fishing. Albion is located at the intersection of 3 major state-wide and national trails: The North Country National Scenic Trail, the Great Lake-to-Lake Trail, and the Iron Belle Trail. The City is currently expanding its trail system through an MDNR Trust Fund Grant to attract more hikers and bikers to the region.

Publicity at State and National Levels

Albion has been featured in MLive, the Wall Street Journal, and by departments of the State such as the MDNR for the progress that is being made here and its bold initiatives. Albion College even received a Simon Spotlight award for its educational connections to the City's sister city, Noisy-le-Roi, France. Albion is on the path to success and it is gaining local, state, national, and even international recognition.

Entrepreneurship

People within and around Albion have a strong interest in starting businesses in Albion. A few such examples include the Albion Malleable Brewing Company, Kerizma Salon, and Stirling Books and Brew. Stirling Books and Brew was the reinvention of the former Books and More, revamping the business to what is popular today. Continuing to support these entrepreneurs is a key part of this strategic plan.

Investors

Albion has been fortunate to have initial investors that are willing to take the necessary risks to revitalize the economy in Albion and lay the foundation for other investments. The Albion Reinvestment Corporation, the New Albion Impact Group, Shaheen Development and ACE Investments have been purchasing and renovating blighted buildings. Also, an alumnus of Albion College gifted \$1 million for the Harrington Project, which allows for the rehabilitation and demolition of homes in a neighborhood connecting the downtown with the campus.

Alumni & Retirees

Albion's aging population and alumni of Albion College and the City are seeking opportunities to relocate or remain in Albion for their retirement years. A group of engaged and passionate retirees and alumni are working to attract developers to provide senior housing and barrier-free housing so that they can remain in Albion and age in place instead of relocating to another city with more housing options.

Location

Albion's manufacturers and producers enjoy that Albion is located just off I-94 and a short drive from I-69 and US 127. People can come and go using the Amtrak station located at the north end of downtown via daily trains going to Chicago, Detroit, Grand Rapids, and Lansing.

Large Amount of Affordable Housing

Albion was recently ranked as the 16th best city for first-time homebuyers in the State of Michigan by [LendEDU](#). Albion has many beautiful and affordable historic homes, a wide selection of rental properties, and the majority of Albion is within walking and biking distance to downtown.

Strategic Situation and Challenges

Education & Workforce

The existing workforce is ready to reskill so that it can meet the demand for technical and skilled labor. Like much of the US's workforce, many unemployed workers have given up looking for work. Before working to reskill the labor force, the labor force must be engaged and supported to reenter the workforce or enter reskilling programs or pursuing more education.

Infrastructure & Transportation

Albion's main street, Superior Street, is undergoing a complete renovation to replace the water mains, sub-base, and brick pavement. Albion's downtown will be well prepared to welcome new businesses with the work that is taking place. Many of Albion's other roads, however, are in disrepair. The main corridors – Michigan Ave., Eaton St., and M-99 – are maintained by MDOT which helps to alleviate the strain on the City's budget. Albion lacks a public transportation system making transportation for jobs, health, and living challenging for residents.

Perception of Change

As with any city, everyone has different ideas as to what their city *should* be. The community is developing a unified vision for economic growth, education, and workforce development. The AEDC believes that the positive changes happening in the community can and should reach all those that wish to take part in them

Albion is on the cusp of a rebirth. The resilience of Albion's residents combined with the risk that initial investors are taking is positioning the City to return to its past life of a bustling downtown and strong, connected neighborhoods. By focusing on this, Albion can change its self-image and continue to welcome more residents and businesses into the community.

Alignment of Community Leaders

While many great initiatives and investments are taking root in Albion, community leaders have been coming together in formal and informal ways to align their goals so the city can take larger strides in economic progress. This plan seeks to align those goals for the betterment of the Albion economy and workforce.

Access to Healthcare

The closest hospital to Albion is a 15-minute drive to Oaklawn Hospital in Marshall, MI. Many residents have expressed a desire for a hospital or medical facility within Albion that offers after-hours and emergency care. The existing health care facilities in Albion include: Henry Ford Allegiance Family Medical Center, Calhoun County Health Department, and the Ralph and Mary Cram Medical Center which provide basic medical services. A group of community organizations prepared and submitted a rural healthcare grant in 2017 for research and development of a new healthcare facility in Albion to best accommodate the needs of residents.

Gateway Appeal

Albion recognizes the impact that an attractive and inviting entryway has on a community. Organizations are coming together to develop a plan for redeveloping these corridors. The City of Albion is updating its zoning ordinance to better meet the needs of today's residents and businesses to attract investment and development along the corridors.

Communication

The most effective forms of communication in Albion tend to be word-of-mouth and social media. Organizations and individuals are always seeking new ways to communicate news about events and other happenings. Finding new ways to communicate and reach more areas of the city will help to better inform residents of events and developments and create a larger sense of community.

Food Desert

Albion is classified as a “food desert” as there is a lack of access to affordable fresh foods. The AEDC has made a significant impact in this deficiency by revitalizing the Albion Farmer’s Market and starting the Albion Food Hub. The Albion Farmer’s Market is open during the spring, summer, and fall and accepts food assistance program benefits. The AEDC plans to implement a year-round market soon. The Albion Food Hub is a shared commercial kitchen, food and restaurant incubator, and houses the food pantry for the community. A nonprofit group, Albion Community Gardens, has converted several acres of property for production of free produce for residents.

Manufacturing Trends

The US economy has been experiencing a decline in employment in manufacturing due to automation and overseas labor markets. While Albion has had a strong manufacturing history, it is becoming increasingly difficult for economies to support manufacturing industries. A broad range of skilled and unskilled jobs will create a more resilient economy with more opportunities for all residents.

Declining & Aging Population

The City of Albion, like many of its surrounding communities, lost population from 1970-2010. Albion’s population continued to decline, however, and in 2015 Nielsen Company estimated that Albion’s population decreased to 8,240 persons, a decline of 4.44% from the 2010 Census. Without intervention, Nielsen projects that the City’s population would continue to fall to 7,961 persons by 2020, a decrease of another 3.4%.

Of the 2,785 households estimated in Albion in 2015, nearly 64% are comprised of “empty nesters and retirees.” These empty nesters and retirees are seeking domiciles where they can age in place. Many do not want to move out of town to a retirement home, but without adequate housing and senior options in the City, they must.

Quality of Life

As many small post-industrial towns have seen, attracting younger people can be difficult when there is “nothing to do.” All residents, regardless of age, would like to see more “things to do” after 5:00 pm. Right now, many young people are willing to move to communities and put the time and sweat-equity into older homes if they can be in a lively and engaging community. Albion needs entertainment options and a diversified housing stock to attract new residents and keep existing residents here. Albion is on its way to offering more entertainment options and providing for the basic retail needs of current and future residents. The arts, culture, and music are growing in Albion. Albion is seeing more and more talent coming from within its own community from musicians and artists to chefs and entrepreneurs. The AEDC is focusing on dense development to create the walkable, energetic community that both young and old would like to see.

Mission & Vision

Albion Economic Development Mission Statement

The Albion EDC works to retain, expand and recruit businesses and industry to the greater Albion area and strengthen and revitalize the local economy.

Vision

Revitalizing the local economy through collaboration, partnership, and delivering on the Mission through:

- Growing and Attracting Businesses and Industry
- Building Workforce Capabilities and Alleviating Conditions for Unemployment
- Revitalizing Albion's Core Development Districts

Through facilitated discussions with community leaders and residents, a long-term vision will be developed and included in future updates of this document.

Social Impact

As the main economic development organization serving the City of Albion, the Albion EDC seeks to strengthen the local economy so that the City of Albion has ample resources to meet the diverse safety, public health, environmental, and other needs of citizens. After the major economic downturn, the community lost its economic base, but its residents did not lose their faith in the community. The Albion EDC is putting its resources into restoring the robust economy that Albion once had by attracting businesses and jobs that will meet the needs and desires of Albion's citizens. The Albion EDC along with many other partners is working to ensure that Albion improves its quality of life while remaining affordable.

The Albion Economic Development Corporation: Your Continued Partner

The Albion EDC recognized that there are many challenges to development in post-industrial towns – diminished customer base, environmental remediation, brain-drain, population decline, workforce skill gaps and more. As a result, we have many options in our development “tool box.” The goals and strategies outlined in this document regarding the attraction of new businesses and jobs will be realized, in part, due to the incentive packages that the AEDC can assemble for developers.

TIFA & BRA

The AEDC is also the City’s Brownfield Redevelopment Authority (BRA) and the Tax Increment Finance Authority (TIFA). Through these tools in particular, the AEDC can help support the redevelopment and reuse of Brownfield sites. Through capture of increased tax revenue, resulting from the redevelopment project, certain environmental costs associated with a Brownfield site may be reimbursed to the Developer over time. Eligible activities include demolition, asbestos abatement, site preparation, public infrastructure improvements and more. These programs spur the development of challenged sites and create a cleaner, healthier environment for residents.

The AEDC has in place a mechanism to continue the collection of tax increment on Brownfield projects for a period of time after the developer has been reimbursed to create a revolving pool of funds that can be used on future projects to address environmental assessments and other costs.

Albion EDC Revolving Loan Fund

The AEDC has a revolving loan fund, designed to be the “lender of last resort”, that is flexible and can be used as an alternative form of financing for development projects. The fund requires job creation and can be used for a variety of activities, including working capital.

Tax Sharing & Rehabilitation Acts

Michigan law encourages the redevelopment of obsolete, blighted and underutilized buildings with the creation of districts that allow for tax capture by essentially freezing the taxable value of the building prior to redevelopment for a period of up to 12 years. Depending on many variables, the tax capture can be provided to the developer or shared between the developer and the community to incentivize significant improvements in the property without increasing the property taxes on the building.

SBDC Partnerships

Due to a partnership with the Small Business Development Center (SBDC), the AEDC can offer free business consulting for start-ups or existing businesses in Albion. Local entrepreneurs, long-time businesses, and others have taken advantage of this free assistance to launch their businesses or expand their current reach.

Grants and Other Incentives

The AEDC is happy to partner with developers that need assistance in applying for state or federal grant/loan programs. Our team has vast experience with the MEDC’s programs, grant writing, EPA grants/loans, and more. The AEDC is here to assist developers and businesses in making it easier to locate in Albion.

To read more about available incentive programs, [click here](#) to view our incentives summary sheet.

STRATEGIC GOALS & OBJECTIVES

The goals and objectives outlined on the following pages represent actions that the AEDC will *claim, support, or endorse*. Unless otherwise stated, the AEDC will claim these goals and objectives meaning that they will take a lead role in seeing that these goals are followed through on. If a goal specifies that the AEDC will *support* an action, that means that the AEDC will be a partner and participant in that action, but it is not the lead organization spearheading that action. If a goal is specified as being *endorsed* by the AEDC that means that the AEDC may not have an active role in that activity, but it endorses other organizations working toward that goal.

All organizations that have been listed as the responsible parties and champions for achieving these goals have been consulted during the drafting of this plan. The organizations listed have agreed that the goals and strategies with which they are listed are appropriate, within their purview, and feasible.

The goals have been ranked by the Steering Committee and the order has been approved by the AEDC Board of Directors. When ranking the goals, the Steering Committee considered the logical order in which they should happen, their feasibility, the current progress on the goals, and the community's most pressing needs. It should be noted that Goal 3 is not an end unto itself. The goal of building the capacity of the AEDC and other economic development agencies in the city is to ensure that we can sustain the progress that has been made and continue to make progress in *all areas of the City*.

Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.

Champions: AEDC President/CEO, ARC Board of Directors, DDA, City of Albion

Key Partners: Foundations, investors, Albion College, residents, the Greater Albion Chamber of Commerce (GACC), Calhoun County Visitors Bureau, developers

Several investors, entrepreneurs, and business owners have been reenergizing the downtown in recent years. It is the hope that the downtown will become an active, walkable, vibrant, and engaging public space that attracts and serves residents, students, and visitors. Albion’s downtown is the most economically viable section of town at this point. The AEDC recognizes that all areas of town need redevelopment, investment, and planning. The downtown has initial investors that will help to create jobs and increase revenue for the City of Albion. The AEDC sees a need to allocate its limited resources here for the time being until the downtown is more stable and producing revenue for the City. The AEDC is confident that the positive effects of a strengthened downtown will naturally spill over into other areas of the city.

Strategies	AEDC’s Role	Responsible Party
A. <i>Attract</i> mixed use development to the downtown that will serve the needs of the community and complement the existing mix of businesses	Claim	AEDC
B. <i>Develop</i> ARC Strategic Plan and Downtown Plan	Claim	AEDC
C. <i>Support</i> DDA in efforts to develop comprehensive façade improvement program	Support	DDA
D. <i>Develop</i> Community Development Block Grant façade improvement program	Claim	AEDC
E. <i>Support</i> Chamber of Commerce in the enhancement of events to draw more foot-traffic to the community	Support	GACC

Outcomes:

- 1) Mixed use properties will be developed in downtown
- 2) ARC Strategic Plan and Downtown Plan will lead to increased growth and vibrancy in the downtown
- 3) Businesses will rehab façades, transforming the aesthetics of the downtown
- 4) Increase in attendance at events, increase in foot-traffic supporting downtown

Performance Measures	Baseline	Target	Target Amount
No. of downtown properties redeveloped	1	December 2018	3
		December 2021	10
		December 2025	20
No. of façade improvements	1	December 2020	4
		Commercial vacancy rate	
Commercial vacancy rate	40%	December 2021	20%
		December 2025	<8%
No. of downtown residential units developed/redeveloped	N/A	December 2021	20
		December 2025	55

-Revised January 2019

Goal 2: Stabilize the City’s major corridors and support their economic growth.

Champions: AEDC President/CEO, City of Albion, businesses located within corridors, Citizens to Beautify Albion and other Community Partners

Key Partners: Businesses along corridors, residents, MDOT, business/trade associations, developers

Albion’s civic and business leaders realize the importance of having inviting, attractive gateways to the community. Albion will strengthen neighborhoods and businesses along the entryways, thus improving the quality of life in those areas. This is recognized as a top priority for both attracting more development and improving the quality of life by removing blight and channeling investment into the corridors. The AEDC’s role in achieving this goal is attracting and retaining businesses and developments along the major corridors. The City of Albion’s role is to establish an overarching plan for improving the corridors. The performance measures for the corridor improvement efforts will be outlined in the Corridor Improvement Plan. It is not appropriate to outline those performance measures in this document without undertaking the appropriate planning processes.

Strategies	AEDC’s Role	Responsible Parties
A. <i>Support</i> the development of a Corridor Improvement Plan that strengthens the visual and physical connections made by the Downtown Commercial District, Albion College, the I94 (Eaton St.) Business Corridor, Austin Avenue, and the south entrance to the City on M99 - Explore the establishment of a Corridor Improvement Authority	Support	City of Albion
B. <i>Attract</i> businesses and development to the major corridors	Claim	AEDC
C. <i>Support</i> primary Community Partner for each corridor: Austin & Eaton – Albion Community Foundation Downtown – Albion Reinvestment Corporation Michigan – Albion College Michigan, Eastern Entrance – Sheridan Township	Support	Community Partner

Outcomes:

- 1) "Gateway appeal" will improve and the businesses along the major corridors will experience positive changes and growth
- 2) Corridor Improvement Authorities will be established if necessary
- 3) Corridors will be filled with businesses and development

Performance Measures	Baseline	Target	Target Amount
No. of new businesses/developments along major corridors	N/A	December 2019	3
		December 2021	6
		December 2025	12

- City will complete Corridor Improvement Plan and establish Corridor Improvement Authority (if deemed necessary) – *by December 2019*

-Revised January 2019

Goal 3: Build the human and capital capacity of key economic development agencies within Albion.

Champions: Director of Planning, Building, and Code; AEDC Project Manager

Key Partners: DDA, City of Albion, GACC, MSU Extension, State partners and regional planning councils

Albion will seize the major shift taking place in its economy to build up the tax base and thus the revenue streams for the City, AEDC, and DDA. These increased financial resources will help all organizations function at a higher level with increased staff and resources for the community. As mentioned in Goal 1, the AEDC recognizes that every area of town can benefit from investment and redevelopment. It is the hope of the AEDC that through the completion of the Redevelopment Ready Community Certification (RRC) through the MEDC and supporting the initial investors in the community that it will have the resources to focus attention and investment into all areas of the city so that all will benefit from the economic upswing.

Many of the strategies outlined in this goal are part of the RRC Program which the City is on track to complete by the end of 2017. This is the reason why this goal has been listed higher on the list of goals. As this shift in Albion’s economy is taking place, the option of combining certain aspects of the DDA, AEDC, and Greater Albion Chamber of Commerce (GACC) has been identified to maximize the outputs of all the organizations combined.

Strategies	AEDC’s Role	Responsible Party
A. Reduce barriers to development and increase speed-to-market	Claim	AEDC
- Achieve consistency between the existing zoning code and the long-term goals for residential, commercial, and industrial development	Support	City of Albion
- Prepare Guide to Development	Support	City of Albion
- Prepare Property Information Packages for redevelopment sites	Claim	AEDC
- Have all development guides, materials, and applications available online	Support	City of Albion
- Implement administrative and procedural practices to better align and communicate among the “doorways” of development – City, AEDC, DDA, GACC	Support	City of Albion
B. <i>Review and develop</i> funding strategies to increase financial resources and staff of the AEDC, the City, the DDA, and the GACC	Claim	AEDC
- Develop a revolving loan fund through brownfield tax increment capture	Claim	AEDC
- Apply for economic development grants to increase staffing	Claim	AEDC
C. <i>Explore</i> possibility of market research study	Claim	AEDC
D. <i>Explore</i> possibility of combining aspects of the AEDC, DDA, and GACC	Claim	AEDC

Outcomes:

- 1) Speed-to-market, communication among development organizations, and organizational capacity/preparedness will improve
- 2) Increased staff and capacity will lead to further economic growth and expanded community resources
- 3) Market research study will be completed if necessary
- 4) Working agreement with AEDC, DDA, and/or GACC will be established

Performance Measures:

- City completes Zoning Rewrite – *by May 2019*
- Finalize Guide to Development – *by December 2017*
- Finalize Property Information Packages – *by December 2018*
- Have all development materials online – *by May 2019*
- Establish standing meetings among “doorways” of development – *by December 2017*
- Review funding strategies – *by February 2018*
- Complete market research study (if determined necessary)
- Meet with DDA and GACC to discuss possibility of combining aspects of functions – *by February 2018*

-Revised January 2019

Goal 4: Retain and attract high-leverage jobs to Albion

Champions: AEDC President/CEO, City of Albion, Greater Albion Chamber of Commerce President (GACC),

Key Partners: Employment resource network, foundations, educational institutions, AmeriCorps VISTA, employers

Albion will be home to a broad labor force and a robust local economy. The AEDC will realize this by attracting a diverse range of employers and expanding the capacity of current employers. There are several available jobs in and around Albion. The major challenge to matching people with jobs is the skill gap. The AEDC will work with employers, community partners and workforce development agencies to engage disengaged citizens to re-enter the labor market and put in place training programs that will close the skill gap.

Strategies	AEDC's Role	Responsible Party
A. Support a workgroup to research and generate ideas for housing, workforce development, and business recruitment	Support	City of Albion
B. Support efforts to strengthen Albion's workforce development network by partnering with key organizations and educational institutions	Support	City of Albion
C. Develop and implement proactive business retention and development strategy	Claim	AEDC
D. Foster entrepreneurship	Claim	AEDC
E. Encourage reuse and redevelopment of brownfield sites by utilizing existing brownfield redevelopment assistance programs	Claim	AEDC
F. Support connections with Albion College/Albion High School Alumni looking to expand or start new businesses	Claim	AEDC
G. Advertise business incubators to broader network	Claim	AEDC

Outcomes:

- 1) A roadmap for housing, workforce development, and business recruitment will be implemented
- 2) Albion's workforce will be strengthened and job-seekers will relate to employment
- 3) Albion's businesses will remain strong players in the local economy and experience growth
- 4) More entrepreneurs will thrive in Albion
- 5) Brownfield sites will be redeveloped and repurposed
- 6) New business/employment opportunities will result from proactive engagement with alumni networks

Performance Measures	Baseline	Target Date	Target Amount
Tenant(s) in Albion Food Hub Incubator	2	December 2019 December 2021	4 8
Tenant(s) in business incubator, if re-established	0	December 2020	2
No. of Entrepreneurs engaged* in community	N/A	December 2019	5
No. of new businesses attracted to the community	N/A	December 2020	4

*Here, "engaged" is defined as at a minimum receiving counseling support and progressing in the development of their business.

- Workgroup for housing, workforce development, and business recruitment established
- Participate in efforts to strengthen Albion's workforce development network
- Complete business retention and development strategy
- Engage with existing brownfield redevelopment assistance programs
- Complete promotional materials for business incubators and advertise

-Revised January 2019

Goal 5: Strengthen housing market and housing stock.

Champions: AEDC President/CEO, City of Albion

Key Partners: Realtors, Local Banking Community, MEDC, MSHDA, Albion College, Albion High School Alumni Association, housing developers

Albion will meet the housing needs of current and future residents. A Target Market Analysis was completed in 2015 for Albion that showed that Albion is capable of sustaining housing developments like townhouses, apartments, mixed use spaces, duplexes, and single-family homes. To seize this opportunity, the AEDC will work with realtors, the City of Albion, residents, and other partners to attract these desired developments.

Strategies	AEDC's Role	Responsible Party
A. Support the attraction of private and nonprofit housing developers to create infill housing and the redevelopment of vacant, underutilized and brownfield sites for attainable and market rate housing that appeals to a broad range of demographics.	Support	City of Albion
- Develop incentive package for housing developers	Claim	AEDC
- Utilize Target Market Analysis to work with developers on creating different types of housing options	Claim	AEDC
- Create incentives for homeowners to invest in their homes	Support	City of Albion
- Collaborate with local realtors to spread a positive, consistent message about Albion	Endorse	GACC
- Coordinate the groups working on housing to maximize effort	Support	City of Albion
B. Support the City of Albion in its efforts to establish Neighborhood Enterprise Zones (NEZ)	Support	City of Albion
C. Research and explore the establishment of a real estate investment trust	Claim	AEDC
D. Research and explore the establishment of a housing development incubator	Claim	AEDC

Outcomes:

- 1) New housing developments and rehabilitated homes will create active and attractive neighborhoods
- 2) Neighborhood Enterprise Zone(s) will lead to more homeowners rehabilitating homes, restoring the character and vibrancy of these areas
- 3) More homes will be sold in Albion

Performance Measures	Baseline	Target Date	Target Amount
No. of new commercial housing developments	N/A	December 2020	2
		December 2022	4
No. of commercial housing rehabilitations	N/A	December 2020	2
		December 2022	5
No. of permits issued for rehabs in NEZ	N/A	December 2022	TBD
No. of structures demolished or rehabilitated to eliminate blight in the community	-	December 2020	10
		December 2025	25

-Revised January 2019

Goal 6: Create a unified brand for Albion to drive tourism, business growth, and investment

Champions: Greater Albion Chamber of Commerce

Key Partners: City of Albion, AEDC, appointed and elected officials, educational institutions, SBAs/professional organizations, GACC

The City, its residents, and its businesses will benefit from increased tourism, population, density, and a stronger housing market through the development of a Strategic Marketing Plan. A community marketing group has already been established to develop a new brand for Albion. With funding from the MEDC’s Redevelopment Ready Community Program, a new community brand will be developed and marketed.

Strategies	AEDC’s Role	Responsible Party
A. Support the creation of a “bank” of positive stories and accomplishments of residents, businesses, and organizations in the Albion community	Support	GACC
B. Support the development of a Strategic Marketing Plan to improve internal and external communication regarding developments, initiatives, and successes.	Support	GACC

Outcomes:

- 1) Information “bank” will help to develop pitches to large developers and attract new businesses, jobs, and investment
- 2) Strategic Marketing Plan will create and unify the branding of the City and its efforts
- 3) More attention on Albion will result in increased investment, population, and prosperity
- 4) More businesses that serve residents’, students’, and tourists’ needs will locate in Albion
- 5) Residents will be more informed of new projects and developments and become more civically engaged

Performance Measures:

- GACC creates information to “bank” of positive stories and accomplishments – *by May 2019 and ongoing*
- Complete Strategic Marketing Plan – *by May 2019*

-Revised January 2019

Goal 7: Make strategic choices to turn Albion into a destination for current and future residents and tourists.

Champions: GACC President, City of Albion

Key Partners: Local businesses

Albion will be a community that is vibrant and bustling at all times of day with residents, students, and tourists. New entertainment options, restaurants, and retail stores will meet the leisure time activities that residents and tourists desire. At the time of the creation of this Plan, the Greater Albion Chamber of Commerce is in a transition period and is searching for a new President. The new Courtyard by Marriott will also provide more revenue for the community to spur tourism and economic development. After the new President is hired and the GACC has more capacity through this new funding stream, the main champion of this goal will be the GACC.

Strategies	AEDC's Role	Responsible Party
A. Determine if future hotel tax revenue can be used for economic development, marketing, and placemaking as a way to drive tourism	Claim	AEDC
B. Endorse extending or changing business hours of local businesses to accommodate residents and out-of-towners that work 8 to 5	Endorse	GACC
C. Support the attraction of more entertainment, restaurants, and recreation to Albion	Support	GACC
D. Support placemaking efforts	Support	GACC

Outcomes:

- 1) A plan for the new revenue will be developed and implemented
- 2) Businesses receive more traffic and sales from extended hours
- 3) More businesses that accommodate the entertainment needs of residents and tourists will locate to Albion
- 4) Increased vibrancy, foot traffic, and use of public spaces

Performance Measures:

Remaining performance measures to be completed by December 2019

- Albion EDC initiates discussion on use of increased tourism funding to drive economic development – by December 2018

-Revised January 2019

Review and Oversight

The Economic Development Strategic Plan will be reviewed, approved, and amended annually and as needed by the Albion Economic Development Corporation Board of Directors. Staff of the City of Albion, the AEDC, and the Greater Albion Chamber of Commerce and Albion's elected, and appointed officials will work towards the success of each goal. Annual updates will be reported to Planning Commission and City Council by the City Manager.

Resolution # 2019-17

To Approve \$3,000 Increase for Fiscal Year 2018 Audit

Purpose and Finding: As the council is aware, the council recently approved \$30,000.00 for the city annual required audit with the city's CPA firm, Maner Costerisan. Since that time, the auditors determined that additional audit work will be required due to previously unanticipated Federal requirements relating to the CDBG grant money for the Peabody project. The cost of the additional audit work will be \$3,000.00. Maner Costerisan has provided an updated engagement letter which includes the additional services and cost. Approval is recommended.

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

RESOLVED, the Albion City Council hereby approves a \$3,000.00 increase in cost for the City's 2018 fiscal year audit with Maner Costerisan (Total cost of \$33,000). The Mayor and Clerk are authorized to sign the updated engagement letter with Man Costerisan.

I hereby certify that the above resolution was adopted on April 15, 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

April 10, 2019

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

We are pleased to confirm our understanding of the services we are to provide the City of Albion for the year ended December 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Albion as of and for the year ended December 31, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Albion's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Albion's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary comparison schedules
3. Retirement system schedules
4. Other post-employment benefit system schedules

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

1. Schedule of expenditures of federal awards
2. Combining statements for non-major funds
3. Combining statements for fiduciary funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion, (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*; issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Albion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports or may withdraw from this engagement.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if any, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

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

Audit Procedures - General

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

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

We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time.

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

Audit Procedures - Internal Control

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

As required by the Uniform Guidance, we will perform test of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

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

Audit Procedures - Compliance

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of Federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Albion's major programs. The purpose of those procedures will be to express an opinion on the City of Albion's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's report or nine months after the end of the audit period.

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

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

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release date is issued or for any additional period requested by a cognizant, oversight agency for audit or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

William I. Tucker IV, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

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

<u>Year Ending December 31,</u>	<u>Financial Audit</u>	<u>Single Audit</u>	<u>Preparation of F-65/Act 51</u>	<u>Total Not- to-Exceed</u>
2018	\$ 29,000	\$ 3,000	\$ 1,000	\$ 33,000

Our proposal is to provide the City with auditing services, rather than accounting services. The audit cost provided above assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) will not be required as part of the audit process. If journal entries are required after we are provided with the initial trial balance at year end fieldwork that are necessary to be recorded in order for the financial statements to be fairly presented in accordance with generally accepted principles accounting principles, we propose a per entry fee of \$100. This fee will not be billed if there are less than five (5) entries in a given year.

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

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

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

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

During the term of this agreement and for a period of one (1) year thereafter, neither party shall directly or indirectly, solicit for employment or for engagement as an independent contractor, or encourage leaving their employment or engagement, any employee or independent contractor of the other party. For the avoidance of doubt, general advertisements for employment and responses thereto, shall not be deemed a violation of the paragraph. The parties agree that any breach of this paragraph would damage the other party in an amount difficult to ascertain with certainty, and that in the event that either party breaches this provision resulting in the other party losing the services of an employee or independent contractor for any period of time, the breaching party shall pay to the other party an amount equal to the annual rate of compensation (paid by the non-breaching party for the immediate prior calendar year) of the applicable employee or independent contractor.

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

If reproduction or publication of financial statements audited by us, or any portion thereof, is intended, it is our policy that any master of printer's proofs be submitted to us for review prior to publication.

We will continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary. However, the performance of each audit is a separate and severable engagement. Each separate engagement shall be deemed complete and Maner Costerisan will not have a continuing responsibility to perform additional services with respect to that completed engagement when we present to you the final audit report that relates to any given year.

Our audit report on the financial statements to be issued pursuant to this engagement is for your use. If it is your primary intent that our report will benefit or influence a third-party user, we must be informed prior to the beginning of the annual audit engagement.

Considering our current relationship as an independent member of the BDO Alliance USA, the firm may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding the statute of limitations of the State of Michigan, any claim based on this engagement must be commenced within twelve (12) months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

The City of Albion and Maner Costerisan both agree that any dispute over fees charged by Maner Costerisan to the client or any other disputes will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place at Lansing, Michigan. Any hearing shall be before one arbitrator in accordance with Rule 17 of the Commercial Arbitration Rules of the American Arbitration Association (the Rules). Any award rendered by the arbitrator pursuant to this agreement may be filed and entered and shall be enforceable in the appropriate court of the county in which arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

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

Very truly yours,

Maner Costerisan PC

RESPONSE:

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

By: _____

Title: _____

Date: _____

To: Maner Costerisan

After considering the qualifications of the accounting personnel of the City of Albion we believe they have the qualifications and abilities to generate financial statements, including the required footnotes, in accordance with U.S. generally accepted accounting principles. However, for convenience and other issues, we may contract with you to prepare our financial statements.

Signature: _____

Title: _____

Date: _____

ADDENDUM TO ENGAGEMENT LETTER

As part of the audit engagement, you have requested our assistance with the following services. *Government Auditing Standards* considers these services as “non-attest” or “non-audit” services. Management is required to review, approve and accept responsibility for any non-audit services we may perform.

- Preparation of the financial statements, including the related notes, required and additional supplementary information.
- Calculation of the provision for depreciation.
- Assistance with the preparation and submission of audit financial information required by law or regulations.
- Assistance with, or the preparation of, year-end adjusting journal entries and work papers.

**INFORMATION
ONLY**

FROM 03/01/2019 TO 03/31/2019

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

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2019	Total Debits	Total Credits	Ending Balance 03/31/2019
Fund 101	GENERAL FUND				
001.00	CASH	(158,055.78)	519,715.48	382,898.42	(21,238.72)
002.00	CASH - INCOME TAX ACCOUNT	830,822.48	59,360.12	405,162.83	485,019.77
003.00	CERTIFICATES OF DEPOSIT	100,179.00	0.00	0.00	100,179.00
004.00	PETTY CASH	100.00	0.00	0.00	100.00
004.02	PETTY CASH - CHANGE DRAWER	400.00	0.00	0.00	400.00
005.00	HRA ACCOUNT FOR EMPLOYEES	4,930.66	0.00	0.00	4,930.66
007.00	CASH PARK FENCE	17,590.26	0.00	0.00	17,590.26
017.00	INVESTMENTS	311,489.80	681.91	0.00	312,171.71
123.00	PREPAID EXPENSES	32,097.44	0.00	8,024.43	24,073.01
123.02	PREPAID EXPENSES - MML DUES	5,290.08	0.00	0.00	5,290.08
123.05	PREPAID EXPENSES - EMPLOYEE HSA	138,332.56	4,000.00	16,400.28	125,932.28
	GENERAL FUND	1,283,176.50	583,757.51	812,485.96	1,054,448.05
Fund 202	MAJOR STREETS FUND				
001.00	CASH	533,331.88	72,141.85	34,178.38	571,295.35
017.00	INVESTMENTS	101,769.60	222.79	0.00	101,992.39
123.00	PREPAID EXPENSES	3,616.48	0.00	904.13	2,712.35
	MAJOR STREETS FUND	638,717.96	72,364.64	35,082.51	676,000.09
Fund 203	LOCAL STREETS FUND				
001.00	CASH	354,070.65	21,895.31	21,230.55	354,735.41
123.00	PREPAID EXPENSES	3,467.93	0.00	866.97	2,600.96
	LOCAL STREETS FUND	357,538.58	21,895.31	22,097.52	357,336.37
Fund 208	RECREATION FUND				
001.00	CASH	81,607.90	1,066.77	14,318.06	68,356.61
123.00	PREPAID EXPENSES	478.88	0.00	119.72	359.16
	RECREATION FUND	82,086.78	1,066.77	14,437.78	68,715.77
Fund 226	SOLID WASTE FUND				
001.00	CASH	300,150.11	0.00	5,796.34	294,353.77
017.00	INVESTMENTS	53,279.31	116.63	0.00	53,395.94
	SOLID WASTE FUND	353,429.42	116.63	5,796.34	347,749.71
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,444.36	0.00	0.00	33,444.36
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	(15,566.28)	3,114.30	9,808.33	(22,260.31)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	203,796.62	126.00	4,233.46	199,689.16
004.00	PETTY CASH	276.76	0.00	0.00	276.76
123.00	PREPAID EXPENSES	921.33	0.00	230.37	690.96
	ALBION BUILDING AUTHORITY FUND	204,994.71	126.00	4,463.83	200,656.88
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	208,879.45	0.00	37,159.70	171,719.75
002.00	CASH - CAPITAL PROJECTS RESERV	494,817.54	5,892.88	0.00	500,710.42
008.00	CASH-SECURITY DEPOSIT	25,140.99	0.00	0.00	25,140.99
123.00	PREPAID EXPENSES	1,981.67	0.00	495.41	1,486.26
	ABA SEC 8 MAPLE GROVE	730,819.65	5,892.88	37,655.11	699,057.42
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	292,030.07	0.00	0.00	292,030.07
017.00	INVESTMENTS	254,424.16	556.97	0.00	254,981.13
	STREET IMPROVEMENTS FUND	546,454.23	556.97	0.00	547,011.20
Fund 452	MDOT RECONSTRUCTION FUND				

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION

FROM 03/01/2019 TO 03/31/2019

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

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2019	Total Debits	Total Credits	Ending Balance 03/31/2019
001.00	CASH	13,473.61	0.00	3,555.00	9,918.61
Fund 590	SEWER FUND				
001.00	CASH	(18,111.56)	86,648.88	98,105.10	(29,567.78)
017.00	INVESTMENTS	310,132.63	678.92	0.00	310,811.55
123.00	PREPAID EXPENSES	8,620.21	0.00	2,155.04	6,465.17
	SEWER FUND	<u>300,641.28</u>	<u>87,327.80</u>	<u>100,260.14</u>	<u>287,708.94</u>
Fund 591	WATER FUND				
001.00	CASH	509,215.43	89,448.81	88,069.76	510,594.48
003.00	CERTIFICATES OF DEPOSIT	249,730.50	0.00	0.00	249,730.50
006.00	RESTRICTED CASH - BOND RESERVE	61,990.00	0.00	0.00	61,990.00
008.00	CASH-SECURITY DEPOSIT	200.00	0.00	0.00	200.00
017.00	INVESTMENTS	361,176.34	790.66	0.00	361,967.00
123.00	PREPAID EXPENSES	3,500.87	0.00	875.23	2,625.64
	WATER FUND	<u>1,185,813.14</u>	<u>90,239.47</u>	<u>88,944.99</u>	<u>1,187,107.62</u>
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	223,702.36	9,814.04	27,600.51	205,915.89
123.00	PREPAID EXPENSES	4,954.09	0.00	1,238.53	3,715.56
	EQUIPMENT POOL FUND	<u>228,656.45</u>	<u>9,814.04</u>	<u>28,839.04</u>	<u>209,631.45</u>
	TOTAL - ALL FUNDS	<u>5,943,680.39</u>	<u>876,272.32</u>	<u>1,163,426.55</u>	<u>5,656,526.16</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGDG USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND							
000 - GENERAL		3,396,195.00		3,410,389.58	390,891.39	3,410,920.00	11.46
209 - ASSESSING		76.00		75.50	10.00	0.00	100.00
215 - CLERK		62.00		62.67	199.20	0.00	100.00
260 - FINANCE DEPT AND/OR ABA GENERAL		600.00		817.00	120.00	600.00	20.00
276 - CEMETERY		87,447.00		89,746.80	11,656.16	58,000.00	20.10
345 - PUBLIC SAFETY		85,173.00		36,163.93	10,518.73	36,500.00	28.82
422 - CODE ENFORCEMENT		93,150.00		92,711.14	15,771.90	101,500.00	15.54
448 - STREET LIGHTING		0.00		0.00	192,254.00	0.00	100.00
758 - ALBION RIVER/BIKE TRAIL		76,319.00		76,318.91	0.00	0.00	0.00
775 - PARKS		2,400.00		2,390.00	1,450.00	2,500.00	58.00
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00		4,704.16	10,000.00	10,000.00	100.00
930 - TRANSFER IN		10,000.00		10,000.00	0.00	10,000.00	0.00
TOTAL REVENUES		3,756,126.00		3,723,379.69	632,871.38	3,630,020.00	17.43
101 - CITY COUNCIL		54,055.00		40,841.67	4,485.42	50,606.00	8.86
172 - CITY MANAGER		98,480.00		81,391.09	23,703.94	208,295.00	11.38
209 - ASSESSING		48,300.00		45,879.40	16,238.10	44,810.00	36.24
210 - ATTORNEY		110,400.00		113,825.22	50,429.00	99,150.00	50.86
215 - CLERK		129,375.00		129,168.66	24,138.41	127,725.00	18.90
226 - HUMAN RESOURCES		29,579.00		25,642.52	3,220.47	14,900.00	21.61
260 - FINANCE DEPT AND/OR ABA GENERAL		371,682.00		320,111.78	89,601.02	484,735.00	18.48
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		151,370.00		136,844.10	15,203.64	72,175.00	21.06
276 - CEMETERY		172,126.00		153,552.73	27,748.09	165,210.00	16.80
345 - PUBLIC SAFETY		2,068,952.26		1,994,121.88	462,989.79	2,063,902.00	22.43
422 - CODE ENFORCEMENT		194,817.00		176,629.64	47,772.85	253,285.00	18.86
442 - CITY MAINTENANCE		64,182.00		48,279.07	4,999.10	56,125.00	8.91
444 - TREE TRIMMING		20,615.00		15,399.10	1,758.27	17,675.00	9.95
447 - ENGINEERING		28,737.00		22,140.42	572.08	15,270.00	3.75
448 - STREET LIGHTING		169,500.00		161,667.43	124,376.07	150,000.00	82.92
526 - EPA LANDFILL		8,600.00		9,803.12	0.00	21,000.00	0.00
758 - ALBION RIVER/BIKE TRAIL		76,319.00		76,318.91	0.00	0.00	0.00
775 - PARKS		226,135.00		209,545.17	37,467.20	207,700.00	18.04
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,704.00		47.68	0.00	10,000.00	0.00
895 - GENERAL APPROPRIATION		136,650.00		128,297.34	64,461.59	149,674.00	43.07
TOTAL EXPENDITURES		4,164,578.26		3,889,506.93	999,165.04	4,212,237.00	23.72
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,756,126.00		3,723,379.69	632,871.38	3,630,020.00	17.43
TOTAL EXPENDITURES		4,164,578.26		3,889,506.93	999,165.04	4,212,237.00	23.72
NET OF REVENUES & EXPENDITURES		(408,452.26)		(166,127.24)	(366,293.66)	(582,217.00)	62.91

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND							
000 - GENERAL		750,327.00		753,136.44	29,377.51	775,882.00	3.79
487 - M-99 TRUNKLINE		133,234.00		62,919.48	30.00	55,000.00	0.05
TOTAL REVENUES		883,561.00		816,055.92	29,407.51	830,882.00	3.54
454 - ACT 51 NON-MOTORIZED		0.00		0.00	0.00	95,000.00	0.00
461 - MAINTENANCE		416,766.00		363,884.37	56,787.68	420,188.00	13.51
465 - TRAFFIC SERVICES		3,183.00		683.93	90.27	3,083.00	2.93
467 - WINTER MAINTENANCE		53,365.00		31,143.18	9,606.99	50,515.00	19.02
486 - I-94 TRUNKLINE		40,577.00		25,589.29	4,824.37	33,360.00	14.46
487 - M-99 TRUNKLINE		33,587.00		22,723.15	6,397.84	30,540.00	20.95
488 - M-199 TRUNKLINE		19,257.00		12,728.49	3,351.87	15,305.00	21.90
965 - TRANSFER OUT		193,000.00		193,000.00	0.00	128,000.00	0.00
TOTAL EXPENDITURES		759,735.00		649,752.41	81,059.02	775,991.00	10.45
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		883,561.00		816,055.92	29,407.51	830,882.00	3.54
TOTAL EXPENDITURES		759,735.00		649,752.41	81,059.02	775,991.00	10.45
NET OF REVENUES & EXPENDITURES		123,826.00		166,303.51	(51,651.51)	54,891.00	94.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000 - GENERAL		326,819.00		334,616.57		276,262.00	10.33
930 - TRANSFER IN		190,000.00		190,000.00		125,000.00	0.00
TOTAL REVENUES		516,819.00		524,616.57		401,262.00	7.11
461 - MAINTENANCE		376,332.00		340,998.09		342,082.00	10.88
465 - TRAFFIC SERVICES		7,127.00		1,413.30		6,965.00	2.15
467 - WINTER MAINTENANCE		57,950.00		33,462.90		41,600.00	18.55
965 - TRANSFER OUT		3,000.00		3,000.00		3,000.00	0.00
TOTAL EXPENDITURES		444,409.00		378,874.29		393,647.00	11.45
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		516,819.00		524,616.57		401,262.00	7.11
TOTAL EXPENDITURES		444,409.00		378,874.29		393,647.00	11.45
NET OF REVENUES & EXPENDITURES		72,410.00		145,742.28		7,615.00	217.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	END BALANCE 12/31/2018	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 208 - RECREATION FUND							
780 - RECREATION		142,636.00	151,726.04		3,146.97	178,065.00	1.77
TOTAL REVENUES		<u>142,636.00</u>	<u>151,726.04</u>		<u>3,146.97</u>	<u>178,065.00</u>	<u>1.77</u>
780 - RECREATION		153,687.00	138,936.60		57,372.37	177,599.00	32.30
TOTAL EXPENDITURES		<u>153,687.00</u>	<u>138,936.60</u>		<u>57,372.37</u>	<u>177,599.00</u>	<u>32.30</u>
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		142,636.00	151,726.04		3,146.97	178,065.00	1.77
TOTAL EXPENDITURES		<u>153,687.00</u>	<u>138,936.60</u>		<u>57,372.37</u>	<u>177,599.00</u>	<u>32.30</u>
NET OF REVENUES & EXPENDITURES		(11,051.00)	12,789.44		(54,225.40)	466.00	1,636.35

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2018	03/31/2019	ORIGINAL BUDGET	% BDGT USED
Fund 226 - SOLID WASTE FUND							
000 - GENERAL		251,488.00	265,761.82		561.58	252,725.00	0.22
TOTAL REVENUES		<u>251,488.00</u>	<u>265,761.82</u>		<u>561.58</u>	<u>252,725.00</u>	<u>0.22</u>
523 - LEAF PICKUP		16,205.00	0.00		203.13	7,523.00	2.70
524 - TREE DUMP		16,020.00	5,314.50		244.38	10,160.00	2.41
528 - SOLID WASTE		145,355.00	122,779.26		18,182.29	144,368.00	12.59
965 - TRANSFER OUT		25,500.00	25,500.00		0.00	25,500.00	0.00
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>		<u>18,629.80</u>	<u>187,551.00</u>	<u>9.93</u>
Fund 226 - SOLID WASTE FUND:							
TOTAL REVENUES		251,488.00	265,761.82		561.58	252,725.00	0.22
TOTAL EXPENDITURES		<u>203,080.00</u>	<u>153,593.76</u>		<u>18,629.80</u>	<u>187,551.00</u>	<u>9.93</u>
NET OF REVENUES & EXPENDITURES		48,408.00	112,168.06		(18,068.22)	65,174.00	27.72

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000 - GENERAL		12,830.00		6,821.15	2,565.34	44,000.00	5.83
400 - FED DRUG LAW ENFOR - REIMBUR		25,000.00		28,884.17	5,923.84	30,000.00	19.75
TOTAL REVENUES		37,830.00		35,705.32	8,489.18	74,000.00	11.47
333 - DRUG LAW ENFORCEMENT		29,264.00		27,696.09	13,304.06	72,500.00	18.35
400 - FED DRUG LAW ENFOR - REIMBUR		10,982.00		11,377.88	23,807.69	1,500.00	1,587.18
TOTAL EXPENDITURES		40,246.00		39,073.97	37,111.75	74,000.00	50.15
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		37,830.00		35,705.32	8,489.18	74,000.00	11.47
TOTAL EXPENDITURES		40,246.00		39,073.97	37,111.75	74,000.00	50.15
NET OF REVENUES & EXPENDITURES		(2,416.00)		(3,368.65)	(28,622.57)	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND							
000 - GENERAL		4,743.00		4,857.09	984.76	4,569.00	21.55
264 - EDC BUILDING		137,439.00		137,439.34	0.00	0.00	0.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00		1,512.00	252.00	1,512.00	16.67
271 - FIRE/AMBULANCE BUILDING		34,450.00		36,000.00	3,600.00	32,000.00	11.25
273		1.00		1.00	0.00	1.00	0.00
TOTAL REVENUES		178,145.00		179,809.43	4,836.76	38,082.00	12.70
260 - FINANCE DEPT AND/OR ABA GENERAL		7,090.00		5,929.56	1,489.20	7,107.00	20.95
264 - EDC BUILDING		17,190.00		16,965.64	148.62	0.00	100.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,945.00		1,931.37	47.07	2,005.00	2.35
270 - 101 N GALE ST		30,000.00		26,700.00	0.00	0.00	0.00
271 - FIRE/AMBULANCE BUILDING		29,250.00		22,617.19	4,390.35	26,850.00	16.35
273 - 112 E ERIE ST		12,400.00		10,600.54	401.23	1,951.00	20.57
TOTAL EXPENDITURES		97,875.00		84,744.30	6,476.47	37,913.00	17.08
Fund 275 - ALBION BUILDING AUTHORITY FUND:							
TOTAL REVENUES		178,145.00		179,809.43	4,836.76	38,082.00	12.70
TOTAL EXPENDITURES		97,875.00		84,744.30	6,476.47	37,913.00	17.08
NET OF REVENUES & EXPENDITURES		80,270.00		95,065.13	(1,639.71)	169.00	970.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE							
000 - GENERAL		450,400.00		471,362.45	71,890.53	455,400.00	15.79
TOTAL REVENUES		<u>450,400.00</u>		<u>471,362.45</u>	<u>71,890.53</u>	<u>455,400.00</u>	<u>15.79</u>
701 - ABA SEC 8 MAPLE GROVE		368,450.00		313,659.44	57,680.65	366,153.00	15.75
905 - DEBT SERVICE - BONDS		64,750.00		64,750.00	0.00	61,750.00	0.00
TOTAL EXPENDITURES		<u>433,200.00</u>		<u>378,409.44</u>	<u>57,680.65</u>	<u>427,903.00</u>	<u>13.48</u>
<hr/>							
Fund 277 - ABA SEC 8 MAPLE GROVE:							
TOTAL REVENUES		450,400.00		471,362.45	71,890.53	455,400.00	15.79
TOTAL EXPENDITURES		<u>433,200.00</u>		<u>378,409.44</u>	<u>57,680.65</u>	<u>427,903.00</u>	<u>13.48</u>
NET OF REVENUES & EXPENDITURES		17,200.00		92,953.01	14,209.88	27,497.00	51.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019		
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED	
Fund 367 - SIDEWALK PROGRAM FUND								
000 - GENERAL		23,906.00		24,234.15		1,202.72	(1,000.00)	(120.27)
TOTAL REVENUES		<u>23,906.00</u>		<u>24,234.15</u>		<u>1,202.72</u>	<u>(1,000.00)</u>	<u>(120.27)</u>
443 - SIDEWALK PROGRAM		23,856.00		0.00		0.00	300,000.00	0.00
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>		<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:								
TOTAL REVENUES		23,906.00		24,234.15		1,202.72	(1,000.00)	120.27
TOTAL EXPENDITURES		<u>23,856.00</u>		<u>0.00</u>		<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		50.00		24,234.15		1,202.72	(301,000.00)	0.40

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		YTD BALANCE		2019	
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED
Fund 590 - SEWER FUND							
000 - GENERAL		1,215,326.00	1,235,587.62	293,420.68		1,221,300.00	24.03
536 - WATER UTILITY OPERATIONS		0.00	2,250.00	0.00		0.00	0.00
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		99,352.00	97,102.67	0.00		0.00	0.00
TOTAL REVENUES		1,314,678.00	1,334,940.29	293,420.68		1,221,300.00	24.03
536 - SEWER UTILITY OPERATIONS		1,348,808.00	1,342,305.32	221,570.17		1,367,208.00	16.21
542 - WWTP ENERGY IMPROVEMENTS		7,800.00	8,143.14	1,377.44		7,800.00	17.66
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		400,000.00	(193,902.75)	2,291.00		0.00	100.00
965 - TRANSFER OUT		148,400.00	148,400.00	0.00		148,400.00	0.00
TOTAL EXPENDITURES		1,905,008.00	1,304,945.71	225,238.61		1,523,408.00	14.79
Fund 590 - SEWER FUND:							
TOTAL REVENUES		1,314,678.00	1,334,940.29	293,420.68		1,221,300.00	24.03
TOTAL EXPENDITURES		1,905,008.00	1,304,945.71	225,238.61		1,523,408.00	14.79
NET OF REVENUES & EXPENDITURES		(590,330.00)	29,994.58	68,182.07		(302,108.00)	22.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 591 - WATER FUND							
000 - GENERAL		930,714.00		949,208.75	242,711.93	952,850.00	25.47
548 - WATERTOWER PAINTING PROJECT		500,000.00		500,000.00	0.00	0.00	0.00
TOTAL REVENUES		1,430,714.00		1,449,208.75	242,711.93	952,850.00	25.47
536 - WATER UTILITY OPERATIONS		1,059,059.00		1,058,802.45	178,426.34	1,064,423.00	16.76
540 - WELLHEAD PROTECTION		500.00		0.00	0.00	500.00	0.00
548 - WATERTOWER PAINTING PROJECT		568,200.00		0.00	0.00	0.00	0.00
965 - TRANSFER OUT		11,450.00		11,450.00	0.00	231,800.00	0.00
TOTAL EXPENDITURES		1,639,209.00		1,070,252.45	178,426.34	1,296,723.00	13.76
Fund 591 - WATER FUND:							
TOTAL REVENUES		1,430,714.00		1,449,208.75	242,711.93	952,850.00	25.47
TOTAL EXPENDITURES		1,639,209.00		1,070,252.45	178,426.34	1,296,723.00	13.76
NET OF REVENUES & EXPENDITURES		(208,495.00)		378,956.30	64,285.59	(343,873.00)	18.69

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 24.66

GL NUMBER	DESCRIPTION	2018		END BALANCE	YTD BALANCE	2019	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2018 (ABNORMAL)	03/31/2019 (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND							
000 - GENERAL		271,252.00		323,267.55	27,518.32	285,175.00	9.65
TOTAL REVENUES		<u>271,252.00</u>		<u>323,267.55</u>	<u>27,518.32</u>	<u>285,175.00</u>	<u>9.65</u>
770 - EQUIPMENT POOL		315,261.00		297,539.73	57,414.92	299,875.00	19.15
905 - DEBT SERVICE - BONDS		93.00		93.30	0.00	0.00	0.00
965 - TRANSFER OUT		17,850.00		17,850.00	0.00	17,850.00	0.00
TOTAL EXPENDITURES		<u>333,204.00</u>		<u>315,483.03</u>	<u>57,414.92</u>	<u>317,725.00</u>	<u>18.07</u>
<hr/>							
Fund 661 - EQUIPMENT POOL FUND:							
TOTAL REVENUES		271,252.00		323,267.55	27,518.32	285,175.00	9.65
TOTAL EXPENDITURES		<u>333,204.00</u>		<u>315,483.03</u>	<u>57,414.92</u>	<u>317,725.00</u>	<u>18.07</u>
NET OF REVENUES & EXPENDITURES		(61,952.00)		7,784.52	(29,896.60)	(32,550.00)	91.85
<hr/>							
TOTAL REVENUES - ALL FUNDS		9,257,555.00		9,300,067.98	1,344,589.56	8,318,761.00	16.16
TOTAL EXPENDITURES - ALL FUNDS		<u>10,198,087.26</u>		<u>8,403,572.89</u>	<u>1,763,656.57</u>	<u>9,724,697.00</u>	<u>18.14</u>
NET OF REVENUES & EXPENDITURES		(940,532.26)		896,495.09	(419,067.01)	(1,405,936.00)	29.81