



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

AGENDA

COUNCIL MEETING
Monday, April 20, 2020
7:00 P.M.

David Atchison
Mayor

Vicky Clark
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Al Smith
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Shane Williamson
Mayor Pro Tempore
Council Member
6th Precinct

Darwin McClary
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
- 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 6, 2020
 - B. Receive and File February 2020 and March 2020 Revenue and Expense Reports
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 2nd Reading & Adoption Ordinance # 2020-04, An Ordinance to Amend Chapter 14, Article II to Add Division V, Sections 14-112 to 14-115, Humane Treatment of Dogs
 - B. Discussion-Definition of Essential/Non-Essential Employees Under Governor's Order 2020-21



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- C. Discussion/Approval to Direct City Manager and City Attorney to Conduct an Internal Investigation into Potential Violations of State, County and Local Laws, Regulations, Statutes, Ordinances, the City of Albion Charter, Local City Ordinances and Internal City Policies and Procedures Associated with the Operation of the City of Albion's Tree Dump
- D. Discussion/Approval to Direct City Manager and City Attorney to Conduct an Internal Investigation into Potential Violations of the City Charter, Local City Ordinances and Internal City Policies and Procedures Associated with the Tree Trimming Services Provided to the City of Albion by Private Entities or Other Non-Municipal City Employees
- E. Discussion- Contaminated Compost Removal from Tree Dump and Deposited on City Property, Including Rieger Park
- F. Discussion/Approval to Modify City Ordinance # 2019-09, Ethics to Specify it is Unethical for Any City Elected Official to Serve as a City Poll Worker During Any Election
- G. To Approve the Necessary FY 2020 Budget Amendments to the Appropriate General Fund Revenue and Expense Line Items for Revenues in the Amount of \$5,160.00 and Expenses in the Amount of \$5,160.00 for the Coding and Testing of Ballot Tabulators for the March 2020 Presidential Primary Election; and to Waive Competitive Bidding Requirements due to Sole Source Supplier and to Approve the Payment of \$5,160.00 to Election Source of Grand Rapids, Michigan, for the Coding and Testing of Ballot Tabulators for the March 2020 Presidential Primary Election, and Direct the City Clerk to Seek Reimbursement for these Expenses from the State of Michigan
- H. Request Approval of Mechanical Amusement Device Licenses:
 - Albion College
 - Leisure Hour Club
 - Redbox Automated
 - Spartan Stores/Family Fare
- I. Request Approval of Garbage Licenses:
 - Republic Waste
 - Waste Management
 - Granger Container Service
- J. Request Approval Resolution # 2020-16, A Resolution to Approve a Temporary Moratorium on the Imposition of Late Fees for Untimely Water Payments Imposed Pursuant to Ordinance 86-137



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- K. Request Approval of Resolution # 2020-17, A Resolution Approving Submission of 2023 Local Bridge Program Grant Application for North Albion Street Bridge Reconstruction Project
- L. Discussion-Street Millage Renewal
- M. Discussion Grant Writer
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN

City of Albion
Council Session Minutes
April 6, 2020

PLEASE TAKE NOTICE that the meeting of the City of Albion Council Meeting scheduled for **April 6, 2020 starting at 7:00 p.m.** will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020-21.

Public comment will be handled by the "Raise Hand" method

To comply with the **Americans with Disabilities Act (ADA)**, Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA coordinator, (517) 629-5535, at least five business days prior to the meeting.

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); Al Smith (3); Marcola Lawler (4); Shane Williamson (6) and Mayor Atchison.

ABSENT: Jeanette Spicer (5)

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and Scott Kipp, Chief Public Safety.

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

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

VI. PRESENTATIONS

- A. Proclamation in Honor of Professional Municipal Clerk's Week, May 3-May 9, 2020

City Manager McClary read aloud the Proclamation in Honor of Professional Municipal Clerk's Week, May 3-May 9, 2020

- B. Proclamation Thanking Essential City Workers

Mayor Atchison read aloud the Proclamation Thanking Essential City Workers

- C. Proclamation Thanking Food Hub and Community Volunteers Supporting Seniors

Mayor Atchison read aloud the Proclamation Thanking Food Hub and Community Volunteers Supporting Seniors

- D. Proclamation Thanking Calhoun County Senior Millage Association, Albion Homer United Way, Albion Community Foundation and Battle Creek YMCA for Supporting Community Needs

Mayor Atchison read aloud the Proclamation Thanking Calhoun County Senior Millage Association, Albion Homer United Way, Albion Community Foundation and Battle Creek YMCA for Supporting Community Needs

- E. Proclamation Thanking Public School Systems, Leadership, Faculty and Staff of Marshall and Homer for Supporting our Students and their Families

Mayor Atchison read aloud the Proclamation Thanking Public School Systems, Leadership, Faculty and Staff of Marshall and Homer for Supporting our Students and their Families

- F. Proclamation Thanking all Medical Professionals and HealthCare Workers in Calhoun County for Putting our Friends and Families First

Mayor Atchison read aloud the Proclamation Thanking all Medical Professionals and HealthCare Workers in Calhoun County for Putting our Friends and Families First

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 Garrett Brown, 1016 S. Superior St and Sonya Brown, 713 Orchard Dr.

IX. CLOSED SESSION- None

X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)

- A. Approval Special Session Minutes, March 7, 2020
- B. Approval Study Session Minutes, March 12, 2020
- C. Approval Regular Session Minutes, March 16, 2020
- D. Approval Study Session Minutes, April 3, 2020

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

XI. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval 2nd Reading & Adoption Ordinance # 2020-03, An Ordinance to Amend Chapter 2, Article II, Division I to Amend Sections 2-27, Employment Agreements

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

Smith moved, Reid supported, CARRIED, to Approve 2nd Reading & Adoption Ordinance # 2020-03, An Ordinance to Amend Chapter 2, Article II, Division I to Amend Sections 2-27, Employment Agreements as presented. (4-2, rcv) (Clark and Lawler dissenting)

- B. Discussion/1st Reading Ordinance # 2020-04, An Ordinance to Amend Chapter 14, Article II to Add Division V, Sections 14-12 to 14-115, Humane Treatment of Dogs

Smith moved, Reid supported, CARRIED, to Approve 1st Reading Ordinance # 2020-04, An Ordinance to Amend Chapter 14, Article II to Add Division V, Sections 14-12 to 14-115, Humane Treatment of Dogs as presented. (6-0, rcv)

- C. Request Approval of Letter of Understanding with the Albion Command Officers Association for Pension Contributions

Comments were received from Council Members Williamson, Smith and Lawler and City Manager McClary.

Smith moved, Reid supported, CARRIED, to Approve Letter of Understanding with the Albion Command Officers Association for Pension Contributions as presented. (6-0, rcv)

D. Request Approval Resolution # 2020-15, A Resolution to Approve Calhoun County Reciprocal Law Enforcement Agreement

Comments were received from Council Member Clark; Chief Kipp; Mayor Atchison and City Attorney Harkness.

Williamson moved, Smith supported, CARRIED, to Approve Resolution # 2020-15 A Resolution to Approve Calhoun County Reciprocal Law Enforcement Agreement not to exceed five (5) years. (6-0, rcv)

E. Discussion/Update on Union Steel Building

City Manager McClary stated a portion of the Union Steel building will be demolished as it is deemed a public hazard.

Krista Trout-Edwards, Director Calhoun County Land Bank stated the contractors have demolished the portion of the building that was a hazard and will be cleaning up the rubble tomorrow and will be off-site until we receive further direction from the State. Prior to the demolition, the Calhoun County Land Bank worked with the Friends of Albion animals to remove the cats living in the building. No complaints have been received concerning any other type of animals/rodents in the building. She stated the Land Bank sent out a press release last week and also did a Facebook post to make residents aware of the status of the project.

Comments were received from Mayor Atchison who stated the \$250,000 that was allotted to the Land Bank for the City's portion of the demolition has been rescinded by the Governor to help with funding for the COVID-19 pandemic. Representative Haadsma feels this money may get re-appropriated once the COVID-19 pandemic is over.

Additional comments were received from Council Members Clark, Lawler and Williamson.

F. Discussion/Update on City Hall Vacancies

City Manager McClary gave the following City Staffing Update:

- Assistant City Manager/HR Coordinator-offer made; finalizing employment agreement
- Public Utilities Superintendent-offer made; finalizing employment agreement

- Public Works Superintendent-offer made; finalizing employment agreement
- Public Services Director-position advertised; no applications received; extending deadline and expanding outreach-new deadline is April 17th.
- Public Safety Officers-four (4) positions-one began last week; one will begin on April 13th, one on April 20th and one on April 27th
- Received five (5) applications for Code Enforcement Position-Director Tracy will review and work with HR to set-up phone/virtual interviews

Comments were received from Council Members Clark, Reid and Lawler and Chief Kipp.

G. Discussion/City Issues with City Cell Phones

City Manager McClary stated that some time ago, the City established a program that allowed City employees to “piggy-back” on the City’s mobile phone contract with Verizon to receive better rates for personal cell phones. The City subsequently experienced problems with collecting on outstanding personal cell phone charges from some employees. When he assumed the duties of City Manager, he discontinued this program and required all employees to seek their own personal cell phone accounts effective December 31, as well as reimburse the City for outstanding bills. The City has set up reasonable payment arrangements with employees and substantial progress has been achieved. I expect the outstanding balances to be paid in full within the next few months.

H. Discussion of Expanding Essential City Services During Michigan’s COVID19 State of Emergency

Questions/Comments from the Council were as follows:

Council Member Clark asked what is the difference between an essential and non-essential employee? She stated there have been on-going issues with an area in her precinct that are not being taken care of, i.e. streets, catch basins flooding. She stated she checked with other communities and they are continuing this type of work.

Council Member Reid stated debris from stumps that have been ground up are in the gutters and the catch basins are clogged with leaves all down Albion Street. This is an opportune time to clean up the City and patch streets since they are not a lot of vehicles out on the streets.

City Manager McClary stated he realizes this is frustrating for Council Members but the City is doing its best to comply with the Governor’s 2020-21 Order.

The City must be careful what type of work we have employees doing under the order. The exemptions for infrastructure must be to sustain and protect life. The Finance Department must maintain basic financial functions. Public Services employees are on-call and will come in and do work when necessary. The wastewater and water department are working split shifts. Administrative employees are working from home. Work is being done behind the scenes.

Council Member Williamson asked how we could maximize this time and whether we can be reimbursed from the State. He also asked about the 20-30 trees that were deemed critical to remove and if that could be done during this time.

City Manager McClary stated the Finance Department is keeping track of expenses related to COVID-19 for reimbursement. The reimbursements must be above normal operating expenses. The City is looking at training that can be done remotely from home. The alternative is to lay employees off and if we do that, we cannot call employees in to do work as easily due to employees having a laid off status. He stated that many trees have been removed but it has come to his attention that we have not had a contract with the current company removing the trees since 1995. We are preparing the RFP for tree removal to go out for bid.

Mayor Atchison asked for three Council Members to work with City Manager McClary to further discuss these issues. Council Members Reid, Williamson and Smith will work with City Manager on these issues.

I. Discussion/Approval to Temporarily Ban Open Burning of Yard Waste or Debris within the City of Albion

Comments were received from Council Members Smith, Lawler and Reid; Mayor Atchison; City Attorney Harkness; City Manager McClary and Chief Kipp.

Williamson moved, Atchison supported, CARRIED, to **TABLE** Temporarily Ban Open Burning of Yard Waste or Debris within the City of Albion as presented. (6-0, vv)

J. Discussion-Status of Albion Tree Dump and Status of Environmental Clean-Up

City Manager McClary stated that the Michigan Department of Environment, Great Lakes and Energy (EGLE) had discussions with the City concerning environmental compliance for the tree dump. The tree dump was never registered with the State as a composite facility. We have approximately an

excess of 60% materials than cannot be stored for an unregistered composite facility. Interim Director of Public Services Lohrke is working with the State on getting the tree dump registered which will involve creating wind-rows. Interim Director of Public Services Lohrke is also working on compliance and checking contractors on removing the excess materials. Some of the material has been moved to Rieger Park.

Council Member Smith stated he has the following issues with the tree dump:

- It is his understanding that previously you must have a permit to obtain access to the tree dump and that it was only open certain days/times and was attended by a City employee. Currently the gates are open and anyone can go in and dump anything anytime.
- In February, there were several slabs and wood chips in the tree dump that have been placed there recently. Who dumped these items as he is not aware of a saw mill in the City, are non-residents accessing the City tree dump?
- Three (3) trees were recently removed, who authorized the tree removal? where is the money for the wood and who has the contract to remove the trees?
- Recently upon a visit, there was a smoldering fire that was not attended on a windy day
- Who is authorizing dumping scrap from a saw mill?
- Why were materials moved from the tree-dump to Rieger Park?

City Manager McClary will follow-up on all of the above issues.

Additional comments were received from Mayor Atchison.

K. Discussion Upgrade of Video Recording Equipment/IT Resources

Chief Kipp stated the video recording equipment is outdated and is difficult to record the meetings. He stated the cost to update the equipment would be approximately \$8,000 - \$15,000.

Council Member Clark would like a list of all the equipment that needs to be replaced.

Council Member Lawler asked if the department heads every submitted their wish list to the City Manager.

Council Member Reid stated she would also like a list of equipment that needs to be replaced and feels that we need to put money aside for these expenditures at the end of the year and may also be able to obtain funding from community members.

City Manager McClary stated the Capital Improvement Plan will address all the capital needs for the City i.e. equipment, vehicles, streets, sidewalks, etc. The plan will enable to Council to see the big picture of the overall needs of the City so they can then prioritize the City's limited resources. He will follow up with department heads for the wish list requested by Council. He recommends Council wait until Fall to make any decisions or piecemeal equipment until the Capital Improvement Plan can be presented.

Council Member Smith stated he does not feel they should wait until Fall to replace the video equipment as it is extremely antiquated and needs to be replaced.

L. Discussion/Approval of Contract Parameters for Appointment of Special Counsel

Comments were received from City Attorney Harkness who suggested the Council set a not to exceed amount of \$5,000 and additional funds would need to be approved by Council.

Additional comments were received from Council Members Clark and Lawler and Mayor Atchison.

Atchison moved, Williamson supported, CARRIED, to Direct the City Manager and City Attorney to Hire Special Counsel not to Exceed \$5,000 and any Additional Funding must be Approved by Council (4-2, rcv) (Clark and Lawler dissenting)

M. Discussion/Approval to Modify City Ordinance # 2019-09, Ethics to Specify it is Unethical for Any City Elected Official to Serve as a City Poll Worker during any Election

Comments were received from Council Members Clark and Williamson and Mayor Atchison.

Williamson moved, Lawler supported, CARRIED, to **TABLE** Approval of Modifying City Ordinance # 2019-09, Ethics to Specify it is Unethical for Any City Elected Official to Serve as a City Poll Worker during any Election as presented. (5-1, vv) (Atchison dissenting)

N. Discussion/Approval to Direct City Manager to Review Past Practice of City Regarding Compensation of Essential Employees During City Hall Closures or Other Extended Disruptions of City Operations

Comments were received from Mayor Atchison and City Manager McClary

Smith moved, Atchison supported, CARRIED, to Approve Directing City Manager to Review Past Practice of City Regarding Compensation of Essential Employees During City Hall Closures or Other Extended Disruptions of City Operations as presented. (6-0, rcv)

XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

Council Member Smith asked for contracts for tree trimming
Council Member Reid asked to hire someone that can write grants
Council Member Clark asked for definition of essential and non-essential workers

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 Garrett Brown, 1016 S. Superior St and Calhoun County Commissioner Gary Tompkins.

XIV. CITY MANAGER REPORT

City Manager McClary provided a written report to Council detailing the following:

- COVID-19 Emergency Preparedness
- Status of City Staffing
- Issues with City Cell Phones
- Non-Essential Employees Work Tasks
- Governor's Executive Orders
- Upcoming Agenda Items

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

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

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

Smith moved, Williamson supported, CARRIED, to Excuse Council Member Jeanette Spicer (5). (6-0, vv)

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Shane Williamson (6) and Mayor Atchison.

ABSENT: Jeanette Spicer (5)

XVIII. ADJOURNMENT

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

Mayor Atchison adjourned the Regular Session at 9:50 p.m.

Date

Jill Domingo
City Clerk

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION
 FROM 02/01/2020 TO 02/29/2020
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2020	Total Debits	Total Credits	Ending Balance 02/29/2020
Fund 101	GENERAL FUND				
001.00	CASH	222,485.90	348,773.61	358,638.47	212,621.04
002.00	CASH - INCOME TAX ACCOUNT	214,526.39	73,526.33	5,773.95	282,278.77
005.00	HRA ACCOUNT FOR EMPLOYEES	487.80	5,400.00	0.00	5,887.80
007.00	CASH PARK FENCE	17,678.51	5.42	0.00	17,683.93
	GENERAL FUND	<u>455,178.60</u>	<u>427,705.36</u>	<u>364,412.42</u>	<u>518,471.54</u>
Fund 202	MAJOR STREETS FUND				
001.00	CASH	203,531.31	69,679.96	40,971.13	232,240.14
Fund 203	LOCAL STREETS FUND				
001.00	CASH	412,645.18	23,673.99	18,660.18	417,658.99
Fund 208	RECREATION FUND				
001.00	CASH	149,686.38	2,886.62	9,802.52	142,770.48
Fund 226	SOLID WASTE FUND				
001.00	CASH	107,561.00	4,279.33	7,887.86	103,952.47
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY				
001.00	CASH	19,249.28	99,489.20	416.67	118,321.81
Fund 244	ECONOMIC DEVELOPMENT FUND				
001.00	CASH	169,653.62	7,355.71	16,105.19	160,904.14
Fund 246	INCUBATOR FUND				
001.00	CASH	22,522.05	2,856.86	6,122.85	19,256.06
001.02	FARMERS MRKT SNAP	588.08	442.00	0.00	1,030.08
	INCUBATOR FUND	<u>23,110.13</u>	<u>3,298.86</u>	<u>6,122.85</u>	<u>20,286.14</u>
Fund 247	TIFA FUND				
001.00	CASH	270,335.51	10,358.84	15,118.12	265,576.23
Fund 248	DDA FUND				
001.00	CASH	61,690.12	10,561.24	11,214.93	61,036.43
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,612.15	10.31	0.00	33,622.46
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	10,910.08	1,555.00	15,096.13	(2,631.05)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	204,917.94	6,807.00	669.52	211,055.42
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	85,712.07	1,144.00	145,266.47	(58,410.40)
002.00	CASH - CAPITAL PROJECTS RESERV	323,348.39	5,892.88	0.00	329,241.27
008.00	CASH-SECURITY DEPOSIT	27,395.97	0.00	1,144.00	26,251.97
	ABA SEC 8 MAPLE GROVE	<u>436,456.43</u>	<u>7,036.88</u>	<u>146,410.47</u>	<u>297,082.84</u>
Fund 296	REVOLVING LOAN FUND				
001.00	CASH	247,442.46	4,419.96	283,032.35	(31,169.93)
017.00	INVESTMENTS	320,972.79	98.49	0.00	321,071.28
	REVOLVING LOAN FUND	<u>568,415.25</u>	<u>4,518.45</u>	<u>283,032.35</u>	<u>289,901.35</u>
Fund 363	ENERGY/425/GENERATOR BONDS				
001.00	CASH	35,609.95	0.00	19,625.00	15,984.95
Fund 367	SIDEWALK PROGRAM FUND				
001.00	CASH	310,971.89	143.16	0.00	311,115.05
Fund 450	STREET IMPROVEMENTS FUND				

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION
 FROM 02/01/2020 TO 02/29/2020
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2020	Total Debits	Total Credits	Ending Balance 02/29/2020
001.00	CASH	24,539.13	4,244.73	0.00	28,783.86
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	4,244.65	0.00	38,193.55	(33,948.90)
Fund 590	SEWER FUND				
001.00	CASH	136,109.51	113,006.70	109,908.85	139,207.36
Fund 591	WATER FUND				
001.00	CASH	279,986.56	82,386.27	64,383.12	297,989.71
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	45,124.41	9,221.65	29,911.77	24,434.29
Fund 701	TRUST & AGENCY FUND				
001.00	CASH	66,139.73	811.01	684.79	66,265.95
Fund 703	CURRENT TAX COLLECTION FUND				
001.00	CASH	46,231.56	1,283,213.43	1,213,492.84	115,952.15
Fund 711	CEMETERY TRUST FUND				
001.00	CASH	44,202.33	20.35	0.00	44,222.68
Fund 732	PUBLIC SAFETY PENSION TRUST				
001.01	CASH - NON-ALLOCATED	8,009.37	2.46	0.00	8,011.83
Fund 737	RETIREE HEALTH CARE FUND				
001.00	CASH	14,821.90	6.72	200.00	14,628.62
	TOTAL - ALL FUNDS	4,142,943.97	2,172,273.23	2,412,320.26	3,902,896.94

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 02/29/2020
 % Fiscal Year Completed: 16.39

GL NUMBER	DESCRIPTION	2019	END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	02/29/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		3,927,663.00	3,915,221.43	447,924.85	4,197,453.00	10.67
209 - ASSESSING		10.00	50.00	0.00	0.00	0.00
215 - CLERK		315.00	315.20	51.30	100.00	51.30
260 - FINANCE DEPT AND/OR ABA GENERAL		1,680.00	1,717.50	116.93	1,600.00	7.31
276 - CEMETERY		48,500.00	53,935.27	5,529.44	58,000.00	9.53
345 - PUBLIC SAFETY		85,930.44	94,856.26	8,226.72	103,250.00	7.97
422 - CODE ENFORCEMENT		117,500.00	112,834.77	16,502.80	119,500.00	13.81
442 - CITY MAINTENANCE		74,200.00	59,050.00	0.00	0.00	0.00
444 - TREE TRIMMING		18,226.00	18,226.00	0.00	0.00	0.00
448 - STREET LIGHTING		96,127.00	96,127.00	0.00	0.00	0.00
758 - ALBION RIVER/BIKE TRAIL		22,700.00	25,000.00	45,000.00	42,300.00	106.38
775 - PARKS		11,694.00	11,694.40	390.00	3,250.00	12.00
778 - HOLLAND PARK TRANSFORMATION PROJECT		0.00	96.00	35,000.00	75,000.00	46.67
930 - TRANSFER IN		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL REVENUES		4,414,545.44	4,399,123.83	558,742.04	4,610,453.00	12.12
101 - CITY COUNCIL		44,360.00	29,833.78	3,123.69	44,854.00	6.96
172 - CITY MANAGER		153,353.00	150,051.70	23,755.17	259,065.00	9.17
209 - ASSESSING		47,650.00	44,850.77	11,231.03	46,800.00	24.00
210 - ATTORNEY		141,250.00	140,767.42	16,389.07	111,200.00	14.74
215 - CLERK		122,375.00	110,912.57	16,611.46	167,960.00	9.89
226 - HUMAN RESOURCES		18,587.00	18,566.70	1,977.79	17,241.00	11.47
260 - FINANCE DEPT AND/OR ABA GENERAL		505,065.00	486,270.59	47,946.46	520,365.00	9.21
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		75,040.00	74,218.21	5,911.86	69,623.00	8.49
276 - CEMETERY		173,535.00	159,058.37	17,388.73	171,946.00	10.11
345 - PUBLIC SAFETY		2,131,846.39	2,075,909.16	283,528.96	2,140,036.00	13.25
422 - CODE ENFORCEMENT		270,070.00	271,427.57	23,463.05	276,040.00	8.50
442 - CITY MAINTENANCE		136,750.00	132,308.59	3,078.18	57,095.00	5.39
444 - TREE TRIMMING		32,555.00	28,077.94	26,825.00	19,425.00	138.10
447 - ENGINEERING		22,060.00	16,416.29	714.02	15,187.00	4.70
448 - STREET LIGHTING		241,127.00	244,352.22	11,948.52	135,000.00	8.85
526 - EPA LANDFILL		21,750.00	24,182.06	587.50	10,000.00	5.88
758 - ALBION RIVER/BIKE TRAIL		22,700.00	29,771.71	5,540.00	42,300.00	13.10
775 - PARKS		253,415.00	237,501.58	28,729.61	235,240.00	12.21
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,460.00	186.68	0.00	75,000.00	0.00
895 - GENERAL APPROPRIATION		160,475.00	152,643.72	55,293.20	305,450.00	18.10
TOTAL EXPENDITURES		4,578,423.39	4,427,307.63	584,043.30	4,719,827.00	12.37
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,414,545.44	4,399,123.83	558,742.04	4,610,453.00	12.12
TOTAL EXPENDITURES		4,578,423.39	4,427,307.63	584,043.30	4,719,827.00	12.37
NET OF REVENUES & EXPENDITURES		(163,877.95)	(28,183.80)	(25,301.26)	(109,374.00)	23.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	02/29/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND							
000 - GENERAL		833,449.00		847,207.29	68,133.50	877,420.00	7.77
486 - I-94 TRUNKLINE		0.00		0.00	0.00	36,345.00	0.00
487 - M-99 TRUNKLINE		55,000.00		67,480.19	0.00	37,035.00	0.00
488 - M-199 TRUNKLINE		0.00		0.00	0.00	19,225.00	0.00
TOTAL REVENUES		888,449.00		914,687.48	68,133.50	970,025.00	7.02
454 - ACT 51 NON-MOTORIZED		105,000.00		2,319.20	0.00	20,000.00	0.00
461 - MAINTENANCE		350,048.00		312,432.35	45,579.20	390,105.00	11.68
465 - TRAFFIC SERVICES		3,073.00		711.61	0.00	3,178.00	0.00
467 - WINTER MAINTENANCE		49,250.00		28,831.25	2,147.28	43,015.00	4.99
486 - I-94 TRUNKLINE		36,705.00		25,233.53	1,602.48	36,345.00	4.41
487 - M-99 TRUNKLINE		36,552.00		24,350.00	2,663.50	37,035.00	7.19
488 - M-199 TRUNKLINE		19,050.00		10,356.75	576.42	19,225.00	3.00
965 - TRANSFER OUT		193,000.00		193,000.00	0.00	190,000.00	0.00
TOTAL EXPENDITURES		792,678.00		597,234.69	52,568.88	738,903.00	7.11
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		888,449.00		914,687.48	68,133.50	970,025.00	7.02
TOTAL EXPENDITURES		792,678.00		597,234.69	52,568.88	738,903.00	7.11
NET OF REVENUES & EXPENDITURES		95,771.00		317,452.79	15,564.62	231,122.00	6.73

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	02/29/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000	- GENERAL	288,395.00		302,008.81	23,877.64	293,850.00	8.13
930	- TRANSFER IN	190,000.00		190,000.00	0.00	190,000.00	0.00
TOTAL REVENUES		<u>478,395.00</u>		<u>492,008.81</u>	<u>23,877.64</u>	<u>483,850.00</u>	<u>4.93</u>
461	- MAINTENANCE	427,621.00		360,008.23	30,547.32	432,973.00	7.06
465	- TRAFFIC SERVICES	6,965.00		408.40	0.00	6,965.00	0.00
467	- WINTER MAINTENANCE	34,750.00		19,691.22	3,219.80	37,000.00	8.70
965	- TRANSFER OUT	3,000.00		3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		<u>472,336.00</u>		<u>383,107.85</u>	<u>33,767.12</u>	<u>479,938.00</u>	<u>7.04</u>
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		478,395.00		492,008.81	23,877.64	483,850.00	4.93
TOTAL EXPENDITURES		472,336.00		383,107.85	33,767.12	479,938.00	7.04
NET OF REVENUES & EXPENDITURES		<u>6,059.00</u>		<u>108,900.96</u>	<u>(9,889.48)</u>	<u>3,912.00</u>	<u>252.80</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	02/29/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		187,861.00		200,371.03	13,715.74	194,600.00	7.05
TOTAL REVENUES		<u>187,861.00</u>		<u>200,371.03</u>	<u>13,715.74</u>	<u>194,600.00</u>	<u>7.05</u>
780 - RECREATION		177,669.00		172,833.58	20,873.96	191,932.00	10.88
TOTAL EXPENDITURES		<u>177,669.00</u>		<u>172,833.58</u>	<u>20,873.96</u>	<u>191,932.00</u>	<u>10.88</u>
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		187,861.00		200,371.03	13,715.74	194,600.00	7.05
TOTAL EXPENDITURES		<u>177,669.00</u>		<u>172,833.58</u>	<u>20,873.96</u>	<u>191,932.00</u>	<u>10.88</u>
NET OF REVENUES & EXPENDITURES		10,192.00		27,537.45	(7,158.22)	2,668.00	268.30

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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	NORMAL (ABNORMAL) 02/29/2020	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND							
000 - GENERAL		280,565.00		283,555.20	103.05	278,850.00	0.04
TOTAL REVENUES		<u>280,565.00</u>		<u>283,555.20</u>	<u>103.05</u>	<u>278,850.00</u>	<u>0.04</u>
523 - LEAF PICKUP		10,023.00		15,449.43	1,396.52	11,523.00	12.12
524 - TREE DUMP		10,730.00		7,347.69	2,728.55	50,680.00	5.38
528 - SOLID WASTE		151,358.00		124,945.03	12,316.14	167,300.00	7.36
965 - TRANSFER OUT		36,500.00		25,500.00	0.00	36,500.00	0.00
TOTAL EXPENDITURES		<u>208,611.00</u>		<u>173,242.15</u>	<u>16,441.21</u>	<u>266,003.00</u>	<u>6.18</u>
Fund 226 - SOLID WASTE FUND:							
TOTAL REVENUES		280,565.00		283,555.20	103.05	278,850.00	0.04
TOTAL EXPENDITURES		<u>208,611.00</u>		<u>173,242.15</u>	<u>16,441.21</u>	<u>266,003.00</u>	<u>6.18</u>
NET OF REVENUES & EXPENDITURES		71,954.00		110,313.05	(16,338.16)	12,847.00	127.17

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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	02/29/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000	- GENERAL	5,898.84		5,912.58	1,556.95	455,000.00	0.34
400	- FED DRUG LAW ENFOR - REIMBUR	52,551.00		57,120.82	3,609.12	30,000.00	12.03
930	- TRANSFERS IN	14,393.00		14,393.43	0.00	0.00	0.00
TOTAL REVENUES		72,842.84		77,426.83	5,166.07	485,000.00	1.07
333	- DRUG LAW ENFORCEMENT	33,901.48		34,242.92	1,773.68	80,800.00	2.20
400	- FED DRUG LAW ENFOR - REIMBUR	42,801.10		41,051.85	14,828.37	40,000.00	37.07
TOTAL EXPENDITURES		76,702.58		75,294.77	16,602.05	120,800.00	13.74
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		72,842.84		77,426.83	5,166.07	485,000.00	1.07
TOTAL EXPENDITURES		76,702.58		75,294.77	16,602.05	120,800.00	13.74
NET OF REVENUES & EXPENDITURES		(3,859.74)		2,132.06	(11,435.98)	364,200.00	3.14

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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	02/29/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND							
000 - GENERAL		4,819.00		4,769.47	631.42	4,533.00	13.93
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00		1,260.00	252.00	1,512.00	16.67
271 - FIRE/AMBULANCE BUILDING		28,968.00		28,967.80	2,400.00	32,000.00	7.50
273		1.00		1.00	0.00	1.00	0.00
TOTAL REVENUES		35,300.00		34,998.27	3,283.42	38,046.00	8.63
260 - FINANCE DEPT AND/OR ABA GENERAL		7,334.00		6,233.56	0.00	6,776.00	0.00
264 - EDC BUILDING		297.00		297.24	0.00	0.00	0.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		2,005.00		1,976.68	669.94	2,085.00	32.13
267 - 201 MARKET PLACE		140.00		0.00	0.00	0.00	0.00
271 - FIRE/AMBULANCE BUILDING		26,600.00		18,661.76	1,172.22	24,800.00	4.73
273 - 112 E ERIE ST		5,851.00		5,653.34	217.62	1,950.00	11.16
TOTAL EXPENDITURES		42,227.00		32,822.58	2,059.78	35,611.00	5.78
Fund 275 - ALBION BUILDING AUTHORITY FUND:							
TOTAL REVENUES		35,300.00		34,998.27	3,283.42	38,046.00	8.63
TOTAL EXPENDITURES		42,227.00		32,822.58	2,059.78	35,611.00	5.78
NET OF REVENUES & EXPENDITURES		(6,927.00)		2,175.69	1,223.64	2,435.00	50.25

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		2020		% BGD USED
		AMENDED BUDGET	END BALANCE 12/31/2019	YTD BALANCE 02/29/2020	ORIGINAL BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE						
000 - GENERAL		438,279.00	460,966.79	36,238.82	376,250.00	9.63
TOTAL REVENUES		438,279.00	460,966.79	36,238.82	376,250.00	9.63
Fund 277 - ABA SEC 8 MAPLE GROVE:						
701 - ABA SEC 8 MAPLE GROVE		849,503.00	782,311.23	38,981.05	345,950.00	11.27
905 - DEBT SERVICE - BONDS		61,750.00	61,500.00	0.00	0.00	0.00
TOTAL EXPENDITURES		911,253.00	843,811.23	38,981.05	345,950.00	11.27
Fund 277 - ABA SEC 8 MAPLE GROVE:						
TOTAL REVENUES		438,279.00	460,966.79	36,238.82	376,250.00	9.63
TOTAL EXPENDITURES		911,253.00	843,811.23	38,981.05	345,950.00	11.27
NET OF REVENUES & EXPENDITURES		(472,974.00)	(382,844.44)	(2,742.23)	30,300.00	9.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	NORMAL (ABNORMAL) 02/29/2020	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		7,750.00		4,989.87	295.50	6,500.00	4.55
TOTAL REVENUES		<u>7,750.00</u>		<u>4,989.87</u>	<u>295.50</u>	<u>6,500.00</u>	<u>4.55</u>
443 - SIDEWALK PROGRAM		41,000.00		2,954.93	0.00	111,000.00	0.00
TOTAL EXPENDITURES		<u>41,000.00</u>		<u>2,954.93</u>	<u>0.00</u>	<u>111,000.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		7,750.00		4,989.87	295.50	6,500.00	4.55
TOTAL EXPENDITURES		<u>41,000.00</u>		<u>2,954.93</u>	<u>0.00</u>	<u>111,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(33,250.00)		2,034.94	295.50	(104,500.00)	0.28

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GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	02/29/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND							
000	- GENERAL	1,214,512.00		1,251,150.66	183,855.71	1,277,500.00	14.39
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	250,000.00		250,000.00	0.00	0.00	0.00
TOTAL REVENUES		<u>1,464,512.00</u>		<u>1,501,150.66</u>	<u>183,855.71</u>	<u>1,277,500.00</u>	<u>14.39</u>
536	- SEWER UTILITY OPERATIONS	1,424,648.00		1,402,938.30	148,546.35	1,493,015.00	9.95
542	- WWTP ENERGY IMPROVEMENTS	8,265.00		8,305.98	192.00	8,265.00	2.32
546	- MEDC GRANT - DIGESTER, PUMP, ETC.	2,300.00		2,291.00	0.00	0.00	0.00
906	- DEBT SERVICE - LOANS	2,047.00		2,046.71	0.00	1,704.00	0.00
965	- TRANSFER OUT	149,115.00		149,115.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>1,586,375.00</u>		<u>1,564,696.99</u>	<u>148,738.35</u>	<u>1,502,984.00</u>	<u>9.90</u>
Fund 590 - SEWER FUND:							
TOTAL REVENUES		<u>1,464,512.00</u>		<u>1,501,150.66</u>	<u>183,855.71</u>	<u>1,277,500.00</u>	<u>14.39</u>
TOTAL EXPENDITURES		<u>1,586,375.00</u>		<u>1,564,696.99</u>	<u>148,738.35</u>	<u>1,502,984.00</u>	<u>9.90</u>
NET OF REVENUES & EXPENDITURES		<u>(121,863.00)</u>		<u>(63,546.33)</u>	<u>35,117.36</u>	<u>(225,484.00)</u>	<u>15.57</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	02/29/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 591 - WATER FUND						
000 - GENERAL		960,455.00	988,746.28	151,008.92	963,650.00	15.67
TOTAL REVENUES		<u>960,455.00</u>	<u>988,746.28</u>	<u>151,008.92</u>	<u>963,650.00</u>	<u>15.67</u>
536 - WATER UTILITY OPERATIONS		1,222,628.00	1,150,505.36	115,287.32	1,182,230.00	9.75
540 - WELLHEAD PROTECTION		500.00	0.00	0.00	500.00	0.00
906 - DEBT SERVICE - LOANS		5,123.00	5,123.14	0.00	0.00	0.00
965 - TRANSFER OUT		231,800.00	11,450.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>1,460,051.00</u>	<u>1,167,078.50</u>	<u>115,287.32</u>	<u>1,182,730.00</u>	<u>9.75</u>
Fund 591 - WATER FUND:						
TOTAL REVENUES		960,455.00	988,746.28	151,008.92	963,650.00	15.67
TOTAL EXPENDITURES		<u>1,460,051.00</u>	<u>1,167,078.50</u>	<u>115,287.32</u>	<u>1,182,730.00</u>	<u>9.75</u>
NET OF REVENUES & EXPENDITURES		(499,596.00)	(178,332.22)	35,721.60	(219,080.00)	16.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2019		2020		% BDTG USED
		AMENDED BUDGET	END BALANCE 12/31/2019 NORMAL (ABNORMAL)	YTD BALANCE 02/29/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND						
000 - GENERAL		303,087.00	327,608.42	18,968.00	327,525.00	5.79
TOTAL REVENUES		<u>303,087.00</u>	<u>327,608.42</u>	<u>18,968.00</u>	<u>327,525.00</u>	<u>5.79</u>
770 - EQUIPMENT POOL		332,081.00	320,377.41	41,799.51	325,595.00	12.84
965 - TRANSFER OUT		31,528.00	31,528.43	0.00	17,850.00	0.00
TOTAL EXPENDITURES		<u>363,609.00</u>	<u>351,905.84</u>	<u>41,799.51</u>	<u>343,445.00</u>	<u>12.17</u>
Fund 661 - EQUIPMENT POOL FUND:						
TOTAL REVENUES		303,087.00	327,608.42	18,968.00	327,525.00	5.79
TOTAL EXPENDITURES		363,609.00	351,905.84	41,799.51	343,445.00	12.17
NET OF REVENUES & EXPENDITURES		<u>(60,522.00)</u>	<u>(24,297.42)</u>	<u>(22,831.51)</u>	<u>(15,920.00)</u>	<u>143.41</u>
TOTAL REVENUES - ALL FUNDS		9,532,041.28	9,685,633.47	1,063,388.41	10,012,249.00	10.62
TOTAL EXPENDITURES - ALL FUNDS		10,710,934.97	9,792,290.74	1,071,162.53	10,039,123.00	10.67
NET OF REVENUES & EXPENDITURES		<u>(1,178,893.69)</u>	<u>(106,657.27)</u>	<u>(7,774.12)</u>	<u>(26,874.00)</u>	<u>28.93</u>

FROM 03/01/2020 TO 03/31/2020

PRELIMINARY

FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2020	Total Debits	Total Credits	Ending Balance 03/31/2020
Fund 101	GENERAL FUND				
001.00	CASH	212,638.39	104,616.69	299,870.69	17,384.39
002.00	CASH - INCOME TAX ACCOUNT	282,278.77	34,615.49	0.03	316,894.23
	GENERAL FUND	<u>494,917.16</u>	<u>139,232.18</u>	<u>299,870.72</u>	<u>334,278.62</u>
Fund 202	MAJOR STREETS FUND				
001.00	CASH	232,238.67	67,109.89	31,717.22	267,631.34
Fund 203	LOCAL STREETS FUND				
001.00	CASH	417,645.96	24,272.98	19,339.89	422,579.05
Fund 208	RECREATION FUND				
001.00	CASH	142,770.48	0.00	35,618.86	107,151.62
Fund 226	SOLID WASTE FUND				
001.00	CASH	103,950.08	0.00	9,543.94	94,406.14
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY				
001.00	CASH	118,321.81	416.67	99,489.20	19,249.28
Fund 244	ECONOMIC DEVELOPMENT FUND				
001.00	CASH	160,904.14	7,281.67	10,516.53	157,669.28
Fund 246	INCUBATOR FUND				
001.00	CASH	19,256.06	15,150.00	4,169.32	30,236.74
Fund 247	TIFA FUND				
001.00	CASH	265,576.23	0.00	15,148.27	250,427.96
Fund 248	DDA FUND				
001.00	CASH	61,036.43	0.00	208.33	60,828.10
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	(2,631.05)	0.00	5,637.23	(8,268.28)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	211,055.42	1,452.00	6,862.83	205,644.59
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	(58,410.40)	0.00	54,535.55	(112,945.95)
002.00	CASH - CAPITAL PROJECTS RESERV	329,241.27	5,892.88	0.00	335,134.15
	ABA SEC 8 MAPLE GROVE	<u>270,830.87</u>	<u>5,892.88</u>	<u>54,535.55</u>	<u>222,188.20</u>
Fund 296	REVOLVING LOAN FUND				
001.00	CASH	(31,169.93)	0.00	546.34	(31,716.27)
Fund 369	ALBION BUILDING AUTHORITY BOND				
001.00	CASH	32,710.74	0.00	13,751.25	18,959.49
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	28,783.86	0.00	1,537.50	27,246.36
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	(33,948.90)	0.00	6,857.24	(40,806.14)
Fund 590	SEWER FUND				
001.00	CASH	139,207.36	100,651.76	78,248.35	161,610.77
Fund 591	WATER FUND				
001.00	CASH	297,989.71	89,920.28	89,829.77	298,080.22
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	24,433.83	9,247.48	26,573.24	7,108.07
Fund 703	CURRENT TAX COLLECTION FUND				

FROM 03/01/2020 TO 03/31/2020

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

PRELIMINARY

Fund Account	Description	Beginning Balance 03/01/2020	Total Debits	Total Credits	Ending Balance 03/31/2020
001.00	CASH	115,952.15	3,700.03	107,495.84	12,156.34
Fund 711	CEMETERY TRUST FUND				
002.04	MONROE MAUSOLEUM TRUST	7,908.84	317.22	0.00	8,226.06
Fund 732	PUBLIC SAFETY PENSION TRUST				
001.00	CASH	(200.00)	400.00	200.00	0.00
001.01	CASH - NON-ALLOCATED	8,011.83	663.37	400.00	8,275.20
	PUBLIC SAFETY PENSION TRUST	<u>7,811.83</u>	<u>1,063.37</u>	<u>600.00</u>	<u>8,275.20</u>
Fund 737	RETIREE HEALTH CARE FUND				
001.00	CASH	14,628.62	0.00	200.00	14,428.62
	TOTAL - ALL FUNDS	<u>3,100,180.37</u>	<u>465,708.41</u>	<u>918,297.42</u>	<u>2,647,591.36</u>

PRELIMINARY

GL NUMBER	DESCRIPTION	2019	END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	03/31/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		3,927,663.00	3,915,221.43	529,889.48	4,197,453.00	12.62
209 - ASSESSING		10.00	50.00	0.00	0.00	0.00
215 - CLERK		315.00	315.20	51.30	100.00	51.30
260 - FINANCE DEPT AND/OR ABA GENERAL		1,680.00	1,717.50	141.43	1,600.00	8.84
276 - CEMETERY		48,500.00	53,935.27	9,776.00	58,000.00	16.86
345 - PUBLIC SAFETY		85,930.44	94,856.26	9,155.87	103,250.00	8.87
422 - CODE ENFORCEMENT		117,500.00	112,834.77	26,432.20	119,500.00	22.12
442 - CITY MAINTENANCE		74,200.00	59,050.00	0.00	0.00	0.00
444 - TREE TRIMMING		18,226.00	18,226.00	0.00	0.00	0.00
448 - STREET LIGHTING		96,127.00	96,127.00	0.00	0.00	0.00
758 - ALBION RIVER/BIKE TRAIL		22,700.00	25,000.00	45,000.00	42,300.00	106.38
775 - PARKS		11,694.00	11,694.40	725.00	3,250.00	22.31
778 - HOLLAND PARK TRANSFORMATION PROJECT		0.00	96.00	60,000.00	75,000.00	80.00
930 - TRANSFER IN		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL REVENUES		4,414,545.44	4,399,123.83	681,171.28	4,610,453.00	14.77
101 - CITY COUNCIL		44,360.00	29,833.78	5,884.17	44,854.00	13.12
172 - CITY MANAGER		153,353.00	150,051.70	36,572.54	259,065.00	14.12
209 - ASSESSING		47,650.00	44,850.77	17,344.29	46,800.00	37.06
210 - ATTORNEY		141,250.00	140,767.42	27,018.98	111,200.00	24.30
215 - CLERK		122,375.00	110,912.57	30,441.05	167,960.00	18.12
226 - HUMAN RESOURCES		18,587.00	18,566.70	2,806.67	17,241.00	16.28
260 - FINANCE DEPT AND/OR ABA GENERAL		505,065.00	486,270.59	93,618.44	520,365.00	17.99
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		75,040.00	74,218.21	11,555.51	69,623.00	16.60
276 - CEMETERY		173,535.00	159,058.37	27,699.85	171,946.00	16.11
345 - PUBLIC SAFETY		2,131,846.39	2,075,909.16	425,567.85	2,140,036.00	19.89
422 - CODE ENFORCEMENT		270,070.00	271,427.57	36,728.38	276,040.00	13.31
442 - CITY MAINTENANCE		136,750.00	132,308.59	7,825.14	57,095.00	13.71
444 - TREE TRIMMING		32,555.00	28,077.94	27,367.02	19,425.00	140.89
447 - ENGINEERING		22,060.00	16,416.29	1,408.91	15,187.00	9.28
448 - STREET LIGHTING		241,127.00	244,352.22	23,714.08	135,000.00	17.57
526 - EPA LANDFILL		21,750.00	24,182.06	587.50	10,000.00	5.88
758 - ALBION RIVER/BIKE TRAIL		22,700.00	29,771.71	6,215.00	42,300.00	14.69
775 - PARKS		253,415.00	237,501.58	40,532.53	235,240.00	17.23
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,460.00	186.68	0.00	75,000.00	0.00
895 - GENERAL APPROPRIATION		160,475.00	152,643.72	66,663.73	305,450.00	21.82
TOTAL EXPENDITURES		4,578,423.39	4,427,307.63	889,551.64	4,719,827.00	18.85
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,414,545.44	4,399,123.83	681,171.28	4,610,453.00	14.77
TOTAL EXPENDITURES		4,578,423.39	4,427,307.63	889,551.64	4,719,827.00	18.85
NET OF REVENUES & EXPENDITURES		(163,877.95)	(28,183.80)	(208,380.36)	(109,374.00)	190.52

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND							
000 - GENERAL		833,449.00		847,207.29	135,243.39	877,420.00	15.41
486 - I-94 TRUNKLINE		0.00		0.00	0.00	36,345.00	0.00
487 - M-99 TRUNKLINE		55,000.00		67,480.19	0.00	37,035.00	0.00
488 - M-199 TRUNKLINE		0.00		0.00	0.00	19,225.00	0.00
TOTAL REVENUES		888,449.00		914,687.48	135,243.39	970,025.00	13.94
454 - ACT 51 NON-MOTORIZED		105,000.00		2,319.20	0.00	20,000.00	0.00
461 - MAINTENANCE		350,048.00		312,432.35	64,346.47	390,105.00	16.49
465 - TRAFFIC SERVICES		3,073.00		711.61	0.00	3,178.00	0.00
467 - WINTER MAINTENANCE		49,250.00		28,831.25	3,287.38	43,015.00	7.64
486 - I-94 TRUNKLINE		36,705.00		25,233.53	1,910.90	36,345.00	5.26
487 - M-99 TRUNKLINE		36,552.00		24,350.00	3,694.57	37,035.00	9.98
488 - M-199 TRUNKLINE		19,050.00		10,356.75	1,137.31	19,225.00	5.92
965 - TRANSFER OUT		193,000.00		193,000.00	0.00	190,000.00	0.00
TOTAL EXPENDITURES		792,678.00		597,234.69	74,376.63	738,903.00	10.07
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		888,449.00		914,687.48	135,243.39	970,025.00	13.94
TOTAL EXPENDITURES		792,678.00		597,234.69	74,376.63	738,903.00	10.07
NET OF REVENUES & EXPENDITURES		95,771.00		317,452.79	60,866.76	231,122.00	26.34

PRELIMINARY

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2019	03/31/2020	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000 - GENERAL		288,395.00		302,008.81	47,078.06	293,850.00	16.02
930 - TRANSFER IN		190,000.00		190,000.00	0.00	190,000.00	0.00
TOTAL REVENUES		478,395.00		492,008.81	47,078.06	483,850.00	9.73
461 - MAINTENANCE		427,621.00		360,008.23	49,194.33	432,973.00	11.36
465 - TRAFFIC SERVICES		6,965.00		408.40	70.95	6,965.00	1.02
467 - WINTER MAINTENANCE		34,750.00		19,691.22	4,813.00	37,000.00	13.01
965 - TRANSFER OUT		3,000.00		3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		472,336.00		383,107.85	54,078.28	479,938.00	11.27
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		478,395.00		492,008.81	47,078.06	483,850.00	9.73
TOTAL EXPENDITURES		472,336.00		383,107.85	54,078.28	479,938.00	11.27
NET OF REVENUES & EXPENDITURES		6,059.00		108,900.96	(7,000.22)	3,912.00	178.94

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		187,861.00		200,371.03	13,715.74	194,600.00	7.05
TOTAL REVENUES		<u>187,861.00</u>		<u>200,371.03</u>	<u>13,715.74</u>	<u>194,600.00</u>	<u>7.05</u>
780 - RECREATION		177,669.00		172,833.58	56,041.24	191,932.00	29.20
TOTAL EXPENDITURES		<u>177,669.00</u>		<u>172,833.58</u>	<u>56,041.24</u>	<u>191,932.00</u>	<u>29.20</u>
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		187,861.00		200,371.03	13,715.74	194,600.00	7.05
TOTAL EXPENDITURES		<u>177,669.00</u>		<u>172,833.58</u>	<u>56,041.24</u>	<u>191,932.00</u>	<u>29.20</u>
NET OF REVENUES & EXPENDITURES		10,192.00		27,537.45	(42,325.50)	2,668.00	1,586.41

PRELIMINARY

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND							
000 - GENERAL		280,565.00		283,555.20	103.05	278,850.00	0.04
TOTAL REVENUES		<u>280,565.00</u>		<u>283,555.20</u>	<u>103.05</u>	<u>278,850.00</u>	<u>0.04</u>
523 - LEAF PICKUP		10,023.00		15,449.43	4,020.65	11,523.00	34.89
524 - TREE DUMP		10,730.00		7,347.69	2,941.51	50,680.00	5.80
528 - SOLID WASTE		151,358.00		124,945.03	19,025.38	167,300.00	11.37
965 - TRANSFER OUT		36,500.00		25,500.00	0.00	36,500.00	0.00
TOTAL EXPENDITURES		<u>208,611.00</u>		<u>173,242.15</u>	<u>25,987.54</u>	<u>266,003.00</u>	<u>9.77</u>
Fund 226 - SOLID WASTE FUND:							
TOTAL REVENUES		280,565.00		283,555.20	103.05	278,850.00	0.04
TOTAL EXPENDITURES		<u>208,611.00</u>		<u>173,242.15</u>	<u>25,987.54</u>	<u>266,003.00</u>	<u>9.77</u>
NET OF REVENUES & EXPENDITURES		71,954.00		110,313.05	(25,884.49)	12,847.00	201.48

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000 - GENERAL		5,898.84		5,912.58	1,556.95	455,000.00	0.34
400 - FED DRUG LAW ENFOR - REIMBUR		52,551.00		57,120.82	3,609.12	30,000.00	12.03
930 - TRANSFERS IN		14,393.00		14,393.43	0.00	0.00	0.00
TOTAL REVENUES		72,842.84		77,426.83	5,166.07	485,000.00	1.07
333 - DRUG LAW ENFORCEMENT		33,901.48		34,242.92	5,320.15	80,800.00	6.58
400 - FED DRUG LAW ENFOR - REIMBUR		42,801.10		41,051.85	16,919.13	40,000.00	42.30
TOTAL EXPENDITURES		76,702.58		75,294.77	22,239.28	120,800.00	18.41
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		72,842.84		77,426.83	5,166.07	485,000.00	1.07
TOTAL EXPENDITURES		76,702.58		75,294.77	22,239.28	120,800.00	18.41
NET OF REVENUES & EXPENDITURES		(3,859.74)		2,132.06	(17,073.21)	364,200.00	4.69

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND							
000	- GENERAL	4,819.00		4,769.47	631.42	4,533.00	13.93
265	- MUNICIPAL BLDG AND/OR 201 N CLINTON ST	1,512.00		1,260.00	504.00	1,512.00	33.33
271	- FIRE/AMBULANCE BUILDING	28,968.00		28,967.80	3,600.00	32,000.00	11.25
273		1.00		1.00	0.00	1.00	0.00
TOTAL REVENUES		35,300.00		34,998.27	4,735.42	38,046.00	12.45
260	- FINANCE DEPT AND/OR ABA GENERAL	7,334.00		6,233.56	1,518.99	6,776.00	22.42
264	- EDC BUILDING	297.00		297.24	0.00	0.00	0.00
265	- MUNICIPAL BLDG AND/OR 201 N CLINTON ST	2,005.00		1,976.68	687.85	2,085.00	32.99
267	- 201 MARKET PLACE	140.00		0.00	0.00	0.00	0.00
271	- FIRE/AMBULANCE BUILDING	26,600.00		18,661.76	4,696.58	24,800.00	18.94
273	- 112 E ERIE ST	5,851.00		5,653.34	2,216.33	1,950.00	59.10
TOTAL EXPENDITURES		42,227.00		32,822.58	9,119.75	35,611.00	24.38
Fund 275 - ALBION BUILDING AUTHORITY FUND:							
TOTAL REVENUES		35,300.00		34,998.27	4,735.42	38,046.00	12.45
TOTAL EXPENDITURES		42,227.00		32,822.58	9,119.75	35,611.00	24.38
NET OF REVENUES & EXPENDITURES		(6,927.00)		2,175.69	(4,384.33)	2,435.00	690.45

PRELIMINARY

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE							
000 - GENERAL		438,279.00		460,966.79	36,238.82	376,250.00	9.63
TOTAL REVENUES		438,279.00		460,966.79	36,238.82	376,250.00	9.63
Fund 277 - ABA SEC 8 MAPLE GROVE:							
701 - ABA SEC 8 MAPLE GROVE		849,503.00		782,311.23	88,456.97	345,950.00	25.57
905 - DEBT SERVICE - BONDS		61,750.00		61,500.00	0.00	0.00	0.00
TOTAL EXPENDITURES		911,253.00		843,811.23	88,456.97	345,950.00	25.57
TOTAL REVENUES		438,279.00		460,966.79	36,238.82	376,250.00	9.63
TOTAL EXPENDITURES		911,253.00		843,811.23	88,456.97	345,950.00	25.57
NET OF REVENUES & EXPENDITURES		(472,974.00)		(382,844.44)	(52,218.15)	30,300.00	172.34

PRELIMINARY

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		7,750.00		4,989.87	295.50	6,500.00	4.55
TOTAL REVENUES		<u>7,750.00</u>		<u>4,989.87</u>	<u>295.50</u>	<u>6,500.00</u>	<u>4.55</u>
443 - SIDEWALK PROGRAM		41,000.00		2,954.93	0.00	111,000.00	0.00
TOTAL EXPENDITURES		<u>41,000.00</u>		<u>2,954.93</u>	<u>0.00</u>	<u>111,000.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		7,750.00		4,989.87	295.50	6,500.00	4.55
TOTAL EXPENDITURES		<u>41,000.00</u>		<u>2,954.93</u>	<u>0.00</u>	<u>111,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		(33,250.00)		2,034.94	295.50	(104,500.00)	0.28

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019	END BALANCE	YTD BALANCE	2020	% BDGT USED
		AMENDED BUDGET	12/31/2019 NORMAL (ABNORMAL)	03/31/2020 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND						
000 - GENERAL		1,214,512.00	1,251,150.66	343,818.51	1,277,500.00	26.91
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		250,000.00	250,000.00	0.00	0.00	0.00
TOTAL REVENUES		<u>1,464,512.00</u>	<u>1,501,150.66</u>	<u>343,818.51</u>	<u>1,277,500.00</u>	<u>26.91</u>
536 - SEWER UTILITY OPERATIONS		1,424,648.00	1,402,938.30	220,583.85	1,493,015.00	14.77
542 - WWTP ENERGY IMPROVEMENTS		8,265.00	8,305.98	1,853.00	8,265.00	22.42
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		2,300.00	2,291.00	0.00	0.00	0.00
906 - DEBT SERVICE - LOANS		2,047.00	2,046.71	0.00	1,704.00	0.00
965 - TRANSFER OUT		149,115.00	149,115.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>1,586,375.00</u>	<u>1,564,696.99</u>	<u>222,436.85</u>	<u>1,502,984.00</u>	<u>14.80</u>
Fund 590 - SEWER FUND:						
TOTAL REVENUES		<u>1,464,512.00</u>	<u>1,501,150.66</u>	<u>343,818.51</u>	<u>1,277,500.00</u>	<u>26.91</u>
TOTAL EXPENDITURES		<u>1,586,375.00</u>	<u>1,564,696.99</u>	<u>222,436.85</u>	<u>1,502,984.00</u>	<u>14.80</u>
NET OF REVENUES & EXPENDITURES		<u>(121,863.00)</u>	<u>(63,546.33)</u>	<u>121,381.66</u>	<u>(225,484.00)</u>	<u>53.83</u>

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2019	03/31/2020	ORIGINAL BUDGET	
Fund 591 - WATER FUND							
000 - GENERAL		960,455.00		988,746.28	231,956.06	963,650.00	24.07
TOTAL REVENUES		<u>960,455.00</u>		<u>988,746.28</u>	<u>231,956.06</u>	<u>963,650.00</u>	<u>24.07</u>
536 - WATER UTILITY OPERATIONS		1,222,628.00		1,150,505.36	205,779.26	1,182,230.00	17.41
540 - WELLHEAD PROTECTION		500.00		0.00	0.00	500.00	0.00
906 - DEBT SERVICE - LOANS		5,123.00		5,123.14	0.00	0.00	0.00
965 - TRANSFER OUT		231,800.00		11,450.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>1,460,051.00</u>		<u>1,167,078.50</u>	<u>205,779.26</u>	<u>1,182,730.00</u>	<u>17.40</u>
Fund 591 - WATER FUND:							
TOTAL REVENUES		960,455.00		988,746.28	231,956.06	963,650.00	24.07
TOTAL EXPENDITURES		<u>1,460,051.00</u>		<u>1,167,078.50</u>	<u>205,779.26</u>	<u>1,182,730.00</u>	<u>17.40</u>
NET OF REVENUES & EXPENDITURES		(499,596.00)		(178,332.22)	26,176.80	(219,080.00)	11.95

PRELIMINARY

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 03/31/2020
 % Fiscal Year Completed: 24.86

GL NUMBER	DESCRIPTION	2019		END BALANCE	YTD BALANCE	2020	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2019 (ABNORMAL)	03/31/2020 (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND							
000 - GENERAL		303,087.00		327,608.42	28,178.40	327,525.00	8.60
TOTAL REVENUES		<u>303,087.00</u>		<u>327,608.42</u>	<u>28,178.40</u>	<u>327,525.00</u>	<u>8.60</u>
770 - EQUIPMENT POOL		332,081.00		320,377.41	69,648.50	325,595.00	21.39
965 - TRANSFER OUT		31,528.00		31,528.43	0.00	17,850.00	0.00
TOTAL EXPENDITURES		<u>363,609.00</u>		<u>351,905.84</u>	<u>69,648.50</u>	<u>343,445.00</u>	<u>20.28</u>
<hr/>							
Fund 661 - EQUIPMENT POOL FUND:							
TOTAL REVENUES		303,087.00		327,608.42	28,178.40	327,525.00	8.60
TOTAL EXPENDITURES		<u>363,609.00</u>		<u>351,905.84</u>	<u>69,648.50</u>	<u>343,445.00</u>	<u>20.28</u>
NET OF REVENUES & EXPENDITURES		(60,522.00)		(24,297.42)	(41,470.10)	(15,920.00)	260.49
<hr/>							
TOTAL REVENUES - ALL FUNDS		9,532,041.28		9,685,633.47	1,527,700.30	10,012,249.00	15.26
TOTAL EXPENDITURES - ALL FUNDS		<u>10,710,934.97</u>		<u>9,792,290.74</u>	<u>1,717,715.94</u>	<u>10,039,123.00</u>	<u>17.11</u>
NET OF REVENUES & EXPENDITURES		<u>(1,178,893.69)</u>		<u>(106,657.27)</u>	<u>(190,015.64)</u>	<u>(26,874.00)</u>	<u>662.68</u>

**CITY OF ALBION
ORDINANCE #2020-04**

AN ORDINANCE TO AMEND CHAPTER 14, ARTICLE II, TO ADD DIVISION V
SECTIONS 14-112 TO 14-115, HUMANE TREATMENT OF DOGS

Purpose and Finding:

As the City Council is aware, Chapter 14 in the City of Albion Code of Ordinances deals with animals in the City of Albion. Primarily, the current ordinances protect people from dangerous animals, but there is no portion of the ordinance that mandates the humane treatment of dogs. The additions below will ensure prohibition of animal cruelty toward dogs in the City of Albion.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 14, Article II, of the Codified Ordinances of the City of Albion, is hereby amended, by adding Division V, Section 14-112 through 14-115 as follows:

ARTICLE II: DOGS

DIVISION V: HUMANE TREATMENT OF DOGS

Sec. 14-112. Restraints.

- A. Restraints such as tethers, chains, ropes, or leashes, shall be placed or attached so that they not be entangled with another animal or object; to allow the dog proper movement, exercise, and access to food, water, and shelter; and shall be located so as not to allow the dog to jump over an obstacle where the tether, chain, rope, or leash could become entangled and the dog choke. A tether, chain, rope, or leash shall be located so as not to allow the dog to trespass onto public property or private property of others, nor in such a manner as to cause harm or danger to persons or other animals.

- B. A person shall not restrain a dog by means of a tether, chain, rope, or leash unless the tether, chain, rope, or leash is at least 3 times the length of the dog as measured from the tip of its nose to the base of its tail and is attached to a harness or non-choke collar designed for tethering. This subsection does not apply if the restraining of the dog occurs while the dog is being groomed, trained, transported, or used in a hunt or event where a shorter tether is necessary for the safety and well-being of the dog and others.

Sec. 14-113. Shelter.

No person within the City shall fail to provide any dog in their charge with shelter from inclement, hot or cold weather. Any area where a dog is housed or allowed to remain shall be kept clean of animal waste and any other substance which would jeopardize the dog's health and comfort.

Sec. 14-114. Food and water.

No person within the City owning or having custody of a dog shall neglect or fail to provide the dog with necessary nourishing food at least once daily and shall provide a supply of clean water to sustain the dog in good health.

Sec. 14-115. Penalty for violation.

Any person who violates any provision of Division 5 shall, upon conviction, be punished by a fine of up to \$500.00 or imprisonment of not more than 93 days in jail or by both fine and imprisonment.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on May 20, 2020 after publication.

First Reading:

Second Reading & Adoption:

April 6, 2020

April 20, 2020

Ayes _____
Nays _____
Absent _____

Ayes _____
Nays _____
Absent _____

Jill Domingo,
Clerk

David Atchison,
Mayor.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



LIESL EICHLER CLARK
DIRECTOR

March 11, 2019

Mr. Kent Phillips
City of Albion
112 West Cass Street
Albion, Michigan 49224

Dear Mr. Phillips:

SUBJECT: Compliance Communication, City of Albion Composting Facility;
Waste Data System Number 488106

On March 4, 2018, Michigan Department of Environmental Quality (DEQ), Waste Management and Radiological Protection Division (WMRPD) staff performed a site inspection at the City of Albion (City) Registered Compost Facility located at 1000 Brownswood Drive, Albion, Michigan, 49224.

During the DEQ's visit to the compost facility, several piles and windrows of composting yard clippings were observed. There were no offensive odors observed during the inspection. According to City staff, there was no finished material on-site on the day of inspection.

There are several issues identified at this site:

- The facility is not keeping statutorily required records
- The site is in violation of speculative accumulation requirements
- Pooling of water on site
- Material is not screened before leaving site

During the inspection, City staff stated that none of the required records outlined in Section 11521(4)(d) of Part 115, Solid Waste, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended are not being maintained by the City. These records should include but are not limited to; volume of materials brought to and taken off site, carbon-to-nitrogen ratios, the amount of leaves and the amount of grass, temperature readings, moisture content readings, and lab analysis of finished products. These records are required under statute, and the City is out of compliance for not properly maintaining them.

It was stated that the city has yard clippings material (leaves) that has been on-site for possibly more than ten years. This currently violates the speculative accumulation requirements of Section 11521(4)(c)(iii) of Part 115. It is important for the City to ensure that it remains in compliance with Section 11521(4)(c) of Part 115 by moving 75 percent of material off-site within three years of when it is brought on-site. The City needs to begin moving material off-site as soon as possible to begin complying with these requirements.

Proper control of water on site is essential to maintaining a composting facility in compliance with Section 11521 of Part 115. However, frozen pools of water were observed in several areas. The DEQ would like to remind the City that compost piles/windrows with water pooled around the base can go anaerobic and pose a risk of creating nuisance odors or of spontaneously combusting if not handled properly. Also, compost waste water can have a negative impact on wildlife and the

environment in high quantities. With the City's compost facility so close to the Kalamazoo River, it is important for the City to always be aware of proper storm water control to make sure that water is not leaving the compost facility by direct runoff into the river.

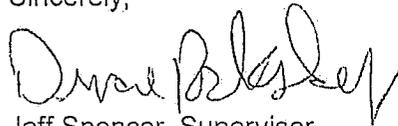
Finally, City staff also stated that this facility's material is not screened before leaving the site. Typically, when yard clippings compost isn't screened, there is contamination of other household waste products like glass, plastics, metals, woody debris, rocks, etc. This contamination causes the finished product to be less desirable and can therefore cause a loss of interest for the product. Although this isn't as much of an issue at this facility, screening the finished compost may help increase the quality and desirability of the final product, and in turn may help move more finished compost off site. This can also allow 'screening rejects', to be re-worked into windrows/piles of new material and used to "seed" bacteria to jumpstart the composting process.

Please find attached, documents that are also available on the DEQ's composting webpage, www.michigan.gov/deqcompost, and are meant to guide compost sites in fulfilling the requirements outlined in Section 11521 of Part 115. You will also find a copy of the completed inspection form attached to this communication.

Please submit a plan to address the site issues listed above by April 11, 2019, to DEQ, P.O. Box 30241, Lansing, Michigan 48909.

If you have any questions or concerns, please feel free to contact Mr. Aaron Hiday, Compost Program Coordinator, Sustainable Materials Management Unit, Solid Waste Section, WMRPD at 517-282-7546, hidaya@michigan.gov, or DEQ, P.O. Box 30241, Lansing, Michigan 48909.

Sincerely,



For Jeff Spencer, Supervisor
Sustainable Materials Management Unit
Waste Management and
Radiological Protection Division
517-284-6879

Enclosures

cc: Ms. Rhonda S. Oyer, DEQ
Mr. Fred Sellers, DEQ
Ms. Lee Anne Thor, DEQ
Ms. Fangli Xing, DEQ
Mr. Aaron Hiday, DEQ

Guidance for Operational Records Form:

This form represents a sample format of the records that must be kept according to Section 11521(4)(d)(ii). The form can be changed to meet your individual needs but it must contain all the information contained on this example. This form should NOT be sent to the DEQ as part of your yearly reporting requirements but, if requested, it or a form similar to it, should be made available to staff during a site inspection.

Composting is the aerobic, or oxygen requiring, decomposition of organic materials by microorganisms under controlled conditions. It is the same process that decays leaves and other organic debris in nature. Composting merely controls the conditions so that materials can decompose faster. The composting process produces heat, which drives off moisture destroys pathogens and weed seeds, and generates carbon dioxide. With good management, it produces a minimum of odors. The factors that influence composting include:

C:N ratio – Organic materials must be appropriately mixed to provide nutrients needed for microbial activity and growth, including a balanced supply of carbon and nitrogen. The preferred range is between 25:1 to 30:1 but ranges between 20:1 to 40:1 will also work. The C:N ratio of the pile can either be tested at a lab or estimated using various programs on the internet.

Oxygen – Sufficient levels of oxygen must be maintained in order to minimize the conditions that facilitate the excess growth of odor causing microbes. It is preferred that the oxygen content be maintained at a level greater than 5 percent. Factors that decrease oxygen concentration include too much moisture, small material size that increases pile density, pile sizes that are too large (especially piles in excess of 12 feet tall), and piles that are turned infrequently.

Moisture – Sufficient moisture must be maintained to permit biological activity without hindering aeration. The ideal moisture range is between 50 percent and 60 percent. Moisture between 40 percent and 65 percent work but this may affect the oxygen content or require a longer time for the materials to compost. As a rule of thumb, materials are too wet if water can be squeezed out of a handful of material and too dry if the handful does not feel moist to the touch.

Temperature – temperatures must be maintained that encourage vigorous microbial activity. A well run composting process will achieve temperature ranges between 130 and 140 degrees F. Temperature ranges between 110 and 150 degrees F have also shown to be sufficient. Temperature should be taken at the middle depth of the pile, every 10 to 20 feet and the average temperature recorded. The instrument used to measure temperature should be of sufficient length to reach the center of the pile.

The preceding guidance was adapted from the *Michigan Compost Operator Training Certificate Course* and the *On-Farm Composting Handbook*. Additional guidance to assist in composting yard wastes can be found in the *Frequently Asked Questions* document posted on the composting web site located at www.Michigan.gov/deq/ by clicking on, "Waste," then "Solid Waste," and then "Composting."

Yard Clippings Compost Recommended Testing Parameters

According to Section 11521(4)(d)(ii) of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, all registered composting facilities must maintain certain records that demonstrate that the composting is being done in a manner that prevents nuisances and minimizes anaerobic conditions. Included in the records that must be kept is the requirement to perform testing on the finished product. This ensures that the composting process has been completed (if the material has not fully composted it has the ability to draw nitrogen from the soil that may kill or inhibit plant growth) and that the end user understands what the finished compost contains and how to use it. Each pile or mix design should have a sample tested, on a yearly basis. The Department of Environmental Quality (DEQ) suggests that the finished compost be tested for the parameters listed below, at a minimum.

Ph

Carbon to Nitrogen (C:N) ratio

Electrical Conductivity (i.e. soluble salts)

Total nutrient analysis

Total N, P, K

Calcium

Magnesium

Sodium

Zinc

Manganese

Copper

Iron

Boron

Aluminium

Molybdenum

Chloride

Sulfate

Foreign matter content

Pathogens (Fecal coliforms and Salmonella sp.), if manures were composted

Maturity test (i.e. Solvita Test)

The cost for the test listing above would cost under \$100 at the Michigan State University Soil and Plant Nutrient Lab. Once consistent results are achieved testing could be done on a less frequent basis. Results of testing and use instructions should be given to the end user of the finished compost so that the compost can be used in the most efficient manner. Please contact your local Michigan State University Extension office for assistance on appropriate testing parameters. Testing results of finished compost should NOT be sent to the DEQ as part of your yearly reporting requirements but it should be made available to staff during a site inspection if they ask for it.



Water Resources Division

Compost Wastewater & Storm Water Permit Information Compliance Assistance for Yard Clippings Composting Facilities

The Michigan Department of Environmental Quality (DEQ), Water Resources Division (WRD), understands the beneficial use of compost and the potential growth within the yard clippings composting industry. Appropriate management of compost wastewater and storm water is very important at yard clippings composting facilities. A 2014 study performed by WRD staff indicated that compost wastewater generated at yard clippings composting facilities has the potential to negatively impact waters of the state if not handled properly. Other states nationwide have been working to address this issue and now the Michigan DEQ, WRD is committed to partnering with the yard clippings composting industry in order to advise operators of the appropriate options for handling compost wastewater and storm water discharged to waters of the state from yard clippings composting facilities.

The intent of this compliance assistance document is to provide yard clippings composting facility operators with the information needed to determine the applicable wastewater discharge permits in order to operate in compliance with state and federal laws.

Environmental Impacts From Compost Wastewater Discharges

Compost wastewater discharges from yard clippings composting facilities can contain significant levels of nutrients, heavy metals, oil and grease, soluble salts, Biochemical Oxygen Demand (BOD), Chemical Oxygen Demand (COD), tannins and phenols from decomposing leaves, herbicides, pesticides, fungicides and fecal coliform. The negative impacts to waters of the state from poorly managed compost wastewater include, but are not limited to, the following:

- The high BOD and COD loads cause oxygen depletion in surface water, which could cause fish and aquatic organism mortality. Additionally, high BOD and COD loads can cause oxygen depletion in the soil column, which can result in the release and mobilization of metals in the groundwater.
- The high level of nutrient loads to surface waters stimulates excessive growth of aquatic vegetation and algae causing accelerated eutrophication of water bodies. High levels of nutrients, such as nitrates, are also a human health concern in the groundwater.
- Tannins and lignins are natural dissolved organic acids derived from woody materials that give yard clippings compost wastewater a tea color. Discharges of compost wastewater can negatively impact the natural color of water bodies.
- A high level of fecal coliform in the discharge is a human health concern.

DEQ Statutes Regulating Yard Clippings Composting Facilities

Part 115 Regulations related to management of solid waste:

Links to the yard clippings composting regulations and other composting information are available on the **DEQ Composting website**. Act 212 of 2007 (PA 212) amends Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). The statute and administrative rules are available at the **DEQ Solid Waste Statutes and Rules website**.

Newly established yard clippings composting facilities must meet the following water-related setback requirements:

- 100 feet from a body of surface water, including a lake, stream, or wetland
- 2,000 feet from a type I or type IIA water supply well
- 800 feet from a type IIB or type III water supply well
- 500 feet from a church or other house of worship, hospital, nursing home, licensed day care center, or school, other than a home school
- 4 feet above groundwater

Yard clippings composting facilities in operation on December 1, 2007 must be at least 100 feet from a body of surface water, including a lake, stream, or wetland.

All yard clippings composting facilities must prevent the pooling of water by maintaining proper slopes and grades, and properly manage storm water runoff.

Yard clippings composting facilities must not create a facility as defined in Part 201 Environmental Remediation, of the NREPA. Sites who manage storm water properly and who do not have any pooling of water may still create a facility as defined in Part 201. For example, well-drained soils may readily transmit compost leachate from the bottom of the compost pile to the groundwater and groundwater contamination may result. It is recommended that yard clippings composting facility operators carefully choose site locations, design the site, and manage the compost piles to avoid creating a Part 201 facility. If you have a concern, contact the DEQ Solid Waste Staff regarding site design.

Discharges to waters of the state are regulated by Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.3101 et seq. Specific sections of Part 31 of NREPA that apply to the discharge of compost wastewater are:

Section 324.3109 (1) which states:

A person shall not directly or indirectly discharge into the waters of the state a substance that is or may become injurious to any of the following:

- (a) To the public health, safety, or welfare.
- (b) To domestic, commercial, industrial, agricultural, recreational, or other uses that are being made or may be made of such waters.
- (c) To the value or utility of riparian lands.

- (d) To livestock, wild animals, birds, fish, aquatic life, or plants or to their growth or propagation.
- (e) To the value of fish and game.

Section 324.3112 (1) which states:

A person shall not discharge any waste or waste effluent into the waters of this state unless the person is in possession of a valid permit from the department.

Part 303, Wetlands Protection of the NREPA requires a permit to dredge, place fill, and/or to maintain a use in a regulated wetland. This includes site modifications and the placement, processing, and storage of yard clippings compost.

Part 31 Water Resources Protection of the NREPA also includes what is commonly called the "Floodplain Regulatory Authority", which requires a permit for any occupation, construction, filling, or grade change within the 100 year floodplain of a river, stream, or drain. This includes site modifications and the placement, processing, and storage of yard clippings compost.

The DEQ recommends that anyone who intends to operate a yard clippings composting facility contact all applicable federal, state, and local governmental entities to ensure that all legal obligations are met.

Storm Water Discharge Permitting

How to avoid a storm water permit...

Some yard clippings composting facilities that might otherwise be required to obtain a storm water permit can implement management practices that will enable them to avoid this requirement, as follows:

1. If the yard clippings composting facility is managed such that no storm water from the site is discharged to a surface water of the state, a storm water permit is not required.
2. If the yard clippings composting facility does discharge storm water from the site to a surface water of the state, but is managed in such a way as to prevent the exposure of storm water to all relevant composting activities and materials, a storm water permit is not required. Yard clipping composting facilities that meet these conditions would qualify for a No Exposure Certification.

National Pollutant Discharge Elimination System (NPDES) Industrial Storm Water Permit

Commercial and municipal yard clippings composting facilities that meet all of the following criteria need to obtain an NPDES Industrial Storm Water Permit:

- The facility's activity is categorized under a federally regulated SIC code and / or the facility meets the definition of a yard clippings composting facility under the Part 115 rules. Most commercial yard clippings composting facilities are categorized under SIC code 2875, which is federally regulated. SIC code designation is used to describe what the primary source of revenue for a facility is and / or the industrial activity that employs the most employees. It is common for facilities to have multiple SIC codes to accurately describe the full range of their industrial activities.

- The facility has exposure of industrial materials and / or activities to storm water.
 - Industrial materials and / or activities associated with yard clippings composting facilities include but are not limited to: vehicles and equipment maintenance, outdoor fuel and chemical storage, dust suppression activities, exposed soil, material loading and staging areas, access and haul roads, vehicle tracking of sediment, etc.
- Storm water from the site discharges to a surface water of the state.

NPDES Municipal Separate Storm Sewer (MS4) Permit

Municipalities with MS4 permit coverage are required to meet permit requirements for discharges from a yard clippings composting facility to the municipality's regulated MS4. MS4 permits prohibit illicit discharges which are defined as any discharge to, or seepage into, a regulated MS4 that is not composed entirely of storm water or uncontaminated groundwater. Discharges of contaminated storm water and compost wastewater would be considered illicit discharges and therefore prohibited under an MS4 permit. These types of discharges would not be considered illicit if they are authorized by an NPDES permit with applicable effluent limitations and monitoring requirements.

Compost Wastewater Discharge Permitting

Regulatory permitting for yard clippings composting facilities can include a NPDES Industrial Storm Water Permit, an Individual NPDES Wastewater Discharge Permit, and/ or a Groundwater Discharge Permit.

How to avoid a wastewater permit...

Some yard clippings composting facilities can be properly managed such that compost wastewater is not generated (pooling, ponding, drainage collection, or runoff), and therefore, do not require a discharge permit. To qualify for the exemption from a permit, yard clipping composting facilities must be authorized in compliance with Part 115 and not violate Rule 323.2204 of the Part 22 Groundwater Rules. This rule prohibits potentially injurious discharges, runoff, ponding, pooling, or flooding of adjacent properties, erosion, nuisance conditions, violation of the Part 4 Water Quality Standards, and the creation of a facility as defined by Part 201 of the NREPA. Please be aware that precautions should be taken to avoid violations of Rule 323.2204 even if you do not generate compost wastewater. Contact DEQ Groundwater Discharge District Compliance Staff if you are concerned about the Part 22 exemption criteria.

Yard clippings composting facilities that cannot avoid the generation of compost wastewater may be able to avoid a permit if the compost wastewater is collected in a fully contained (lined) storage structure that meets specific criteria. However, the compost wastewater must not be discharged from the storage structure to surface or groundwater of the state. In this case, options for the legal disposal of collected compost wastewater include:

- Hiring a liquid industrial waste hauler to pump and haul it to a wastewater treatment plant
- Authorized connection to a sanitary sewer system
- Controlled reapplication of the compost wastewater to actively composting piles to promote evaporation if the reapplication does not cause pooling, ponding, or runoff

Please contact Groundwater Discharge District Compliance Staff
(http://www.michigan.gov/documents/deq/wrd-31gw-staff_344962_7.pdf)
for more information about compost wastewater collection and storage standards.

NPDES Individual Wastewater Discharge Permit

Yard clippings composting facilities that discharge compost wastewater to surface waters of the state require an Individual NPDES Wastewater Discharge Permit. Such a permit will include site-specific effluent limitations and monitoring requirements. Individual NPDES Wastewater Discharge Permits will also include storm water management language if applicable.

Groundwater Discharge Permit

Yard clippings composting facilities that discharge compost wastewater to the groundwater of the state will require a Groundwater Discharge Permit. Such a permit will include site-specific effluent limitations, monitoring requirements, and an acceptable compost wastewater collection and discharge system.

Definitions

For the purposes of this document these definitions are related to yard clippings compost facilities:

Compost Wastewater – A liquid that is comprised of process water; wash water; and/or leachate that ponds, flows laterally from the base of the compost pile, or collects in an under-drainage system. Storm water that has been allowed to comeingle with compost wastewater, as defined, is considered compost wastewater.

Garbage – Means rejected food wastes including waste accumulation of animal, fruit, or vegetable matter used or intended for food or that results from the preparation, use, cooking, dealing in, or storing of meat, fish, fowl, fruit, or vegetable matter.

Groundwater Discharge – Means any direct or indirect discharge of compost wastewater into the groundwater or onto the ground.

Leachate – Liquid that has moved through the compost pile and exits the bottom of the pile.

Process Water – Means water used to wet the compost piles.

Surface Waters of the State – Means lakes, rivers, wetlands, streams, and all other watercourses and waters, including the Great Lakes, within the jurisdiction of the state of Michigan.

Storm Water – Originates during precipitation (rain, snow, and ice) events. It means storm water runoff, snow melt runoff, ice melt runoff, and surface runoff and drainage. It does not include storm water that has been allowed to comeingle with compost wastewater.

Surface Water Discharge – Means the addition of any waste, waste effluent, wastewater, pollutant, or any combination thereof to any surface water of the state.

Wash Water – Means a liquid that results from the activity of washing vehicles or equipment on site.

Waters of the State – Means groundwaters, lakes, rivers, wetlands, streams, and all other watercourses and waters, including the Great Lakes, within the jurisdiction of the state of Michigan.

Yard Clippings – Compost material that consists of leaves, grass clippings, vegetable or other garden debris, shrubbery, or brush or tree trimmings, less than 4 feet in length and 2 inches in diameter, that can be converted to compost humus. Yard clippings do not include stumps, agricultural wastes, animal waste, roots, sewage sludge, or garbage.

Frequently Asked Questions – Yard Clippings Composting

What if the yard clippings composting facility or property is leased?

The facility operator rather than the property owner must apply for permit coverage.

What if the vehicle washing, equipment washing, and / or maintenance operations are done by a contractor at a yard clippings composting facility?

The compost operator is responsible for all applicable permits and activities conducted on the site. However, a permit is not required if the yard clippings compost operator or contractor is washing only the portion of the vehicle that was carrying compost and that wash water is discharged in a controlled manner to the yard clippings compost pile. The vehicle / equipment wash water must be maintained within the pile and cannot pond, pool, or run off to the ground. No additives (soaps or other chemicals) may be used. If the discharge of vehicle / equipment wash water does not meet these conditions, please contact Groundwater District Compliance Staff for guidance (http://www.michigan.gov/documents/deq/wrd-31gw-staff_344962_7.pdf).

What happens if the regulations are ignored?

If a required applicant ignores the permit application requirement, the individual may be in violation of federal and state law. Violations may result in fines, legal action, or expose the facility to citizen lawsuits. Federal and state statutes allow fines up to \$25,000 per day of violation.

Whom do I contact to get information on how to apply for a permit to discharge to waters of the state?

Industrial Storm Water Permits:

http://www.michigan.gov/documents/deq/wrd-ind-sw-staff_344826_7.pdf

NPDES Individual Permits:

http://www.michigan.gov/documents/deq/wrd-31sw-staff_344961_7.pdf

Groundwater Discharge Permits:

http://www.michigan.gov/documents/deq/wrd-31gw-staff_344962_7.pdf

This publication is intended for guidance only and may be impacted by changes in legislation, rules, policies, and procedures adopted after the date of publication. Although this publication makes every effort to teach users how to meet applicable compliance obligations, use of this publication does not constitute the rendering of legal advice.



DEPARTMENT OF ENVIRONMENTAL QUALITY
WASTE MANAGEMENT AND RADIOLOGICAL PROTECTION DIVISION

FOR DEQ USE ONLY

Date Received by DEQ: _____

Received by: _____

WDS # _____

COMPOSTING FACILITY ANNUAL REPORTING FORM

Annual reporting is required to be submitted to the DEQ within 30 days after the end of each fiscal year under authority of Section 11521(4) of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Failure to comply with the provisions of Part 115 may result in fines and/or imprisonment. NOTE: The annual reporting period is the state's fiscal year (October 1 through September 30); and this form must be submitted to the DEQ by October 30.

FOR ADDITIONAL INFORMATION, CONTACT THE DEPARTMENT OF ENVIRONMENTAL QUALITY, WASTE MANAGEMENT AND RADIOLOGICAL PROTECTION DIVISION, SOLID WASTE SECTION, AT 517-284-6588

COMPOSTING FACILITY AND CONTACT	
1. Legal Company Name or Municipality: _____	
2. Michigan Corporate ID Number (required): _____	
3. Mailing Address: _____	
4. Site Address: _____	5. County: _____
6. Composting Facility Contact: _____	
7. Area Code and Telephone Number: _____	8. E-mail Address: _____
9. Reporting year: October 1, 2017 to September 30, 2018	10. Area of composting facility where active composting activities are occurring: _____ acres Total area of composting facility including the area not involved in the composting operation: _____ acres
COMPOSTABLE MATERIAL RECEIVED AND DISTRIBUTED	
11. Number of cubic yards of yard clippings and other compostable material on-site as of October 1 of the previous year (This number should be the same number as was inserted into Box 16 from the previous year's annual report form.)	cubic yards
12. Number of cubic yards of yard clippings brought to the site from October 1 of previous year to September 30	cubic yards
13. Number of cubic yards of other compostable material brought to site from October 1 of previous year to September 30. See instructions on next page for materials definitions. AP _____ yds ³ BS _____ yds ³ GP _____ yds ³ DF _____ yds ³ DN _____ yds ³ DW _____ yds ³ FP _____ yds ³ FW _____ yds ³ FS _____ yds ³ LM _____ yds ³ MF _____ yds ³ MN _____ yds ³ PP _____ yds ³ SB _____ yds ³ SG _____ yds ³ WA _____ yds ³ WD _____ yds ³ Other(describe) _____ yds ³	total cubic yards of materials from #13.
14. Number of cubic yards of yard clippings, finished compost and other compostable material removed from site from October 1 to September 30. FC _____ yds ³ CM _____ yds ³ RD _____ yds ³	total cubic yards of materials from #14.
15. Number of cubic yards of yard clippings and other compostable material, finished compost, and residuals on site at the end of September 30 (This number should be an actual measurement of the piles.): FC _____ yds ³ CM _____ yds ³ RD _____ yds ³	total cubic yards of materials from #15.
16. CONVERSION FACTOR: If a conversion factor was used to convert tons of material to cubic yards, what conversion factor was used and for what material: <input type="checkbox"/> Check here if no conversion factor was used	
Material: _____	Conversion Factor Calculation: _____
	cubic yards=1 ton
	cubic yards=1 ton
I, the undersigned owner or operator or authorized agent, swear and affirm, under penalty of law that the information contained on this form, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment.	
PRINT NAME: _____	DATE: _____
SIGNATURE: _____	

INSTRUCTIONS FOR COMPLETING THE COMPOST FACILITY ANNUAL REPORTING FORM

PLEASE COMPLETE ALL FIELDS, FORMS MISSING INFORMATION WILL BE CONSIDERED ADMINISTRATIVELY INCOMPLETE AND RETURNED.

All DEQ registered composting facilities must submit annual reports that summarize the volume of yard clippings and other compostable materials that were composted during the state's fiscal year (October 1 through September 30) on a form provided by the DEQ. Reports must be submitted to the DEQ by October 30. Keep a copy for your records. Submit reports to:

Mr. Aaron Hiday
Department of Environmental Quality
Waste Management and Radiological Protection Division
P.O. Box 30241
Lansing, Michigan 48909-7741

OR

Via Email to:
hidaya@michigan.gov

COMPOSTING FACILITY PROPERTY OWNER

1. **Legal Company Name or Municipality:** Enter the name of the individual, partnership, corporation, association, governmental entity, or other legal entity who owns the property. The owner(s) of the property upon which the composting facility business is located or their registered agent must submit the annual reporting form.
2. **Michigan ID Corporate Number:** You must enter the six digit corporate ID number (ID) assigned by the Department of Licensing & Regulatory Affairs Corporation Division. This is NOT your tax ID number. If you do not have a corporate ID number, you must register under your own name and write "sole proprietor" in the Michigan Corporate ID Number space. NOTE: Municipally owned facilities do not have a corporate ID Number. Please enter n/a or "Municipality" for these.
3. **Mailing Address:** Enter the address where correspondence to the operator should be sent.
4. **Site Address:** The address of the composting facility. Enter "SAME" if it is the same as the mailing address.
5. **County:** Enter the County where the composting facility is located.
6. **Composting Facility Contact:** The name(s) of the person(s) who are to be contacted if there are questions about the report.
7. **Area Code and Telephone Number:** Enter the telephone number at which the operator can be contacted.
8. **E-mail Address:** Enter the e-mail address where electronic correspondence to the facility contact may be sent.
9. **Date that this report covers.**
10. **Insert acreage of active composting facility including, staging, storage, and active composting areas. Do not include areas where composting activities are not occurring. Insert total area of facility including composting operation and area where composting operations are not occurring.**

COMPOSTABLE MATERIAL RECEIVED AND DISTRIBUTED

Complete the table with the appropriate information. Records should be used where appropriate, however the volume on site at the end of the fiscal year (October 1 – September 30) should be an actual measurement. It is expected that the volumes reported will reflect a reasonable natural volume reduction of up to approximately 50% as a result of the composting process.

11. **Number of cubic yards of yard clippings and other compostable materials on site of the beginning of the fiscal year reporting cycle (October 1 of previous year). This number should be the same number as was inserted into Box 13 from the previous year's annual report form. If the site contained no materials as of October 1 of the previous year, please enter 0 for this value.**
12. **Number of cubic yards of yard clippings brought to site during previous fiscal year. This number is from records that are required by Section 11521(4)(d)(i).**
13. **Number of cubic yards of other compostable material brought to the site the previous fiscal year. This number is from records that are required by Section 11521(4)(d)(i). Definitions of materials are as follows: (AP) Aquatic Plants (BS) Biosolids (CP) Compostable Products (DF) Dead Animals(farm) (DN) Dead Animals(non-farm) (DW) Drywall (FP) Food Processing Residuals (FW) Food Wastes* (FS) Fish Wastes (LM) Lime from a Kraft paper process prior to bleaching (MF) Manures(farm) (MN) Manures(non-farm) (PP) Paper Products (SB) Sugar Beet limes (SG) Spent Grain from breweries (WA) Wood Ash (WD) Wood**
14. **Number of cubic yards of finished compost and other compostable materials removed from site during previous year. This number is from records that are required by Section 11521(4)(d)(i). Definitions of materials are as follows: (FC) Finished Compost (CM) Compostable Materials (RD) Residuals**
15. **Number of cubic yards of yard clippings and other compostable material, finished compost, and residuals on site at the end of the fiscal year (September 30). (This number should be an actual measurement of the piles.) Definitions of materials are as follows: (FC) Finished Compost (CM) Compostable Materials (RD) Residuals**
16. **If a conversion factor was used to convert tons of material to cubic yards, what conversion factor was used and for what material. If conversions were done for more than two materials, attach a separate sheet with the additional conversion rates for each additional material.**

SIGNATURE: Either the owner or operator of the composting facility or the registered agent may sign. If the registered agent signs, you must provide authorization to do so.

* Standard conversion is 2 cubic yards of food waste per wet ton. This number is from records that are required by Section 11521(4)(d)(i).

Yard Waste Composting Isolation Distances (feet)

According to Section 11521(4)(b)(i) and (ii), of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, registered composting sites must maintain certain isolation distances to property lines, residences, surface water, wells, and sensitive receptors. The following table contains these requirements.

	Facility in operation before December 1, 2007	Facility in operation after December 1, 2007
Property line	50	50
Residence	200	200
Surface water	100	100
Type I or IIA water supply well	NA	2,000
Type IIB or III water supply well	NA	800
Sensitive receptor	NA	500
Groundwater	NA	4

In most cases, you will want to physically measure the distance, but there are various local, state, and federal resources available that can help in identifying the locations that are trying to be protected by these regulations. Identify these distances on the site map that is to be submitted with the registration form so that it shows the composting operation has met the distance limitations.

- **50 feet from a property line:** Measure from the property line to the closest part of the composting operation. If you have a property survey or other land purchasing documents, that information may be useful in creating your site map.
- **200 feet from a residence:** Measure from the closest part of the composting operation to the nearest residence. If there is a detached garage, measure from the closest part of the composting operation to the structure where people live. If there is an attached garage, measure from the closest part of the composting operation to the part of the structure nearest the compost operation. If you have property survey or other land purchasing documents, that information may help. If the residence is not on your own property, obtain permission from the landowner before measuring. If you need help identifying who that landowner is or getting this measurement, contact your local clerk or building/zoning office.
- **100 feet from a body of surface water, including a lake, stream or wetland:** Surface water can be either natural or manmade ponds, impoundments, etc. For the purposes of this section, this distance does not apply to on-site retention basins used to manage storm water from the composting facility operations.

Measure from the closest part of the composting operation to the lake or stream bank or the edge of the wetland. In some instances, it may be difficult to determine locations of wetlands. If you need assistance with determining wetland boundaries, see the Land and Water Management Division information at www.michigan.gov/deqwetlands. The posted wetland inventory maps are not intended to be used to determine the specific locations and jurisdictional boundaries of wetlands for regulatory purposes. Only an on-site evaluation performed by the DEQ in accordance with Part 303 can be used for jurisdictional determinations. The DEQ has a [Wetland Identification Program](#) to assist property owners with identifying the location of any wetlands on their property and whether the wetlands are regulated.

There are different mapping software programs available on the Internet that identifies streams, drainage ditches, lakes, wetlands and other water bodies but they do not all provide the same information, may not be accurate, and may not identify all the surface water in the area. A good starting

point is the US Geological Survey topographic maps at <https://store.usgs.gov/map-locator> or call 1-888-ASK-USGS (275-8747).

- **2000 feet from a Type I or type IIA water supply well:** Contact the local health department for assistance. A Type I community water supply well provides year-round service to not less than 25 residents OR not less than 15 living units. Examples include municipalities, apartments, nursing homes, and mobile home parks. A Type II water supply is considered a noncommunity water supply and serves different groups of people. There are a few Type IIA water supply wells in Michigan and these wells have an average daily maximum generation rate of 20,000 or greater gallons per day.
- **800 feet from a Type IIB or Type III water supply well:** Contact the local health department for assistance. A Type II B noncommunity water supply is a water system that has an average daily maximum generation rate of less than 20,000 gallons per day. They provide water for drinking or household purposes to 25 or more persons at least 60 days per year or have 15 or more service connections or serves not less than 25 of the SAME people for at least six months per year. A few examples are schools, restaurants, churches, campgrounds, industries and highway rest stops with their own water supply, hotels and restaurants (with less than 25 employees).

A Type III well is any well not considered a Type I or Type II water supply; serves less than 25 people AND 15 connections, or operates for less than 60 days per year. Examples include small apartment complexes and condominiums, duplexes, and all others except a private residence well.

- **500 feet from sensitive receptors which include a church or other house of worship, hospital, nursing home, licensed day care center, or school other than a home school:** For all of these locations, you could check with the local planning agency for your area for assistance with identifying these locations. There are several software programs on the Internet that can provide this information like the EPA My Environment webpage at <http://www3.epa.gov/enviro/myenviro/>.

Daycare facility operations are licensed with the Department of Human Services Licensing Unit at 517-241-2488. You can use the DHS Online License Lookups at www.michigan.gov/dhs "Doing Business with DHS" "Licensing" to find the following:

- Adult Foster Care/Homes for the Aged Facilities
- Child Care Centers and Homes
- Child Welfare Licensed Facilities
- Children's or Adult Camps
- Licensed foster homes

Nursing homes are licensed by the Department of Community Health (DCH) Bureau of Health Systems. You can search for nursing home locations through the Medicare website or call the DCH Bureau of Health Systems 517-241-2632.

- **4 feet above groundwater:** You could check with the local health department sanitarian and local well drillers for the average groundwater level in your area. If the site has an on-site septic system, that information may be available in those records. Another option is to dig a hole at least 5 feet deep during the spring after snowmelt and see if any water seeps into the hole. Avoid doing this on a rainy day or during dry seasons. The groundwater is normally at its highest level during this wet season.
- **100 year floodplain:** A floodplain means the land area that will be inundated by the overflow of water resulting from a 100-year flood (a flood which has a 1% chance of occurring any given year). Several resources have floodplain information available. Your local planning agency may have this information available or if your site is located in a community that is in the National Flood Insurance Program, there may be elevation data on the FEMA web site. Links to FEMA and an *Online Request for Floodplain Elevations* is available at www.michigan.gov/deqwater "Water Management" "Floodplain Management/National Flood Insurance" If you need further help, discuss your site conditions with the District Floodplain Engineering Staff in the Water Resources Division.

Compost Volume Tracker

Section 11521(4)(c) of Part 115, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, requires Department of Environmental Quality (DEQ), registered composting facilities to keep records to document that they have not accumulated yard clippings over 3 years unless they have the capacity to compost the yard clippings and they have received DEQ approval for a longer time period. Beginning the third year of operation, and each year thereafter, a facility needs to be able to document that they have been able to transfer off-site not less than 75 percent by weight or volume of the amount of yard clippings and compost that was on-site at the beginning of the calendar year.

The Compost Volume Tracker is an example of a record that may be used to show compliance with these requirements. A composting facility may develop their own format that better fits their needs. The form should contain all the information contained in this form. The information from this form can be used to fill out the annual reporting form (EQP 5229) that must be submitted to the DEQ by October 30 of each year. This form should NOT be sent to the DEQ as part of your yearly reporting requirements but, if requested, it or one similar to it, should be made available to staff during a site inspection.

Additional guidance to assist in composting yard clippings can be found in the Frequently Asked Questions document posted on the composting web site located by going to www.Michigan.gov/DEQ by clicking on, "Waste," then "Solid Waste," and then "Composting."

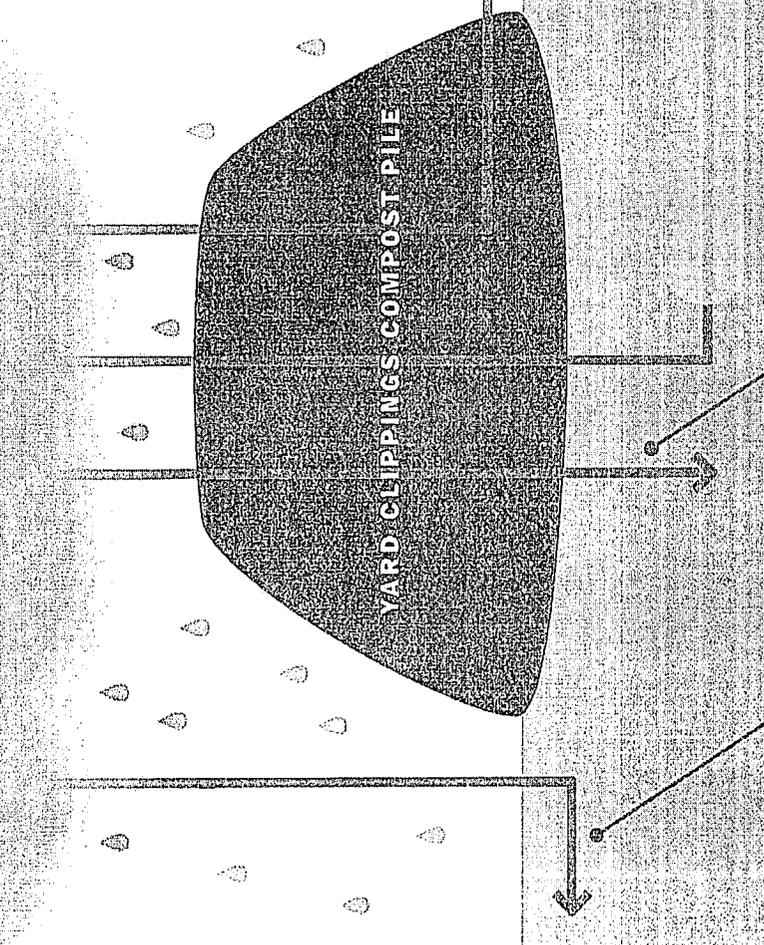
- 1) Reporting year: October 1, 20____ to September 30, 20____
- 2) Legal Company Name or Municipality: _____
- 3) Site Address: _____
- 4) Name of person preparing report: _____
- 5) Year and date that the site first started to collect yard waste: _____

6) Number of cubic yards of yard clippings, other compostable material, and residuals onsite as of October 1 of the previous year:	_____ Cubic Yards
7) Number of cubic yards of yard clippings and other compostable material brought to the site from October 1 of previous year through September 30:	_____ Cubic Yards
8) Volume of compost removed from the site from October 1 through September 30:	_____ Cubic Yards
9) Volume of residuals from the compost removed from the site from October 1 through September 30:	_____ Cubic Yards
10) Total volume on site at the end of the year not accounting for natural volume reduction (line 6 + line 7 - line 8 - line 9):	_____ Cubic Yards
11) Total measured volume on site on September 30:	_____ Cubic Yards
12) Calculated natural volume reduction (line 10 divided by line 11):	_____ Percentage
13) If a conversion factor was used to convert tons of material to cubic yards, what conversion factor was used and for what material?	Material: _____ cubic yards/ton Material: _____ cubic yards/ton Material: _____ cubic yards/ton



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

WATER DISCHARGE DIAGRAM FOR YARD CLIPPINGS COMPOSTING FACILITIES



STORM WATER

Originates during precipitation (rain, snow, and ice) events. It means storm water runoff, snow melt runoff, ice melt runoff, and surface runoff and drainage. Storm water that does not come in contact with compostable materials can be handled and discharged as storm water. Commercial and municipal composting facilities that have a Standard Industrial Classification code that is regulated by the federal storm water regulations and/or meets the definition of a yard clippings composting facility and qualifies as a registered composting facility under the solid waste rules (Part 115 Rules) need to comply with the state and federal storm water regulations. A storm water permit is required if storm water is discharged from regulated composting facilities to surface waters of the state.

COMPOST WASTEWATER

A liquid that is comprised of process water, wash water, and/or leachate that ponds, flows laterally from the base of the compost pile, or collects in an underdrainage system. Storm water that has been allowed to come in contact with compost wastewater, as defined, is considered compost wastewater and needs to be managed as specified in Scenarios 2, 3, and 4 below.

Scenario 3: Water that flows through the compost pile and exits laterally along the base of the pile is considered leachate and needs to be handled as compost wastewater. Basins used to store compost wastewater need to be designed in a manner to prohibit infiltration and in accordance with the Groundwater Program Rules (Part 22). An NPDES surface water permit or groundwater permit will be needed if compost wastewater is discharged to waters of the state.

Scenario 1: Storm Water that does not come in contact with compostable materials or compost wastewater can be managed as storm water.

Scenario 2: Water that flows straight through the compost pile and enters the ground does not need a ground water discharge permit; however, the facility has an obligation not to cause environmental contamination or nuisance conditions as specified in the Groundwater Program Rules (Part 22, specifically Rule 2204).

Scenario 4: Water that flows through the compost pile and is collected in an under drainage system is considered leachate and needs to be handled as compost wastewater. Basins used to store compost wastewater need to be designed in a manner to prohibit infiltration and in accordance with the Groundwater Program Rules (Part 22). An NPDES surface water permit or groundwater permit will be needed if compost wastewater is discharged to waters of the state.



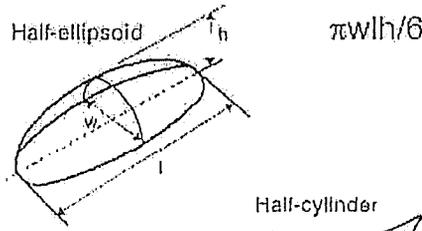
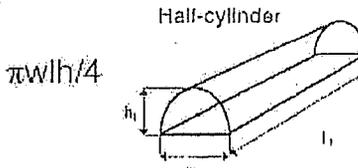
Department of Environmental Quality
Waste Management and Radiological Protection Division
REGISTERED COMPOSTING FACILITY INSPECTION FORM

This form is intended to be used for inspections of Registered Composting Facilities. Please see the attached Yard Clippings Management Options Flow Chart to identify whether the facility being inspected is appropriately categorized.

Section 11521 of Part 115, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

REGISTERED COMPOSTING FACILITY CONTACT INFORMATION	
Legal Company Name or Municipality: City of Albion	
Site Address: 1000 Brownswood Drive, Albion, Michigan 49224	County: Calhoun
Composting Facility Contact: Kent Phillips	
Area Code and Telephone Number: 517-630-1007 or kphillips@cityofalbionmi.gov	WDS #: 488106

REGISTERED COMPOSTING FACILITIES OPERATIONAL REQUIREMENTS (Section 11521(4) of Part 115)	
1. Is the site registered with the DEQ? 2. Is the date the facility registered less than three years ago? 3. Did the compost facility report to the DEQ within 30 days after the end of each fiscal year the amount of yard clippings and other compostable material composted in the previous state fiscal year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Was the site in operation on December 1, 2007? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	11521(4)(a)
4. If the previous answer is yes, the management or storage of yard clippings, compost, and residuals may not expand from its location on that date to an area that is within the following distances from any of the following features: (a) If the site expanded, is it at least 50 feet from a property line? (b) If the site expanded, is it at least 200 feet from a residence? (c) If the site expanded, is it at least 100 feet from a body of surface water?	The Site has: Expanded <input type="checkbox"/> Not Expanded <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	11521(4)(b)

<p>Did the site begin operation after December 1, 2007? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/></p> <p>If the previous answer is yes, the composting activity must not be within the following setback requirements.</p> <p>5. Does the composting occur in an area that is not in the 100-year floodplain? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6. Does the composting activity occur:</p> <p>(a) at least 50 feet from a property line? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(b) at least 200 feet from a residence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(c) at least 100 feet from a body of surface water? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(d) at least 2,000 feet from a Type I or Type IIA water supply well? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(e) at least 800 feet from a Type IIB or Type III water supply well? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(f) at least 500 feet from a church or other house of worship, hospital, nursing home, licensed day care center, or school, other than a home school? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(g) at least 4 feet above groundwater? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>7. Unless approved by the DEQ, does the registered composting facility have less than or equal to 5,000 cubic yards of yard clippings and other compostable material compost, and residuals present on any acre of property at the site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	11521(4)(b)	11521(4) (c)(ii)
<p>8. TOTAL volume of yard clippings on site. <u>~2,800yds³</u></p> <p>9. TOTAL volume of screened finished compost on site. <u>0</u></p> <p>10. TOTAL volume of waste material screened from the compost that will be landfilled or incinerated. <u>0</u></p> <p>11. Facility Size (acres). <u>~5</u> acres</p>		
<p>NOTES: No finished material or residuals on-site at this time. No plastic bags or foreign matter observed in leaf piles. Although site is larger, roughly 5 acres is being used in the collection and handling of the City's leaves.</p>		
<p>12. Calculate total volume of material on site here.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Half-ellipsoid $\pi wlh/6$</p>  <p>Half-cylinder $\pi wlh/4$</p> </div> <div style="width: 50%;"> <p>Front section estimate = ~ <u>1,400yds³</u></p> <p>Back section estimate = ~ <u>1,400yds³</u></p> </div> </div> <p>Examples: A pile that is 120 feet x 120 feet by 18 feet tall is 5000 cubic yards. A pile that is 72 feet x 72 feet x 10 feet tall is 1000 cubic yards. A pile that is 172 feet x 30 feet by 10 feet tall is 1000 cubic yards A pile that is 32 feet x 32 feet by 10 feet tall is 200 cubic yards</p>		
<p>PHOTOGRAPHS TAKEN? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>		
<p>13. Is the registered composting facility complying with the speculative accumulation requirements in Section 11521(4)(c)(iii) of Part 115?</p>	11521(4)(c)(iii)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

14. If the finished compost were to be screened would it result in finished compost with not more than 1 percent, by weight, of foreign matter (plastic, glass, metal, or other material not beneficial to plant growth) that would remain on a 4 millimeter screen? (a) Is the finished compost screened?	11521(4)(c)(iv)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
15. If yard clippings are collected in bags other than paper bags, are the yard clippings removed from the bags by the end of each business day? Note: if the bags are biodegradable and meet ASTM D6400 they may remain in the compost, however they must be emptied.	11521(4)(c)(v)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
16. Does the registered composting facility prevent the pooling of water by maintaining proper slopes and grades?	11521(4)(c)(vi)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
17. Does the registered composting facility properly manage storm water runoff?	11521(4)(c)(vii)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
18. Does the registered composting facility prevent the attraction or harborage of rodents or other vectors?	11521(4)(c)(viii)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

REGISTERED COMPOSTING FACILITY RECORDS (Section 11521(4)(d) of Part 115)

19. Does the registered composting facility maintain, and make available to the DEQ records identifying the volume of yard clippings and other compostable material accepted by the facility?	11521(4)(d)(i)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
20. Does the registered composting facility maintain, and make available to the DEQ records identifying the volume of yard clippings and other compostable material and of compost transferred off-site each month?	11521(4)(d)(i)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
21. Does the registered composting facility maintain, and make available to the DEQ records demonstrating that the composting operation is being performed in a manner that prevents nuisances and minimizes anaerobic conditions?	11521(4)(d)(ii)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
22. Unless other records are approved by the DEQ, do these records include records of carbon-to-nitrogen ratios, the amount of leaves, and the amount of grass in tons or cubic yards, temperature readings, moisture content readings, and lab analysis of finished products?	11521(4)(d)(ii)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

23. Is the Registered Composting facility IN COMPLIANCE with the requirements for a Registered Composting Facility in Section 11521(4) of Part 115? Must answer YES to questions 1 through 22 to be IN COMPLIANCE. Note: In addition to compliance with Part 115 a composting facility must specifically be in compliance with the Natural Resources and Environmental Protection act, ACT 451 and may not create a facility under Part 201.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown
---	--	--

COMMENTS:

All "yard clippings" material on-site is 100% leaves. Storm water staying on-site. Some large frozen puddles of water.

Some material on-site for 10+ years. Estimated possibly up to 15 years. There is no "endgame" for this material.

Granger is doing the annual curbside pickup, but residents can still drop leaves at this site. Plastic bags not allowed.

SKETCH MAP OF SITE:

Figure 1: Google Earth map of the City of Albion yard waste site.

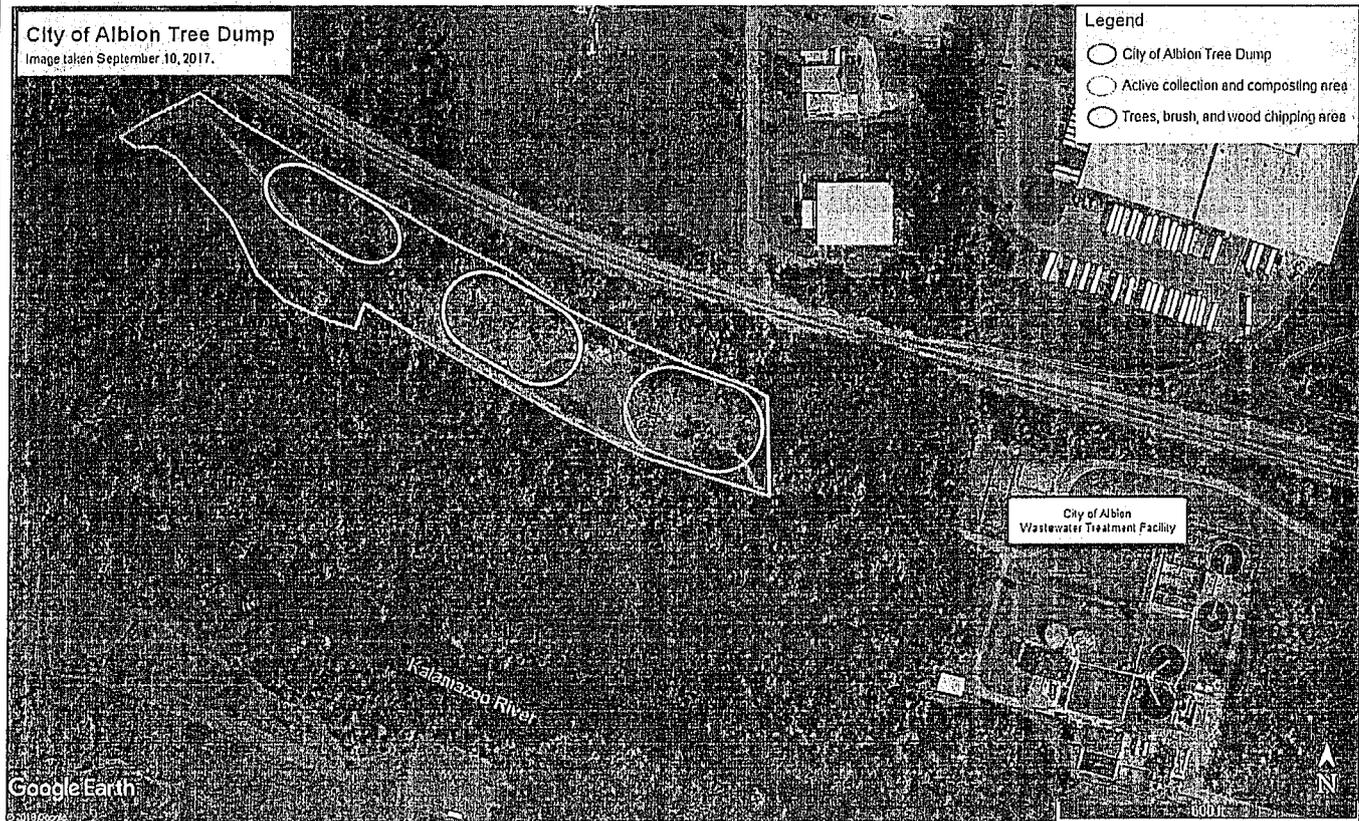


Figure 2: View of leaf windrows in back section looking East. Some this material is estimated to have been here for 10+ years.

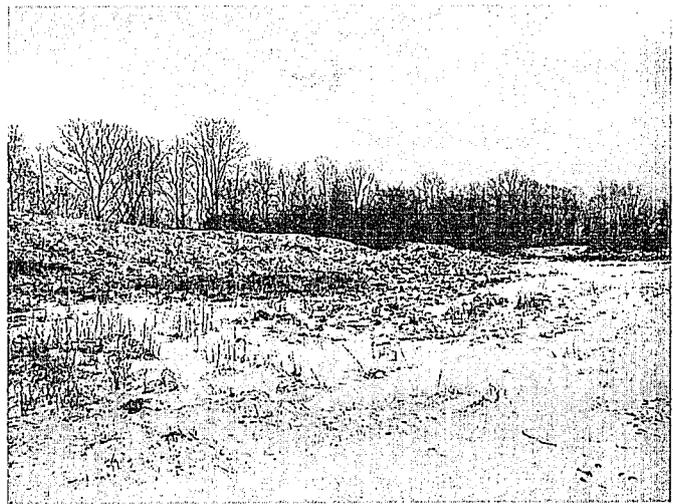


Figure 3: Piles of more recent leaves in the front section. The smaller pile in front is the most recent material. The larger pile in this photo is comprised entirely of leaves.

INSPECTED BY: Aaron Hiday

DATE: March 4, 2019

EQP 5231 (Rev. 5/18)

From: Darwin McClary

To: Dave Atchison; Tom Mead

Cc: Cullen Harkness; **City-Council**; Jill Domingo; Michael Lohrke; Mike Riddle; Haley Snyder; Scott Kipp

Subject: CITY MANAGER

Wednesday, April 15, 2020 10:44 AM

Just a couple additional comments on this topic: I created a Bidding and Purchasing Page for the city that will have all of our purchasing information in one place. You can view the page at http://www.cityofalbionmi.gov/departments/bidding_and_purchasing.php. Also, you will notice that the city is posting its major vendors report on its bidding and purchasing web page to be transparent to the public as to how much we spend with those major vendors. This list is also very helpful in helping to identify needed contracts. I am waiting for the Finance Department to provide the 2019 report so that we can post it as well.

These are just a few of the many things we are working on behind the scenes during the COVID-19 public health emergency. I hope this helps!

Darwin D. P. McClary, MPA, ICMA-CM
City Manager

From: Darwin McClary

To: Dave Atchison; Tom Mead

Cc: Cullen Harkness; **City-Council**; Jill Domingo; Michael Lohrke; Mike Riddle; Haley Snyder; Scott Kipp

Subject: CITY MANAGER

Wednesday, April 15, 2020 10:35 AM

Thanks, Mayor! I have already asked department heads to prepare lists of their recurring contractual services to determine: (1) do the services exceed \$5,000 and therefore require competitive bidding; (2) have we bid those services within the past 3 to 5 years; and (3) do we have current valid contracts in place for those services. Some departments have already submitted their information, and I would be happy to provide a status report to council on these contracts once all departments have responded.

Now that we have the MITN bid system in place, we have a valuable tool to help us get all of these bidding processes and contracts in place. Key personnel participated in training on the system a couple weeks ago, but Jennifer Sangiorgi of BidNet Direct is working with staff on specific bid solicitations to ensure that they become familiar and comfortable with the system. Building/Planning/Code Enforcement Department just placed its first bid solicitation on the system for the 2020 Grass & Brush Abatement Program. DPS will be placing its tree removal and maintenance services bid solicitation on shortly. My intention is that all of our required competitive bid processes and contracts will be in place by fall.

Darwin D. P. McClary, MPA, ICMA-CM
City Manager

CITY OF ALBION

112 West Cass Street

From: Dave Atchison

To: Tom Mead; Darwin McClary

Cc: Cullen Harkness; **City-Council**; Jill Domingo; Michael Lohrke; Mike Riddle; Haley Snyder; Scott Kipp

Subject: DPW STUFF

Tuesday, April 14, 2020 11:13 AM

Darwin - Tom:

Thank you both for the amplifying information - clarification on tree trimming concerns raised. Certainly, is helpful - put things in a better perspective. I happily stand corrected on the points you both raised.

Are either of you aware of any services being performed for the city by private/commercial entities that are NOT covered by an approved contract? Sometimes it is easy for existing/past practices to become engrained into normal operations that are not altogether in accordance with the charter or other city policies.

Darwin with your fresh set of eyes over the past 6-months, have you become aware of other similar services being performed - billed to the city without an approved contract in place?

Mayor Dave Atchison

From: Tom Mead

To: Darwin McClary; Dave Atchison

CC: Cullen Harkness; **City-Council**; Jill Domingo; Michael Lohrke; Mike Riddle; Haley Snyder; Scott Kipp

Attachments:

[Tree Trimming Budget - 2019.pdf \(35 KB\)](#)[\[Open as Web Page\]](#)

Subject: DPW STUFF

Tuesday, April 14, 2020 9:53 AM

Mayor,

Just to make a correction, the 2019 annual expenditures for tree trimming did not exceed what was budgeted. True, it did exceed the 2019 Original budgeted amount, however, that was based on -0-revenue coming into the City to help offset the cost of any tree trimming expenditures. But as you might recall, the City ended up taking in over \$18,000 in revenue from the sale of trees to a lumber harvesting company. These were all trees that had been targeted for removal as part of a long-term plan to remove older trees that were stressed or dying, and replacing them with new trees. Because of this unexpected \$18,226 income related to tree trimming, the budget was amended to increase the amount available for tree trimming expenditures by almost \$14,900. As a result, the tree trimming expenditures came in well under (\$4,077 under) the 2019 Amended budget, which was approved by Council. (Please see the 2019 Tree Trimming financials attached).

I just wanted to make that correction/clarification so that everyone understood why the City spent the \$28,078 on tree trimming in 2019. It was because of the unexpected, but related revenue that the City received for the purpose of offsetting tree trimming expenses.

Thank you,

Thomas R. Mead, CPFA, MiCPT

Finance Director/Treasurer
City of Albion
(517) 629-7901 – Office
(517) 629-2238 – Fax

From: Darwin McClary

To: [Dave Atchison](#)

CC: [Cullen Harkness](#); **City-Council**; [Jill Domingo](#); [Michael Lohrke](#); [Mike Riddle](#); [Tom Mead](#); [Haley Snyder](#)

Subject: DPW STUFF

Tuesday, April 14, 2020 9:26 AM

Thank you for this information, Mayor! I have had several conversations with Councilor Smith regarding his important concerns about the tree removal contract. DPS staff are preparing bid specifications to solicit bids for a new contract. According to the City Clerk, it appears that the city has been operating without a contract for this service since 1995.

DPS staff have also been in contact with EGLE to discuss the tree dump and steps that are needed to bring the facility into compliance and are working cooperatively with the state to make that happen.

We will also be implementing a new purchase order system that will allow the finance director and me to monitor all purchases in excess of \$5,000 to ensure that we are complying with the city's purchasing policies. This was one of the first deficiencies I identified when I started with the city and had the finance department program monies into the proposed 2020 budget last fall to purchase the necessary software.

I hope this helps!

Darwin D. P. McClary, MPA, ICMA-CM

City Manager

CITY OF ALBION

112 West Cass Street

Albion, MI 49224

From: Dave Atchison

To: Darwin McClary

Cc: [Cullen Harkness](#); **City-Council**; [Jill Domingo](#)

Attachments:

[DEQ Compliance Communicat~1.pdf \(3 MB\)](#)[\[Open as Web Page\]](#)

Subject: COUNCIL AGENDA ITEMS

Monday, April 13, 2020 7:12 PM

Darwin,

Providing copy to you in case you haven't seen this before. This is central to the concerns raised by Councilman Smith regarding the tree dump and the concerns I have raised concerning contaminated compost improperly removed from the tree dump and improperly deposited in Rieger Park. Councilman Smith has also raised concerns with you about the lack of contracts to cover the work completed by a private contractor for removal of dead and dangerous city trees. Critical issues include how-why work

was completed by a private contractor without a contract; how significant payments were authorized for work without a contract, particularly when some of those individual payments exceeded the \$5,000.00 cap without council approval. Lastly, concerns that payments made for tree removal services exceeded the approved fiscal budget amount in 2019 and 2020 without approval of or notification to council.

Next week's City Council agenda items to discuss and approve directing an internal investigation - audit in these three areas of concern:

- (1) Tree Dump
- (2) Tree removal services
- (3) Contaminated compost removed from tree dump and deposited on city property, including Rieger Park

Mayor Dave Atchison

From: Scott Kipp

Sent: Wednesday, March 13, 2019 2:21 PM

To: Dave Atchison

Cc: Haley Snyder; Kent Phillips

Subject: DEQ Letter Reference Tree Dump

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	2019	AVAILABLE	% BDGT
		ORIGINAL BUDGET	12/31/2019 NORMAL (ABNORMAL)		AMENDED BUDGET	
Fund 101 - GENERAL FUND						
Revenues						
Dept 444 - TREE TRIMMING						
101-444-671.00	OTHER REVENUES	0.00	18,226.00	18,226.00	0.00	100.00
101-444-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	0.00	0.00	0.00	0.00	0.00
Total Dept 444 - TREE TRIMMING		0.00	18,226.00	18,226.00	0.00	100.00
TOTAL REVENUES		0.00	18,226.00	18,226.00	0.00	100.00
Expenditures						
Dept 444 - TREE TRIMMING						
101-444-702.00	SALARIES AND WAGES	1,350.00	1,844.20	1,500.00	(344.20)	122.95
101-444-703.00	PART TIME WAGES	0.00	221.00	250.00	29.00	88.40
101-444-704.00	OVERTIME	250.00	0.00	250.00	250.00	0.00
101-444-705.00	SICK TIME INCENTIVE PAY	0.00	0.00	0.00	0.00	0.00
101-444-714.00	MEDICARE	25.00	28.29	30.00	1.71	94.30
101-444-715.00	FICA	100.00	121.00	125.00	4.00	96.80
101-444-716.00	HOSPITALIZATION INSURANCE	670.00	1,021.30	800.00	(221.30)	127.66
101-444-717.00	LIFE INSURANCE	10.00	7.40	10.00	2.60	74.00
101-444-719.00	PENSION CONTRIBUTION	90.00	100.26	90.00	(10.26)	111.40
101-444-719.01	MERS DB CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
101-444-720.00	WORKERS COMPENSATION	140.00	218.24	200.00	(18.24)	109.12
101-444-721.00	UNEMPLOYMENT INSURANCE	5.00	0.27	5.00	4.73	5.40
101-444-723.00	RETIREE HEALTH SAVINGS CONTRIB	35.00	36.89	45.00	8.11	81.98
101-444-776.00	MATERIALS AND SUPPLIES	0.00	343.53	750.00	406.47	45.80
101-444-802.00	CONTRACTUAL SERVICES	15,000.00	20,425.00	25,000.00	4,575.00	81.70
101-444-885.00	TRAINING	0.00	0.00	0.00	0.00	0.00
101-444-943.00	EQUIPMENT RENTAL	0.00	3,710.56	3,500.00	(210.56)	106.02
Total Dept 444 - TREE TRIMMING		17,675.00	28,077.94	32,555.00	4,477.06	86.25
TOTAL EXPENDITURES		17,675.00	28,077.94	32,555.00	4,477.06	86.25
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	18,226.00	18,226.00	0.00	100.00
TOTAL EXPENDITURES		17,675.00	28,077.94	32,555.00	4,477.06	86.25
NET OF REVENUES & EXPENDITURES		(17,675.00)	(9,851.94)	(14,329.00)	(4,477.06)	68.76

From: Al Smith
Sent: Wednesday, April 15, 2020 1:28 PM
To: Darwin McClary
Cc: Dave Atchison
Subject: Tree Dump

Mr. McClary,

If you will recall, the last communication I had sent to you on this matter I had included a picture of the 'new pile' of tree parts being brought in from an outside source and deposited in the supposedly city-controlled tree dump. As of yesterday (04/14/20) the dump still stands open for all deposits and burning, during high wind conditions, at will with no supervision. Why do I feel I am not being heard?

After reading over the letter from the DEQ to Mr. Phillips I will add the question. Who is documenting all of these deposits and burnings? Who is conducting these unsupervised burnings?

I am attaching YET ANOTHER PICTURE of a smoldering heap from yesterday. Who do I have to talk to get taken seriously?

Regards,

Al Smith

3rd Precinct Council

From: Al Smith
Sent: Tuesday, April 07, 2020 6:24 PM
To: Darwin McClary; Dave Atchison; Cullen Harkness
Subject: Tree Dump

Mr. McClary,

I wanted to recap with you my concerns for the tree dump from the 04/06/20 virtual council meeting.

It almost seems funny that everyone in town can tell you, you need a permit to use the city tree dump.

That it costs \$10.00 per year and is only supposed to be opened (and manned) on certain weekends during the year. Now the funny part. I can't find it written anywhere. I asked Attorney Harkness and he couldn't find it either. I am sure one of your intrepid staff will be able to lay their hands on it within 2 seconds.

I will (at times) be referencing Albion City Ordinance, Chapter 66, Section 66-150.

- There is evidence of at least 3 live, mature trees being cut and removed from the tree dump property within the last season. My questions for this point are: 1. Who removed these trees? 2. Under whose authorization? 3. Did the city receive lumber from these trees? 4. Was the city paid for the standing timber? 5. Where is the contract? 6. Whose signatures are on the contract?
- On March 17, 2020, I toured the tree dump driving unmolested through an open gate. Driving past the city waste treatment plant into the dump area where I found a very large number of piles

of lumber mill scrap, piles of fresh wood chips and unusable timber logs. The mill scrap contained banding material and nails in the pallets it was loosely stacked upon. Subsection (i) of the above referenced ordinance titled 'Tree dump' states, "The city will operate a tree dump for residents to dispose of shrubbery, etc. To my knowledge no city resident runs a sawmill on their property within the city limits of Albion. My questions for this point are: 1. If this debris was not dumped by a tax paying resident of Albion, where did it come from? 2. Who authorized the dumping of this material on city property? 3. Was money exchanged for this service? 4. Where is the contract? 5. Whose signatures are on the contract?"

On March 29, 2020 I (accompanied by another council person) again toured the tree dump, once again driving unmolested through a wide open, unattended gate. Where the large pile of debris was less than 2 weeks prior there now stood an unattended, smoldering pile of ash and tree parts that did not burn. This was on a fairly windy day and much of the wooded area that comprises the tree dump is dry or dead. This constituted a very extreme fire hazard. Subsection (i) of the above referenced ordinance also states, "The city, after obtaining a permit from the department of public safety, may conduct periodic burning to dispose of that material collected at the tree dump as long as the burning does not occur during a statewide ban." Subsection (f) titled 'Attendance' of the above referenced ordinance states, (in part) "Any open burning shall be constantly attended until the fire is extinguished." My questions for this point are: 1. When was the permit obtained from public safety? 2. Whose signature is on the permit? 3. Was the burn conducted by city employees? 4. If not, who conducted the burn? 5. Under whose authorization? 6. Why was the burn left unattended?"

- On April 07, 2020 I once again toured the tree dump under the same unmolested scenario as above. On this day another pile has been started. As we are under a state mandated minimal staff, I must conclude this is not being done by any city employee and I can find no evidence of any resident having trees felled or permits pulled to add material to the tree dump.

I have not consulted the city charter to see if any part of it has been violated at this point. It is blatantly obvious that a number of city employees have and are trampling our city ordinances and will have to be held accountable for their actions. My question for this point is: What paperwork is available to cover the employee's actions?"

I will request that this topic be added to our next city council meeting agenda. I will also be requesting a full investigation of this matter be undertaken at once.

Regards,
Al Smith
3rd Precinct Council











From: Dave Atchison
Sent: Monday, March 30, 2020 6:32 PM
To: Darwin McClary
Cc: City-Council; Cullen Harkness
Subject: Trash Contaminated compost dumped in Reiger Park

Darwin,

I spoke with a resident who resides on East Walnut, adjacent to Reiger Park - overlooking the old skating pond. She is upset that multiple loads of dirt/compost contaminated with trash, were dumped in Reiger park in late Feb - Early March, within a few feet of her mother's property line at 218 East Walnut. Multiple loads of this contaminated compost material were dumped resulting in a large pile. She has provided a photo taken 9 March of the pile.

On 17 March she observed a yellow backhoe "similar" to the heavy equipment owned and operated by the city of Albion, flattening the pile out. She has provided two photos she took on 17 March 2020 of the heavy equipment in operation.

On Sunday, 29 March I was walking my dogs in Rieger Park and noticed a good sized area of compost with pieces of plastic and trash protruding. There were wheel tracks from heavy equipment visible in the compost with a fair amount of standing muddy water. I'm providing several photos of what I observed.

This information is forwarded for your attention and action as you deem appropriate. My concerns are outlined

1. Was this contaminated material placed there by city of Albion employees? If so, under whose authorization?
2. Where did this contaminated compost come from?
3. How much contaminated material was deposited in Rieger Park?
4. Are there other parks or locations in Albion where similar dumping occurred?
5. Were any local City of Albion, Calhoun County, State or Federal ordinances, regulations or laws violated?







**CITY OF ALBION
ORDINANCE #2019-09**

AN ORDINANCE TO AMEND CHAPTER 1, SECTION 1-28, ETHICS

Purpose and Finding:

As the City Council is aware, at the council's most recent meeting, the Mayor proposed a modification to subsection (N) of the ordinance which relates to the timeframe in which a hearing is to be held regarding a potential ethics violation. The new language would require the hearing to be held within 30 days of when the three council persons calling for the public hearing notify the mayor, mayor pro tem, City Attorney, and the City Manager. Additionally, in reviewing the original ordinance, a typo was noted in sub-section (n)(12). It references a super majority vote while sub-section (n)(13) references a majority vote. Sub-section (n)(12) is also being amended to reflect a simple majority vote.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 1, Section 1-28, Sub-sections (N)(2) and (N)(12) of the Codified Ordinances of the City of Albion, are hereby amended as follows:

Section 1-28: ETHICS

- (N) *Enforcement and penalties:* All city council members and the mayor shall have the primary responsibility to assure that they understand and meet the standards set forth in this ordinance and that the public can continue to have full confidence in the integrity of government. The disciplinary procedure shall be as follows:
- (2) In the event the meeting as described in subsection (n)(i) does not satisfactorily resolve the issue, or in the event the suspected council member has repeatedly violated this section, or if the violation is viewed to be especially serious, any three council members may call for a public hearing before council to determine whether the alleged violation has occurred, and if so, what sanctions, if any should be imposed. Said public hearing shall be scheduled within 30 days of the date the three council persons notify the Mayor, the Mayor Pro Tem, the City Attorney, and the City Manager, in writing, of their call for a public hearing. Said public hearing shall be held not more than 60 days from the date of the notice provided to the Mayor, the Mayor Pro Tem, the City Attorney, and the City Manager.
- (12) At the conclusion of the presentation of evidence or the closing comments of the accused council member, whichever is later, council members, excluding the accused council member, shall

vote to determine whether or not there is a violation by a majority vote.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on December 18, 2019 after publication.

First Reading:

Second Reading & Adoption:

November 4, 2019

November 18, 2019

Ayes _____

Ayes _____

Nays _____

Nays _____

Absent _____

Absent _____

Jill Domingo,
Clerk

David Atchison,
Mayor.



Council Action Summary Sheet

Agenda Item #:	XI (J)
Agenda Item Title:	<i>Approval of Coding for Presidential Primary</i>
Meeting Date:	April 20, 2020
Submitted by:	Jill Domingo
Contact Information:	jadomingo@cityofalbionmi.gov
Agenda Item Approvals:	<input checked="" type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> City Manager

Background Brief:

City council is being requested to waive competitive bidding requirements due to sole-source supplier and approve the expense to Election Source of Grand Rapids, Michigan, for the coding and testing of ballot tabulators for the March 2020 presidential primary election. Approval of the expense by city council is required under city code due to the fact that the expense exceeds \$5,000. The State of Michigan allows for reimbursement of certain expenses attributable to the March 10, 2020 Presidential Primary, such as:

- the cost of publishing notices of registration, election notices and public accuracy test notices paid by the city or township
- Travel and transportation expenses associated with the election (no rental if vehicle is owned by the jurisdiction)
- Fees for equipment rentals
- Testing for voting system equipment
- Wages or per diem payments made to precinct inspectors and temporary employees for election day, election preparation and training
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the city or township's standard practice to pay extra for these hours)
- Any other miscellaneous expenses directly associated with the election. We have submitted our reimbursement (copy attached) to the State for reimbursement.

Attached is a copy of the invoice from Election Source dated February 3, 2020, and the reimbursement request from the city to the State of Michigan for this expense.

Alternatives Analysis:



- a. The City would incur the cost of coding for the March 2020 Presidential Primary

Summary of Previous Council Action: No previous Council action has been taken

Financial Impact: The cost to the city for the coding and testing of ballot tabulators is \$5,160.00. This cost is reimbursable from the State of Michigan.

Recommended Motion(s):

To approve the necessary FY 2020 budget amendments to the appropriate General Fund revenue and expense line items for revenues in the amount of \$5,160.00 and expenses in the amount of \$5,160.00 for the coding and testing of ballot tabulators for the March 2020 presidential primary election; and to waive competitive bidding requirements due to sole source supplier and to approve the payment of \$5,160.00 to Election Source of Grand Rapids, Michigan, for the coding and testing of ballot tabulators for the March 2020 presidential primary election, and direct the City Clerk to seek reimbursement for these expenses from the State of Michigan.

Attachments:

Invoice from Election Source dated February 3, 2020, in the amount of \$5,160.00

Reimbursement Form to the State

ElectionSource

4615 Danvers Drive SE
Grand Rapids, MI 49512

INVOICE

March 10, 2020
Presidential Primary

DATE	INVOICE #
2/3/2020	19-46217

BILL TO
City of Albion Jill Domingo 112 West Cass Street Albion, MI 49224

SHIP TO
City of Albion Jill Domingo 112 West Cass Street Albion, MI 49224

**PLEASE REMIT PAYMENT BY CHECK
OR CREDIT CARD TO: ElectionSource
4615 Danvers DR SE
Grand Rapids, MI 49512**

P.O. NO.	TERMS	ASSOCIATE	DUE DATE
	Net 30	H	3/4/2020

DESCRIPTION	QTY	U/M	RATE	AMOUNT
Democracy Suite ICP Tabulator Coding Per Precinct	12		350.00	4,200.00
Democracy Suite ICX BMD Coding per ballot style	12		50.00	600.00
ICX & ICP Tabulator and ADA Secure Media Creation & Testing Per Ballot Style & Voting Machine	24		15.00	360.00

*101-215-802-00
Jill Domingo
2-10-2020*

Credit Card Type: MC VISA American Express Discover

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date: ____/____/____ CID Number: _____ (Last 3 digits on back of card)

Credit card orders are subject to a processing fee from the credit card companies. Fee amounts can be from 3.5% to no more than 7% of the total order amount.

Payments/Credits	\$0.00
Balance Due	\$5,160.00
Total	\$5,160.00

Visit WWW.ELECTIONSOURCE.COM for all our current products and specials!

Thank you for submitting your Reimbursement Claim to the Michigan Bureau of Elections. Below is the information you submitted. If you need to make changes, please re-submit the form in the Elections eLearning Center.

If you haven't already, please return to the Elections eLearning Center <https://mielections.csod.com>

- In your Active Transcript box click the **Mark Complete** button

The item will remain in your Active Transcript until this step is taken. The system is designed this way to allow you to keep items you are working on in your Active Transcript until you are truly done reviewing resource materials or have submitted the forms.

If you have any questions about the Elections eLearning Center, please contact the Elections Liaison Division of the Bureau of Elections at 517-373-0065 or 800-2952-5793 or email electionselearning@michigan.gov

User submitted data

Section

Jurisdiction Code	00980
County Name	Calhoun
Jurisdiction Name	Albion
City or Township	City
Name	Jill Domingo
Email (required for confirmation email)	jadomingo@cityofalbionmi.gov
Phone	517-629-7864
Job Title	Clerk
# of precincts + AV Counting Boards	7
# of precinct/AV inspectors	23
Pay rate of inspectors	10
Type of inspector rate	hourly
I. Inspectors per precinct	3.29
I. Pay Per Inspector	169.89
A. Subtotal paid to all inspectors	3907.50
# of chairpersons	7
Pay rate of chairpersons	12.00
Type of chairmen rate	hourly
B. Subtotal paid to all chairpersons	1356.00

List other expenses related to precinct workers
(training hours, receiving boards)

C. Total of other expenses	0.00
I. Precinct Compensation Total (A+B+C) (system calculated)	5263.50
I. \$ Amount Per Precinct	751.93
I. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
II. Item 1	0
II. Amount 1	0.00
II. Item 2	0
II. Amount 2	0.00
II. Item 3	0
II. Amount 3	0.00
II. Item 4	
II. Amount 4	0.00
II. Item 5	
II. Amount 5	0.00
II. Temporary Employees Total (system calculated)	0.00
II. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
III. Item 1	0
III. Amount 1	0.00
III. Item 2	0
III. Amount 2	0.00
III. Item 3	0
III. Amount 3	0.00
III. Item 4	0
III. Amount 4	0.00
III. Item 5	0
III. Amount 5	0.00

III. Extra Compensation for Regular Employees Total (system calculated)	0.00
III. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
IV. # of AV applications	414
IV. AV applications amount	227.70
IV. # of AV ballots	414
IV. AV ballots amount	227.70
IV. # of inspector correspondence	30
IV. inspector correspondence amount	16.50
IV. other expenses 1	
IV. other 1 amount	0.00
IV. other expenses 2	
IV. other 2 amount	0.00
IV. Postage Total (system calculated)	471.90
IV. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
V. Item 1	ICP Tabulator Coding per Precinct 12x350=4200.00
V. Amount 1	4200.00
V. Item 2	ICX BMD Coding per Ballot Style 12 x 50=600.00
V. Amount 2	600.00
V. Item 3	ICX & ICP Tabulator & ADA Secure Media Creation & Testing per Ballot Style & Voting Machine 24 x 15=360.00
V. Amount 3	360.00
V. Item 4	Test Decks for Six Precincts 6 x 75=450.00
V. Amount 4	450.00
V. Item 5	
V. Amount 5	0.00
V. Voting Equipment Total (system calculated)	5610.00
V. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct

VI. Item 1	
VI. Amount 1	0.00
VI. Item 2	
VI. Amount 2	0.00
VI. Item 3	
VI. Amount 3	0.00
VI. Item 4	
VI. Amount 4	0.00
VI. Item 5	
VI. Amount 5	0.00
VI. Polling Place Total (system calculated)	0.00
VI. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
VII. Item 1	Public Accuracy Test
VII. Amount 1	36.00
VII. Item 2	
VII. Amount 2	0.00
VII. Item 3	
VII. Amount 3	0.00
VII. Item 4	
VII. Amount 4	0.00
VII. Item 5	
VII. Amount 5	0.00
VII. Publications Total (system calculated)	36.00
VII. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
VIII. Item 1	
VIII. Amount 1	0.00
VIII. Item 2	
VIII. Amount 2	0.00
VIII. Item 3	

VIII. Amount 3	0.00
VIII. Item 4	
VIII. Amount 4	0.00
VIII. Item 5	
VIII. Amount 5	0.00
VIII. Supplies Total (system calculated)	0.00
VIII. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
IX. Item 1	
IX. Amount 1	0.00
IX. Item 2	
IX. Amount 2	0.00
IX. Item 3	
IX. Amount 3	0.00
IX. Item 4	
IX. Amount 4	0.00
IX. Item 5	
IX. Amount 5	0.00
IX. Miscellaneous Total (system calculated)	0.00
IX. I certify that this total is correct. (If not, make adjustments to the entered numbers above until correct, then check the box)	Correct
Type the Grand Total of Reimbursement Requested	11381.40
Total \$ Amount per Precinct	1625.91
Optional comments if you need to explain a special circumstance. Please call the Bureau if you need guidance.	
Please check to certify the above statement	Certify

CITY OF ALBION
Business Location Application
Application for Mechanical Amusement Devices

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

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game: _____
 Pool Table: _____ 1 _____
 Pinball: _____
 Mechanical Crane: _____
 Other (Explain): _____

TOTAL # OF DEVICES:

1

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

MUSICAL DEVICE

MUSICAL DEVICES

ANNUAL FEE

Juke Box _____ \$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$75.00
	Juke Box(s)	
	TOTAL DUE:	\$75.00

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

Applicant's Signature:  Date: 1/14/2020

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

City of Albion Use Only

DATE PAID: 1-31-2020 CLERK'S SIGNATURE: 

DATE APPROVED BY CITY COUNCIL: _____

LICENSE YEAR: April 1, 2020 to March 31, 2021

CITY OF ALBION
 Date 01/31/2020 9:10:32 AM
 Ref MECHANICAL AMUSEMENT DEVICE
 Receipt 40138899
 Amount \$75.00

CITY OF ALBION
Business Location Application
Application for Mechanical Amusement Devices

Business Name:	Leisure Hour Club
Business Address:	211 Market Place
Telephone:	517-629-9710
Owner Name or Company Representative:	William Zaremba
Name of Your Mechanical Amusement Device Supplier:	Pioneer
Address:	Jackson
Telephone:	517-437-1070

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

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

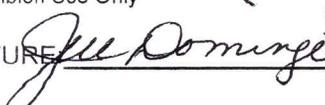
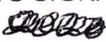
<u>MUSICAL DEVICE</u>	<u># MUSICAL DEVICES</u>	<u>ANNUAL FEE</u>
Juke Box	<u>1</u>	\$75/Device/Year

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

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

Applicant's Signature:  Date: 3-11-2020

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

City of Albion Use Only	
DATE PAID: <u>3-12-2020</u>	CLERK'S SIGNATURE: <u></u>
DATE APPROVED BY CITY COUNCIL: <u></u>	
LICENSE YEAR: April 1, <u>2020</u> to March 31, <u>2021</u>	

CITY OF ALBION
Business Location Application
Application for Mechanical Amusement Devices

Business Name:	Redbox		
Business Address:	110 S Eaton St		
Telephone:	630-756-8112		
Owner Name or Company Representative:	Melanie Bonner		
Name of Your Mechanical Amusement Device:	N/A		
Supplier:	N/A		
Address:	One Tower LN, Suite 900, Oakbrook Terr., IL 60151		
Telephone:	630-756-8112		

MECHANICAL AMUSEMENT DEVICES	NUMBER OF DEVICES
Video Game:	_____
Pool Table:	_____
Pinball:	_____
Mechanical Crane:	_____
Other (Explain):	_____
<u>DVD Movie Kiosk</u>	<u>1</u>

TOTAL # OF DEVICES: 1

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

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

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

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

Applicant's Signature: Melanie Bonner Date: 3/2/20

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

City of Albion Use Only		<small>CITY OF ALBION</small> Date 03/06/2020 12:13:32 PM Ref MECHANICAL AMUSEMENT DEVICE Receipt 401910 Amount \$75.00
DATE PAID: <u>3-6-2020</u>	CLERK'S SIGNATURE: <u>Jill Domingo</u>	
DATE APPROVED BY CITY COUNCIL: <u>[initials]</u>		
LICENSE YEAR: April 1, <u>2020</u> to March 31, <u>2021</u>		

CITY OF ALBION
Business Location Application
Application for Mechanical Amusement Devices

CITY OF ALBION
 Date 01/16/2020 3:27:29 PM
 Ref MECHANICAL AMUSEMENT DEVICE
 Receipt 40138210
 Amount \$75.00

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

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game:	_____
Pool Table:	_____
Pinball:	_____
Mechanical Crane:	1
Other (Explain):	_____

TOTAL # OF DEVICES:

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

MUSICAL DEVICE

MUSICAL DEVICES

ANNUAL FEE

Juke Box _____ \$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ 75.00
	Juke Box(s)	
	TOTAL DUE:	\$ 75.00

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

Applicant's Signature: *Daniel C. Persinger* Date: 1/15/2020
 Daniel C. Persinger, VP/Asst. Secretary

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

City of Albion Use Only	
DATE PAID: <u>1-16-2020</u>	CLERK'S SIGNATURE <u><i>Jill Domingo</i></u>
DATE APPROVED BY CITY COUNCIL: _____	
LICENSE YEAR: April 1, <u>2020</u> to March 31, <u>2021</u>	

CITY OF ALBION
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE

Business Name:	City Star Service DBA Refuse Service
Business Address:	14300 P St N Marshall, MI 48048
Telephone:	269-553-3425
Name of Company Representative:	Jason Pompa
Local or Toll Free Telephone:	269-553-3425

PLEASE SUBMIT THE FOLLOWING:

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

RATE SCHEDULE:

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

COMMERCIAL

CUSTOMER LIST:

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

VEHICLE INFORMATION:

- Number of Vehicles Operated from the Location Listed Below: 45
- Location (Place) of Overnight Storage: 14300 P St N Marshall, MI 48048

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

Applicant's Signature: _____

Date: 1/21/2020

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

City of Albion Use Only

DATE PAID: 2-19-2020 CLERK'S SIGNATURE: Julia Domingo

DATE APPROVED BY CITY COUNCIL: _____

LICENSE YEAR: April 1, 2020 to March 31, 2021

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

Business Name:	WASTE MANAGEMENT INC.
Business Address:	4547 Wayne Road, Battle Creek MI 49037
Telephone:	616-292-8056
Name of Company Representative:	Scott Edema
Local or Toll Free Telephone :	

PLEASE SUBMIT THE FOLLOWING:

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

RATE SCHEDULE:

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

COMMERCIAL

CUSTOMER LIST:

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

VEHICLE INFORMATION:

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

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

Applicant's Signature: Scott Edema Date: 1/27/2020

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

City of Albion Use Only

DATE PAID: 2-28-2020 CLERK'S SIGNATURE: Jill Domingo
 DATE APPROVED BY CITY COUNCIL: _____
 LICENSE YEAR: April 1, 2020 to March 31, 2021

CITY OF ALBION
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE

Business Name:	Granger Waste Services
Business Address:	16980 Wood Rd Lansing, MI 48906
Telephone:	517-372-2800
Name of Company Representative:	Jami Anderson Market Development Administrator
Local or Toll Free Telephone :	517-371-9722

PLEASE SUBMIT THE FOLLOWING:

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

RATE SCHEDULE:

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

COMMERCIAL

CUSTOMER LIST:

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

VEHICLE INFORMATION:

- Number of Vehicles Operated from the Location Listed Below: 6
- Location (Place) of Overnight Storage: 2100 Lansing Ave. Jackson MI 49202

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

Applicant's Signature: Jami Anderson Date: 2-20-2020

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

City of Albion Use Only		CITY OF ALBION
DATE PAID: <u>3-5-2020</u>	CLERK'S SIGNATURE: <u>J. Domingo</u>	Date: 03-05/2020 4:38:09 PM
DATE APPROVED BY CITY COUNCIL: _____		Ref: PEDDLER
LICENSE YEAR: April 1, <u>2020</u> to March 31, <u>2021</u>		Receipt #0141163
		Amount: \$75.00

Resolution #2020-16

A RESOLUTION TO APPROVE A TEMPORARY MORATORIUM ON THE IMPOSITION OF LATE FEES FOR UNTIMELY WATER PAYMENTS IMPOSED PURSUANT TO ORDINANCE 86-137

Purpose and Finding: As the council is aware, Governor Whitmer signed Executive Order 2020-28 which mandated that all local municipalities continue to provide water service during the state of emergency, not turn off water service during the state of emergency, and reinstate any water service previously terminated during the state of emergency. The Executive Order did not address the issue of late fees. Presently Ordinance 86-137 requires a 10% late fee for untimely payment. There is a concern, especially amongst the elderly residents of the community, over leaving their homes to mail payments and or dropping them off at city hall in order to avoid late fees.

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

RESOLVED, that the Albion City Council hereby adopts a temporary moratorium on the imposition of late fees required by Ordinance 86-137;

BE IT FURTHER RESOLVED, that late fees under Ordinance 86-137 shall not be imposed from March 17, 2020 through April 30, 2020.

Date: April 20, 2020

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on April 20, 2020.

Jill Domingo
City Clerk



Council Action Summary Sheet

Agenda Item #:	
Agenda Item Title:	<i>Temporary Waiver of Fees on Delinquent Water Accounts</i>
Meeting Date:	April 20, 2020
Submitted by:	Tom Mead, Finance Director/Treasurer
Contact Information:	(517) 629-5535; tmead@cityofalbionmi.gov
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

Background Brief: In compliance with the Governor’s Executive Order 2020-28, the City has turned the water back on to all services who were shut off do to nonpayment. In addition, to further comply with the EO, the City will not be shutting off any water service during this coronavirus crisis. This EO was issued in an effort to encourage citizens to stay in their homes to avoid spreading the coronavirus. However, the EO did not address whether or not fees would be imposed on accounts which become delinquent during this time. The City has had requests from citizens, some of which are elderly, who are trying to minimize the number of times they must leave their house to mail payments or travel to the City’s payment drop box, etc. Accordingly, they are concerned about being charged late fees if their water bill payments do not arrive on time.

Alternatives Analysis: If no action is taken, or if the Council decided to not approve the temporary waiver of late fees charged on delinquent water bill accounts, the City will continue to impose the fees as spelled out in the City Charter.

Summary of Previous Council Action: This issue has not come up in the past so no previous action has been taken, nor has any similar request been made in recent years.

Financial Impact: Of course there will be some lost revenue from not imposing fees on delinquent accounts. However, the amount would be very difficult to determine as we will not know how many residents will make their payments late, so we will not know the amount of lost revenue until after the fact. However, for the months of April, May and June of 2019, the City collected \$13,527.18 in delinquent charges/late fees.



Recommended Motion(s): To authorize the City Manager to waive late fees for water and sewer billing payments due and owing but not yet paid between the period of March 17, 2020, and April 30, 2020, due to the State of Michigan declaration of public health emergency as a result of the coronavirus (COVID-19) pandemic; and to authorize the City Manager to extend this waiver for additional periods of time as needed based on issuance of any future Governor's executive orders extending Executive Order 2020-28 and for an additional two weeks beyond the expiration date of any such extensions.

Attachments: Executive Order 2020-28 attached



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

EXECUTIVE ORDER

No. 2020-28

Restoring water service to occupied residences during the COVID-19 pandemic

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Michigan Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401-.421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31-.33.

The Emergency Management Act vests the governor with broad powers and duties to “cop[e] with dangers to this state or the people of this state presented by a disaster or emergency,” which the governor may implement through “executive orders, proclamations, and directives having the force and effect of law.” MCL 30.403(1)-(2). Similarly, the Emergency Powers of the Governor Act of 1945 provides that, after declaring a state of emergency, “the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control.” MCL 10.31(1).

To mitigate the spread of COVID-19, protect the public health, and avoid needless deaths, it is crucial that all Michiganders remain in their homes or residences to the greatest extent possible and wash their hands thoroughly and regularly. Now more than ever, the provision of clean water to residences is essential to human health and hygiene, and to the public health and safety of this state. Correspondingly, many water utilities have already suspended water shutoffs during this difficult time. Due to the vital need to ensure that Michigan residents have access to clean water at home during the COVID-19 pandemic, it is reasonable and necessary to require the restoration of clean water to residences across the State of Michigan throughout this state of emergency. And because it is also vitally important for state government to have up-to-date and accurate information regarding access to clean water, it is reasonable and necessary to require public water supplies to report on the status of water service within their respective service areas.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. A public water supply must restore water service to any occupied residence where water service has been shut off due to non-payment, so long as the public water supply does not have reason to believe that reconnection would create a risk to public health (e.g., due to cross-contamination). To facilitate the restoration of water service, a public water supply must immediately make best efforts to determine which occupied residences within their service areas do not have water service. For purposes of this order, a public water supply's "service area" means the area for which the public water supply collects payment for water service.
2. If a public water supply determines that any occupied residences within its service area have had water service shut off for any reason other than non-payment or that reconnection would create a risk to public health, it must make best efforts to remedy such conditions and restore water service to such occupied residences as soon as possible.
3. As soon as possible and no later than April 12, 2020, all public water supplies that have used water shutoffs as a remedy for non-payment within the last year must report to the State Emergency Operations Center regarding access to water in their service areas. The report must include:
 - (a) An account of what efforts have been made to determine which occupied residences within the public water supply's service area do not have water service.
 - (b) The number of occupied residences within the public water supply's service area that do not have water service as a result of a shutoff due to non-payment.
 - (c) The number of occupied residences within the public water supply's service area that do not have water service as a result of any reason other than non-payment.
 - (d) A certification, if true, that best efforts have been exercised to determine which occupied residences within the service area do not have water service; that, to the best of the public water supply's knowledge, no occupied residences have their water service shut off due to non-payment; that the public water supply has reconnected water service for all occupied residences that can be reconnected without creating a risk to public health; and that the public water supply has exercised best efforts to remedy the conditions that prevent reconnection due to a risk to public health.
4. If a public water supply submits a report under section 3 of this order that does not meet all of the requirements described in section 3, then the public water supply must submit a supplemental report every 30 days until it submits a report that meets all of section 3's requirements.

5. Nothing in this order abrogates the obligation of a resident to pay for water, prevents a public water supply from charging any customer for water service, or reduces the amount a resident may owe to a public water supply.
6. This order is effective immediately and continues until the termination of the state of emergency under section 3 of Executive Order 2020-4.

Given under my hand and the Great Seal of the State of Michigan.



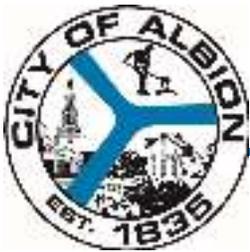
Date: March 28, 2020

Time: 7:09 pm

GRETCHEN WHITMER
GOVERNOR

By the Governor:

SECRETARY OF STATE



Council Action Summary Sheet

Agenda Item #:	VI. K.
Agenda Item Title:	<i>REQUEST APPROVAL OF RESOLUTION #2020-17 – SUBMISSION OF 2023 LOCAL BRIDGE PROGRAM GRANT APPLICATION – NORTH ALBION STREET BRIDGE REPLACEMENT PROJECT</i>
Meeting Date:	April 20, 2020
Submitted by:	Darwin McClary, City Manager
Contact Information:	(517) 629-7172; dmcclary@cityofalbionmi.gov
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> City Manager

Background Brief:

City council is being requested to adopt Resolution #2020-17 approving the submission of the City of Albion’s 2023 application for funding under the Michigan Local Bridge Program for the replacement of the North Albion Street Bridge.

The outer supports of the bridge are severely deteriorated, and the city was recently forced to reduce the lane widths in each direction on the bridge by six feet each to direct traffic toward the center of the bridge. The city also installed YIELD signs to allow one-way crossings of traffic as needed. This action allows the city to maintain the current load limits of 24/27/31 tons on the bridge. Alternatively, the city could have maintained the full lane widths but would have had to reduce the load limit on the bridge to four (4) tons, thereby eliminating large pickup and most other truck traffic.

The estimated cost of the bridge reconstruction is just over \$1.7 million. The Local Bridge Program provides grant funding for up to 95% of construction costs. Design and construction engineering costs would be the responsibility of the city. A larger local match by the city toward construction costs may increase the chances for award of funding.

Alternatives Analysis:

Take no action. If the city council opts to take no action, the city would need to identify other revenue sources to complete the reconstruction of the bridge. If the city cannot find alternative funding and bridge repairs are not completed, the bridge will continue to deteriorate, become more dangerous over time, and will require the closure of the bridge and that portion of North Albion Street within the next few years.



Approve submission of the Local Bridge Program grant application. If council opts to approve the submission of the grant application, the city will be eligible for grant funding up to just over \$1.6 million to assist with construction costs for replacement of the bridge in 2023. If awarded funding, the city will be responsible for 100% of engineering costs. The city can use its Act 51 and Local Street Millage road funding to provide the local match. If the city is not successful in obtaining grant funding, the city will need to identify other revenue sources, reapply for the Local Bridge Program grant again next year, or prepare for the eventual closure of the bridge if funding does not become available.

Summary of Previous Council Action:

None on this grant application. Council authorized submission of an application last year for the 2022 Local Bridge Program project year, but the city was not successful in obtaining funding.

Financial Impact:

The total cost of the bridge replacement is estimated at \$1,717,000, including 10% contingencies and 3% annual inflationary adjustments beginning in 2021. If awarded funding, the city could receive up to \$1,631,150 (95%) in Local Bridge Program assistance. The city would be responsible for 100% of engineering costs which could amount to approximately 20% of the construction cost (\$343,400). At 5% local match, the city's total cost would be approximately \$429,250. The local matching funds could come from the city's Act 51 monies, local street millage funding, the General Fund, or a combination of the three.

Recommended Resolution(s): Move the adoption of the following Resolution #2020-17 stating as follows: (SEE ATTACHED RESOLUTION)

Attachments:

Resolution #2020-17



**CITY OF ALBION
COUNTY OF CALHOUN
STATE OF MICHIGAN**

CITY COUNCIL RESOLUTION #2020-17

A RESOLUTION TO APPROVE THE SUBMISSION OF THE CITY OF ALBION APPLICATION FOR FUNDING UNDER THE MICHIGAN LOCAL BRIDGE PROGRAM FOR THE REPLACEMENT OF THE NORTH ALBION STREET BRIDGE OVER THE KALAMAZOO RIVER.

WHEREAS, the Mayor and City Council of the City of Albion are required under provisions of the Local Bridge Program to review, approve, and state that they are actively seeking participation in certain bridge rehabilitation projects; and

WHEREAS, the staff of the City of Albion, together with the city's professional bridge engineering consultants, have reviewed the bridge system in Albion and found that there is a critical need for the replacement of the North Albion Street Bridge intersecting the north branch of the Kalamazoo River to address very serious structural deficiencies and safety hazards and enhance the safe and efficient travel of vehicular and pedestrian traffic; and

WHEREAS, due to the serious deficient condition of the North Albion Street Bridge, the city was recently forced to reduce lane widths on the bridge by six (6) feet in each direction to direct traffic to the center supports of the bridge just to maintain current load limits; and

WHEREAS, the available funds to complete this essential infrastructure project are severely insufficient while still maintaining the remainder of the city's road system; and

WHEREAS, if the city is not able to obtain funding for this critical infrastructure project, the city will be forced to close the bridge completely within the next few years due to the severity of the deterioration of the structure and the serious threat to motorist and pedestrian safety; and

WHEREAS, the City of Albion must seek funding under the Local Bridge Program to complete the replacement of the North Albion Street Bridge as soon as possible due to the fact that the city, in its current financial condition, cannot fund the replacement of the bridge on its own;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Albion do hereby seek participation in the Local Bridge Program for the following project, approve submission of the grant application, and affirm a commitment to provide local funds in the amount of a five percent (5%) match for construction and one hundred percent (100%) for engineering costs in the event the project receives Federal and State funding:

<u>Bridge and Location</u>	<u>Estimated Total Construction/Design Cost</u>
North Albion Street Bridge over the north branch of the Kalamazoo River	\$1,717,000



CERTIFICATION

I, Jill Domingo, City Clerk for the City of Albion, County of Calhoun, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Albion during its regular meeting held on April 20, 2020.

Jill Domingo
City Clerk

CITY OF ALBION
APPLICATION FOR
MICHIGAN DEPARTMENT OF TRANSPORTATION LOCAL BRIDGE FUND
NORTH ALBION STREET OVER THE KALAMAZOO RIVER (SN 1396)
CITY OF ALBION

I. INTRODUCTION

The North Albion Street bridge over the Kalamazoo River is the first priority for City of Albion to be replaced in the 2023 fiscal year. Replacement of the entire structure is needed.

The North Albion Street bridge was constructed in 1935. The bridge is a single span structure. The superstructure has rolled steel beams with concrete diaphragms. The bridge deck consists 3" deep transverse steel beams encased in a concrete deck. There is an HMA wearing surface on the deck. There are 5'-6" wide sidewalks along both sides of the bridge. The bridge railing is a concrete balustrade railing. The abutments are concrete gravity walls supported by spread footings. The bridge has a length of 64 feet and the current clear width is 18 feet.

North Albion Street is a north-south road. The bridge is approximately 0.5 miles south of M-199. The average daily traffic on North Albion Street over Kalamazoo River is 1462 vehicles per day.

II. GENERAL CONDITION OF THE NORTH ALBION STREET BRIDGE

The bridge is in serious condition and is currently posted at 24/27/31. The deficiencies noted from the August 2019 inspection included the following:

- The HMA overlay is in very poor condition. Nearly 100% of the HMA surface has been patched and there are widespread open cracks throughout the HMA.
- Both bridge railings have spalling along the full length of the bridge. One post is missing on the east railing.
- Beams 2W and 7W have heavy rust and scale along the full length of the beam. Up to 58% section loss was measured on beam 2W and up to 43% section loss was measured on beam 7W. The remaining beams have light rust and pitting.
- Both abutments have scaling and loss of concrete section along the waterline. The west corner on the south abutment has heavy spalling with exposed resteel. In most of the backwalls, the bottom 12" is delaminated. Along the south abutment, there is up to 6" of vertical

footing exposure below beam 5W. Both abutments are on spread footings and the bridge is Scour Critical.

- A detailed inspection was performed on 1/24/2020 to measure the section loss in beams 2W and 7W. Using the section loss measurements from the 1/24/2020 detailed inspection, the bridge would have need to be posted at 4 tons. In lieu of reducing the posting to 4 tons, the City opted to close off the outer 6 feet of the bridge, thus reducing the clear width to 18 feet.

III. NARRATIVE SUPPORTING THE APPLICATION

A. Contact Person

The contact person for the City of Albion Road Commission is:

Mr. Darwin McClary
City Manager
City of Albion
112 West Cass Street
Albion, MI 49224
Phone: 517-629-7172

B. Economic Importance

The economic importance of the North Albion Street bridge over Kalamazoo River includes the following:

- The North Albion Street bridge connects industrial/community development sites on Cass Street and Albion Street with M-199, the Albion Industrial Park, and the most direct route to I-94. Replacement of the bridge would allow these sites to be marketed for a broader range of options, including workforce housing development and business/technology/industrial development, which would lead to job creation and investment for the City of Albion. The sites are owned by the City and are currently being marketed for development. The traffic restrictions and weight limits on the bridge cause concerns for developers when looking at routes to and from the sites. The two main development sites are an 8.5 acre housing development site and a 49-/+ acre mixed-use site along the Kalamazoo River.
- As the bridge continues to deteriorate, it will prevent public safety vehicles such as fire trucks and ambulances from using it. Response time will be significantly impacted.

C. Existing Detour Impact

The existing detour requires additional travel time by the following road users:

- Delivery vehicles and garbage trucks.
- All one unit, two unit, and three unit trucks that exceed the current weight limits on the bridge.

D. Impact of Closed Structure

If the North Albion Street bridge were closed, delivery vehicles, school buses, emergency vehicles, and commercial trucks would have to take a 1 mile detour. The closure would overload the detour route with the traffic normally on North Albion Street.

E. Structure Maintenance

The City has patched the open spalls in the deck and potholes in the HMA surface. Additionally, the City reduced the clear width on the bridge to maintain the current weight limit.

IV. COST BREAKDOWN FOR NORTH ALBION STREET BRIDGE

The following is the estimated cost for the replacement of the North Albion Street bridge over Kalamazoo River, SN 1396.

ITEM	COST ITEM		COST
A.	Approach Construction	(A)	\$422,000.00
B.	Structure Construction	(B)	\$1,295,000.00
		Total (A&B)	\$1,717,000.00

2020

LAP - BRIDGE COST ESTIMATE WORKSHEET

REV. 2/1/2020

- CPM, REHAB, REPLACE -

DATE: 4/16/2020

ENGINEER: Eric Rickert, P.E.

OWNER: ALBION
REGION: Southwest
TSC: Marshall

FISCAL YEAR: 2023

PR: #N/A MP: #N/A

Out to Out Curb to Curb
LENGTH WIDTH WIDTH
64.0 41.0 29.9

STRUCTURE ID: 1396
BRIDGE ID:

LOCATION: N ALBION STREET over KALAMAZOO RIVER
PRIMARY WORK ACTIVITY Bridge Replacement
OTHER WORK:

DECK AREA: 2,624 SFT
CLEAR ROADWAY: 1,914 SFT

STR. TYPE: Steel
Multi-Stringer, W or I-Bear

WORK ACTIVITY	Michigan Bridge Design Manual	QUANTITY	UNIT	UNIT COST	TOTAL
NEW BRIDGE (increase deck area based on design standards and hydraulic requirements)					
Single or Multiple Spans, Grade Separation	(add demo, approach, MOT)		SFT	\$220.00/SFT	
Single Span, Over Water	Length < 100ft (add demo, approach, MOT)	2,624.0	SFT	\$350.00/SFT	\$918,400
Multiple Spans, Over Water	Length > 100ft (add demo, approach, MOT)		SFT	\$220.00/SFT	
Precast Culvert	Length < 40ft (add demo, approach, MOT)		SFT	\$350.00/SFT	
NEW SUPERSTRUCTURE					
New Superstructure, Grade Separation	(incl. remove exist deck/super; add MOT & approach)		SFT	\$170.00/SFT	
New Superstructure, Over Water	(incl. remove exist deck/super; add MOT & approach)		SFT	\$200.00/SFT	
WIDENING					
Structure Widening, ft	(incl. deck/super/sub widening, add approach transition)		SFT	\$270.00/SFT	
NEW DECK					
New Bridge Deck & Barrier	(incl. remove exist deck/railing, add approach, MOT)		SFT	\$75.00/SFT	
DEMOLITION					
Entire Structure, Grade Separation			SFT	\$33.00/SFT	
Entire Structure, Over Water		2,624.0	SFT	\$46.00/SFT	\$120,704
DECK REPAIR / TREATMENTS					
Bridge Railing Replacement	(incl. removal and replacement)		FT	\$400.00/FT	
Concrete Brush Block / Curb Patch	(incl. hand chipping and formwork)		FT	\$24.00/FT	
Concrete Barrier Patch	(incl. hand chipping and formwork)		SFT	\$45.00/SFT	
Concrete Deck Patch	(incl. hand chipping)		SFT	\$30.00/SFT	
Deep Overlay	(incl. joint repl & hydro)		SFT	\$33.00/SFT	
Epoxy Overlay	(incl. warranty)		SYD	\$30.00/SYD	
Expansion Joint Gland Replacement	(remove and replace elastomeric gland)		FT	\$85.00/FT	
Expansion Joint Replacement	(incl. removal)		FT	\$600.00/FT	
Full Depth Patch			SFT	\$76.00/SFT	
Healer / Sealer	(penetrates cracks in bridge deck)		SYD	\$15.00/SYD	
HMA Overlay with WP membrane			SYD	\$53.00/SYD	
Overlay Removal	(Epoxy: \$8/syd Latex: \$16/syd HMA: \$7/syd)		SYD	\$16.00/SYD	
Reseal Bridge Joints			FT	\$16.00/FT	
Shallow Overlay	(incl. joint repl & hydro)		SFT	\$22.00/SFT	
SUPERSTRUCTURE REPAIR					
Bearing Realignment / Replacement	(incl. temporary supports)		EA	\$5,000.00/EA	
Heat Straightening	(incl. clean and coat)		EA	\$50,000.00/EA	
Pack Rust Repair	(greater than 3/8" separation)		FT	\$500.00/FT	
Paint - Complete	(incl. clean & coat)		SFT	\$30.00/SFT	
Paint - Partial / Spot / Zone	(incl. clean & coat - \$20k minimum)		SFT	\$60.00/SFT	
PCI Beam End Blockout	(incl. temporary supports)		EA	\$7,200.00/EA	
Pin & Hanger Replacement	(incl. temporary supports)		EA	\$8,000.00/EA	
Structural Steel Repair	(based on 6ft length; for stiffeners use \$1,200 ea)		EA	\$3,000.00/EA	
SUBSTRUCTURE REPAIR					
Substructure Patching	(measured x 2) replace if repair area > 30%		CFT	\$300.00/CFT	
Substructure Replacement	(incl. temporary supports, excavation)		CFT	\$180.00/CFT	
Substructure Horizontal Surface Sealer			SYD	\$40.00/SYD	
Temporary Supports	(add \$1,200 for ea steel beam - stiffeners)		EA	\$2,500.00/EA	
MISCELLANEOUS					
Articulating Concrete Block System (ACB)			SYD	\$150.00/SYD	
Concrete Surface Coating			SYD	\$28.00/SYD	
Culvert Cleanout			FT	\$30.00/FT	
Epoxy Crack Injection	(structural crack repair)		FT	\$50.00/FT	
Metal Mesh Panels	(48" width, max 6'-6" length)		SFT	\$20.00/SFT	
Pressure Relief Joint	(use when approach concrete roadway exceeds 1,000ft)		FT	\$100.00/FT	
Riprap	(assume 10ft distance around perimeter of substructure)		SYD	\$175.00/SYD	
Silane Treatment	(penetrating sealer for concrete surfaces)		SFT	\$4.50/SFT	
Slope Protection Repairs			SYD	\$100.00/SYD	
Other					

STRUCTURE CONSTRUCTION BUDGET \$1,039,104

ROAD WORK

Approach Pavement, 12" RC (incl. removal; add curb, gutter, guardrail)	20' ea. End (30'x20'x2)	133.0	SYD	\$175.00/SYD	\$23,275
Approach Curb & Gutter	(incl. removal) 20' ea. quadrant	80.0	FT	\$56.00/FT	\$4,480
Guardrail Anchorage to Bridge	(each quadrant)		EA	\$1,600.00/EA	
Guardrail	(incl. removal) < 200ft beyond reference line		FT	\$28.00/FT	
Guardrail Terminal	(each quadrant)		EA	\$2,300.00/EA	
Roadway Approach Work	(beyond approach pavement)	1.0	LSUM	\$200,000.00/LSUM	\$200,000
Utilities; water main relocation		1.0	LSUM	\$100,000.00/LSUM	\$100,000

TRAFFIC CONTROL

Unit Cost to be determined by Region or TSC Traffic & Safety

Part Width Construction			LSUM		
Crossovers			EA	\$300,000.00/EA	
Temporary Traffic Signals			set	\$25,000.00/set	
RR Flagging			LSUM		
Detour		1.0	LSUM	\$10,000.00/LSUM	\$10,000

RELATED ROAD/TRAFFIC CONSTRUCTION BUDGET \$337,755

CONTINGENCY	(10% - 20%) (use higher contingency for small projects)	10	%	\$1,377,000.00	\$138,000
MOBILIZATION	(estimate at 10%)	10	%	\$1,515,000.00	\$152,000
INFLATION	(assume 3% per year, beginning in 2021)	3	%	\$1,667,000.00	\$50,000

(Does not include PE or CE)

TOTAL CONSTRUCTION BUDGET \$1,717,000

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 1396

BRIDGE SAFETY INSPECTION REPORT

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
Feature KALAMAZOO RIVER	Length / Width / Spans 64 / 41 / 1	Owner City: ALBION(0074)		
Location 6 BLOCKS WEST OF M-99	Built / Recon. / Paint / Ovly. 1935 / 1976 / /	TSC Marshall(19)	Operational Status P Posted for load(242731)	
Region / County Southwest(5) / Calhoun(13)	Material / Design 3 Steel / 02 Multi Str Non Comp	Last NBI Inspection 08/29/2019 / X52B	Scour Evaluation 3 SC - Unstable	

NBI INSPECTION

X52B

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Evan Currie	Great Lakes Engineering Group	12	08/29/2019

GENERAL NOTES

RFA submitted for detailed inspection to remove scale and measure section loss at beam 2W and 7W. Detailed inspection now complete. Updated load rating calculations also complete. Load rating results determined that vehicles should not travel above beam 2W and 7W due to poor condition. City has narrowed bridge to a single lane crossing in order to maintain existing 24/27/31 ton posting. Apply for funding for full bridge replacement.

Weight limit signs in place on both ends of bridge	YES
Weight limit shown on signs at bridge	242731
Required advance warning weight limit signs in place	YES
Weight limit shown on advance warning signs	242731

DECK

08/17 08/18 08/19

	08/17	08/18	08/19	
1. Surface (SIA-58A)	3	3	3	Very poor condition. HMA has widespread random open cracks spaced every 3'-6'. Patched areas in nearly 100% of surface, patches are uneven creating poor ride quality. Open spalls in HMA along face of sidewalks, most have been patched. Previous holes through deck at north end of west curb have been patched, but small holes remain within 16' of reference line. (08/19) Very poor condition. HMA has widespread random open cracks spaced every 3'-6'. Patched areas in nearly 100% of surface. Open spalls in HMA along face of sidewalks, most have been patched. Previous holes through deck at north end of west curb have been patched, but small holes remain within 8' of reference line. (08/18) HMA has widespread random open cracks spaced every 6'-8'. Patched areas in 80% of HMA. Open spalls in HMA along face of sidewalks, most have been patched. Previous holes through deck at north end of west curb have been patched, but small holes remain. (08/17)
2. Expansion Joints	N	N	N	(08/19) (08/18) (08/17)
3. Other Joints	N	N	N	(08/19) (08/18) (08/17)
4. Railings	4	4	3	West rail has heavy spalling along top nearly full length of rail with 20' of exposed steel. Both railings have spalling along entire length along bottom of rail. NW, NE, and SW concrete end posts are scaled. One missing post on east rail. (08/19) West rail has heavy spalling along 50' length along top with 20' of exposed steel. Both railings have spalling along entire length along bottom of rail. NW, NE, and SW concrete end posts are scaled. One missing post on east rail. (08/18) West rail has spalling along 50' length along top with 20' of exposed steel. Both railings have spalling along entire length along bottom of rail. NW, NE, and SW concrete end posts are scaled. One missing post on east rail. (08/17)

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 1396

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
N ALBION STREET	42.2476 / -84.7622	134007400120B01	Serious Condition(3)	
Feature	Length / Width / Spans	Owner		
KALAMAZOO RIVER	64 / 41 / 1	City: ALBION(0074)		
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status	
6 BLOCKS WEST OF M-99	1935 / 1976 / /	Marshall(19)	P Posted for load(242731)	
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B	3 SC - Unstable	

5. Sidewalks or Curbs	5	4	4	<p>West sidewalk: Spalls along bottom of curb. Small holes through deck at north end. Spalls with exposed steel in sidewalk fascia. East sidewalk: Spalls along bottom of curb. 12 lft spall at north end, 12 lft spall at south end, plus delamination along curb adjacent to spalls. Spalls with exposed steel in sidewalk fascia. (08/19)</p> <p>West sidewalk: Spalls along bottom of curb. Small holes through deck at north end. Spalls with exposed steel in sidewalk fascia. East sidewalk: Spalls along bottom of curb. 12 lft spall at north end, 12 lft spall at south end, plus delamination along curb adjacent to spalls. Spalls with exposed steel in sidewalk fascia. (08/18)</p> <p>West sidewalk: Spalls along bottom of curb. Small hole through deck at north end. Spalls with exposed steel in sidewalk fascia. East sidewalk: Spalls along bottom of curb. 12 lft spall at north end, 3 lft spall at south end, plus delamination along curb adjacent to spalls.. Spalls with exposed steel in sidewalk fascia. (08/17)</p>
6. Deck Bottom Surface (SIA-58B)	3	3	3	<p>Three different conditions exist in the deck bottom: Bay 1W and 1E have clay bricks in the bottom of the sidewalk. Bay 2W and 2E have concrete. Interior bays have painted metal forms left in place. In 1W and 1E bricks are broken/missing. Bay 1W has 3"-5" gap between deck and top flange of beam 2W due to spalls in curb (16' long). Bay 1E has similar gap, 10' long, not visible from above. Holes through deck at north end of beam 2W. Reinforcing steel is exposed. In bay 2W and 2E deck bottom is spalled with reinforcing steel exposed in multiple locations. Total deck area spalled is approx 20% of these bays. In interior bays painted metal forms are rusting with isolated areas of scale. (08/19)</p> <p>Three different conditions exist in the deck bottom: Bay 1W and 1E have clay bricks in the bottom of the sidewalk. Bay 2W and 2E have concrete. Interior bays have painted metal forms left in place. In 1W and 1E bricks are broken/missing. Bay 1W has 3"-5" gap between deck and top flange of beam 2W due to spalls in curb (16' long). Bay 1E has similar gap, 10' long, not visible from above. Holes through deck at north end of beam 2W. Reinforcing steel is exposed. In bay 2W and 2E deck bottom is spalled with reinforcing steel exposed in multiple locations. Total deck area spalled is approx 20% of these bays. In interior bays painted metal forms are rusting with isolated areas of scale. (08/18)</p> <p>Three different conditions exist in the deck bottom: Bay 1W and 1E have clay bricks in the bottom of the sidewalk. Bay 2W and 2E have concrete. Interior bays have painted metal forms left in place. In 1W and 1E bricks are broken/missing. Holes through deck at north end of beam 2W. Reinforcing steel is exposed in several locations. In bay 2W and 2E deck bottom is spalled with reinforcing steel exposed in multiple locations. Total deck area spalled is approx 20% of these bays. In interior bays painted metal forms are rusting. (08/17)</p>

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 1396

BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
N ALBION STREET	42.2476 / -84.7622	134007400120B01	Serious Condition(3)	
Feature	Length / Width / Spans	Owner		
KALAMAZOO RIVER	64 / 41 / 1	City: ALBION(0074)		
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status	
6 BLOCKS WEST OF M-99	1935 / 1976 / /	Marshall(19)	P Posted for load(242731)	
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B	3 SC - Unstable	

7. Deck (SIA-58) 3 3 3 Surface: Very poor condition. HMA has widespread random open cracks spaced every 3'-6'. Patched areas in nearly 100% of surface, patches are uneven creating poor ride quality. Open spalls in HMA along face of sidewalks, most have been patched. Previous holes through deck at north end of west curb have been patched, but small holes remain within 16' of reference line.
 Soffit: Three different conditions exist in the deck bottom: Bay 1W and 1E have clay bricks in the bottom of the sidewalk. Bay 2W and 2E have concrete. Interior bays have painted metal forms left in place. In 1W and 1E bricks are broken/missing. Bay 1W has 3"-5" gap between deck and top flange of beam 2W due to spalls in curb (16' long). Bay 1E has similar gap, 10' long, not visible from above. Holes through deck at north end of beam 2W. Reinforcing steel is exposed. In bay 2W and 2E deck bottom is spalled with reinforcing steel exposed in multiple locations. Total deck area spalled is approx 20% of these bays. In interior bays painted metal forms are rusting with isolated areas of scale. (08/19)
 Surface: Very poor condition. HMA has widespread random open cracks spaced every 3'-6'. Patched areas in nearly 100% of surface. Open spalls in HMA along face of sidewalks, most have been patched. Previous holes through deck at north end of west curb have been patched, but small holes remain within 8' of reference line.
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 Surface: HMA has widespread random open cracks spaced every 6'-8'. Patched areas in 80% of HMA. Open spalls in HMA along face of sidewalks, most have been patched. Previous holes through deck at north end of west curb have been patched, but small holes remain.
 Soffit: Three different conditions exist in the deck bottom: Bay 1W and 1E have clay bricks in the bottom of the sidewalk. Bay 2W and 2E have concrete. Interior bays have painted metal forms left in place. In 1W and 1E bricks are broken/missing. Holes through deck at north end of beam 2W. Reinforcing steel is exposed in several locations. In bay 2W and 2E deck bottom is spalled with reinforcing steel exposed in multiple locations. Total deck area spalled is approx 20% of these bays. In interior bays painted metal forms are rusting. (08/17)

8. Drainage
 Scuppers are plugged. (08/19)
 Scuppers are plugged. (08/18)
 Scuppers are plugged. (08/17)

SUPERSTRUCTURE

08/17 08/18 08/19

9. Stringer (SIA-59) 4 4 4 Beam 1W and 8W have scale on bottom flange, outside of fascia encased in concrete. Beam 2W and 7W have heavy rust and scale with section loss on webs and bottom flanges. Beam 2W bottom flange is 0.394" thick at midspan, web is 0.308" at south abutment. Beam 7W bottom flange is 0.540" thick at south abutment, web is 0.406". Remaining beams have light rust starting. Pitted steel under paint on interior beams. Most concrete diaphragms are cracked, delaminated, or spalled. (08/19)
 Beam 1W and 8W have scale on bottom flange. Beam 2W and 7W have heavy rust and scale with section loss. Beam 2W bottom flange is 0.38" thick at north diaphragm, web is 0.60". Beam 2E bottom flange is 0.73" thick at south abutment. Remaining beams have light rust starting. Pitted steel under paint on interior beams. Most concrete diaphragms are cracked, delaminated, or spalled. (08/18)
 Beam 2W and 7W have heavy rust and scale with section loss. Beam 2W bottom flange is 0.38" thick at north diaphragm, web is 0.60". Beam 2E bottom flange is 0.73" thick at south abutment. Remaining beams have light rust starting. Pitted steel under paint on interior beams. Concrete diaphragms are cracked and spalled in bay 1, 2, 6, 7W. (08/17)

10. Paint (SIA-59A) 4 4 4 Interior beams have 5%-10% paint failed, beams 2E and 2W have 60% failed. (08/19)
 Interior beams have 5%-10% paint failed, beams 2E and 2W have 60% failed. (08/18)
 Interior beams have 2%-5% paint failed, beams 2E and 2W have 50% failed. (08/17)

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 1396

BRIDGE SAFETY INSPECTION REPORT

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Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B	3 SC - Unstable	

11. Section Loss	1	1	1	Heavy rust and scale on beams 2W and 7W. Light scaling along bottom flange of fascia beams. (08/19) Heavy rust and scale on beams 2E and 2W. Light scaling along bottom flange of fascia beams. (08/18) Heavy rust and scale on beams 2E and 2W. Light scaling along bottom flange of fascia beams. (08/17)
12. Bearings	5	5	5	Rusting steel bearings. Spall under beam 2W at north abutment (no undermining). (08/19) Rusting steel bearings. Spall under beam 2W at north abutment (no undermining). (08/18) Rusting steel bearings. (08/17)

SUBSTRUCTURE

	08/17	08/18	08/19	
13. Abutments (SIA-60)	4	4	4	Loss of concrete section along waterline, both abutments. SW abut corner has heavy spalling with exposed steel and delamination. Spall on north abutment under beam 2W (2 sft, bearing not undermined). Delamination in north backwall. Spall under utility in bay 1E on south abutment (6 sft) and north abutment (4 sft). Bottom foot of backwalls is delaminated in most bays. South footing exposed up to 4" below beam 5W. Abutments are on spread footings. (08/19) Loss of concrete section along waterline, both abutments. SW abut corner has heavy spalling with exposed steel and delamination. Spall on north abutment under beam 2W (2 sft, bearing not undermined). Spall under utility in bay 1E on south abutment (6 sft) and north abutment (4 sft). Bottom foot of backwalls is delaminated in most bays. South footing exposed up to 6" below beam 5W. Abutments are on spread footings. (08/18) Loss of concrete section along waterline, both abutments. SW abut corner has heavy spalling with exposed steel and delamination. Spall on north abutment under beam 2W (2 sft, bearing not undermined). Spall on south abutment under utility in bay 1E (6 sft). South footing exposed up to 6" below beam 5W. Abutments are on spread footings. (08/17)
14. Piers (SIA-60)	N	N	N	(08/19) (08/18) (08/17)
15. Slope Protection	N	N	N	(08/19) (08/18) (08/17)
16. Channel (SIA-61)	5	5	5	Deeper hole in center of channel at downstream end. Channel narrows under bridge. Most flow along south abutment. Debris in upstream (east) channel. South footing exposed. (08/19) Deeper hole in center of channel at downstream end. Channel narrows under bridge. Most flow along south abutment. Debris in upstream (east) channel. South footing exposed. (08/18) Deeper hole in center of channel at downstream end. Channel narrows under bridge. Most flow along south abutment. Debris in upstream (east) channel. South footing exposed. (08/17)
17. Scour Inspection	4	4	4	South footing exposed up to 4" below beam 5W. (08/19) South footing exposed up to 6" below beam 5W. (08/18) South footing exposed up to 6" below beam 5W. (08/17)

APPROACH

	08/17	08/18	08/19	
18. Approach Pavement	3	3	3	Very poor condition. Approach HMA has heavy open cracking and patching throughout nearly all of both approaches. 1"-2" settlement at reference lines, rough ride for vehicles. (08/19) Very poor condition. Approach HMA has heavy open cracking and patching throughout 80% of both approaches. 1"-2" settlement at reference lines, rough ride for vehicles. (08/18) Approach HMA has heavy cracking and patching throughout 80% of both approaches. (08/17)

MICHIGAN DEPARTMENT OF TRANSPORTATION

STR 1396

BRIDGE SAFETY INSPECTION REPORT

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
Feature KALAMAZOO RIVER	Length / Width / Spans 64 / 41 / 1	Owner City: ALBION(0074)		
Location 6 BLOCKS WEST OF M-99	Built / Recon. / Paint / Ovly. 1935 / 1976 / /	TSC Marshall(19)	Operational Status P Posted for load(242731)	
Region / County Southwest(5) / Calhoun(13)	Material / Design 3 Steel / 02 Multi Str Non Comp	Last NBI Inspection 08/29/2019 / X52B	Scour Evaluation 3 SC - Unstable	

19. Approach Shoulders Sidewalks	3	3	3	<p>Approach sidewalk in NE and SE quads (new in SE), wedging at NE sidewalk. Approach curb and gutter in all four quads is settled at reference line 2"-4". No approach sidewalk at west side. (08/19)</p> <p>Approach sidewalk in NE and SE quads (new in SE), wedging at NE sidewalk. Approach curb and gutter in all four quads is settled at reference line 2"-4". Sidewalk does not continue past bridge on west side. (08/18)</p> <p>Approach sidewalk in NE and SE quads (new in SE), wedging at NE sidewalk. Approach curb and gutter in all four quads is settled at reference line 2"-4". (08/17)</p>
20. Approach Slopes				<p>Steep slopes. In SE quad, grouted block retaining wall is failing, wall is moving. Remaining slopes are vegetated. (08/19)</p> <p>Steep slopes. In SE quad, grouted block retaining wall is failing, wall is moving. Remaining slopes are vegetated. (08/18)</p> <p>Steep slopes. In SE quad, grouted block retaining wall is failing, wall is moving. Remaining slopes are vegetated. (08/17)</p>
21. Utilities				<p>Under bridge in bay 1E. Overhead east and west of bridge and above bridge SE to NW. (08/19)</p> <p>Under bridge in bay 1E. Overhead east and west of bridge and above bridge SE to NW. (08/18)</p> <p>Under bridge in bay 1E. Overhead east and west of bridge and above bridge SE to NW. (08/17)</p>
22. Drainage Culverts				<p>(08/19)</p> <p>(08/18)</p> <p>(08/17)</p>

MISCELLANEOUS

Guard Rail		Other Items	
Item	Rating	Item	Rating
36A. Bridge Railings	0	71. Water Adequacy	7
36B. Transitions	0	72. Approach Alignment	6
36C. Approach Guardrail	0	Temporary Support	0 No Temporary Supports
36D. Approach Guardrail Ends	0	High Load Hit (M)	No
		Special Insp. Equipment	2
		Underwater Insp. Method	1
False Decking (Timber) Removed to Complete Inspection		N/A - No False Decking	

Critical Feature Inspections (SIA-92)

	Freq	Date
92A. Fracture Critical		
92B. Underwater		
92C. Other Special		
92D. Fatigue Sensitive		

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
N ALBION STREET	42.2476 / -84.7622	134007400120B01	Serious Condition(3)	
Feature	Length / Width / Spans	Owner	Operational Status	
KALAMAZOO RIVER	64 / 41 / 1	City: ALBION(0074)	P Posted for load(242731)	
Location	Built / Recon. / Paint / Ovly.	TSC	Scour Evaluation	
6 BLOCKS WEST OF M-99	1935 / 1976 / /	Marshall(19)	3 SC - Unstable	
Region / County	Material / Design	Last NBI Inspection		
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B		

SUPPORTING IMAGES

X52B 08/29/2019



Document Name: IMG_0384.JPG
 Category: Elevation
 Span Number:
 Comments: West elevation



Document Name: IMG_0363.JPG
 Category: Posting
 Span Number:
 Comments: Northbound advance posting sign



Document Name: IMG_0364.JPG
 Category: Posting
 Span Number:
 Comments: Northbound posting sign at bridge



Document Name: IMG_0371.JPG
 Category: Posting
 Span Number:
 Comments: Southbound posting sign at bridge

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
N ALBION STREET	42.2476 / -84.7622	134007400120B01	Serious Condition(3)
Feature	Length / Width / Spans	Owner	Operational Status
KALAMAZOO RIVER	64 / 41 / 1	City: ALBION(0074)	P Posted for load(242731)
Location	Built / Recon. / Paint / Ovly.	TSC	Scour Evaluation
6 BLOCKS WEST OF M-99	1935 / 1976 / /	Marshall(19)	3 SC - Unstable
Region / County	Material / Design	Last NBI Inspection	
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B	



Document Name: IMG_0385.JPG
 Category: Posting
 Span Number:
 Comments: Southbound advance posting sign



Document Name: IMG_0365.JPG
 Category: Railing
 Span Number:
 Comments: West railing



Document Name: IMG_0367.JPG
 Category: Railing
 Span Number:
 Comments: East railing



Document Name: IMG_0366.JPG
 Category: Deck
 Span Number:
 Comments: Wearing surface

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition
N ALBION STREET	42.2476 / -84.7622	134007400120B01	Serious Condition(3)
Feature	Length / Width / Spans	Owner	Operational Status
KALAMAZOO RIVER	64 / 41 / 1	City: ALBION(0074)	P Posted for load(242731)
Location	Built / Recon. / Paint / Ovly.	TSC	Scour Evaluation
6 BLOCKS WEST OF M-99	1935 / 1976 / /	Marshall(19)	3 SC - Unstable
Region / County	Material / Design	Last NBI Inspection	
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B	



Document Name: IMG_0368.JPG
 Category: Deck
 Span Number:
 Comments: Holes through deck along curb line in NW quadrant (difficult to see in picture)



Document Name: IMG_0369.JPG
 Category: Deck
 Span Number:
 Comments: Holes through deck along curb line in NW quadrant (difficult to see in picture)



Document Name: IMG_0380.JPG
 Category: Deck
 Span Number:
 Comments: Corrugated deck bottom in middle bays



Document Name: IMG_0374.JPG
 Category: Superstructure
 Span Number:
 Comments: Beam 1W

MICHIGAN DEPARTMENT OF TRANSPORTATION

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BRIDGE SAFETY INSPECTION REPORT

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
Feature KALAMAZOO RIVER	Length / Width / Spans 64 / 41 / 1	Owner City: ALBION(0074)		
Location 6 BLOCKS WEST OF M-99	Built / Recon. / Paint / Ovly. 1935 / 1976 / /	TSC Marshall(19)	Operational Status P Posted for load(242731)	
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Document Name: IMG_0377.JPG
 Category: Superstructure
 Span Number:
 Comments: Heavy scale on beam 2W



Document Name: IMG_0378.JPG
 Category: Superstructure
 Span Number:
 Comments: Interior beams 3W-6W



Document Name: IMG_0382.JPG
 Category: Superstructure
 Span Number:
 Comments: Heavy scale on beam 7W



Document Name: IMG_0383.JPG
 Category: Superstructure
 Span Number:
 Comments: Beam 8W

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BRIDGE SAFETY INSPECTION REPORT

Facility	Latitude / Longitude	MDOT Structure ID	Structure Condition	
N ALBION STREET	42.2476 / -84.7622	134007400120B01	Serious Condition(3)	
Feature	Length / Width / Spans	Owner		
KALAMAZOO RIVER	64 / 41 / 1	City: ALBION(0074)		
Location	Built / Recon. / Paint / Ovly.	TSC	Operational Status	
6 BLOCKS WEST OF M-99	1935 / 1976 / /	Marshall(19)	P Posted for load(242731)	
Region / County	Material / Design	Last NBI Inspection	Scour Evaluation	
Southwest(5) / Calhoun(13)	3 Steel / 02 Multi Str Non Comp	08/29/2019 / X52B	3 SC - Unstable	



Document Name: IMG_0372.JPG
 Category: Substructure
 Span Number:
 Comments: South abutment



Document Name: IMG_0373.JPG
 Category: Substructure
 Span Number:
 Comments: North abutment

MICHIGAN DEPARTMENT OF TRANSPORTATION

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STRUCTURE INVENTORY AND APPRAISAL

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
Feature KALAMAZOO RIVER	Length / Width / Spans 64 / 41 / 1	Owner City: ALBION(0074)		
Location 6 BLOCKS WEST OF M-99	Built / Recon. / Paint / Ovly. 1935 / 1976 / /	TSC Marshall(19)	Operational Status P Posted for load(242731)	
Region / County Southwest(5) / Calhoun(13)	Material / Design 3 Steel / 02 Multi Str Non Comp	Last NBI Inspection 08/29/2019 / X52B	Scour Evaluation 3 SC - Unstable	

Bridge History, Type, Materials

27 - Year Built	1935
106 - Year Reconstructed	1976
202 - Year Painted	
203 - Year Overlay	
43 - Main Span Bridge Type	3 02
44 - Appr Span Bridge Type	
77 - Steel Type	1
78 - Paint Type	2
79 - Rail Type	2
80 - Post Type	0
107 - Deck Type	1
108A - Wearing Surface	6
108B - Membrane	0
108C - Deck Protection	0

Structure Dimensions

34 - Skew	0
35 - Struct Flared	N
45 - Num Main Spans	1
46 - Num Apprs Spans	0
48 - Max Span Length	64
49 - Structure Length	64
50A - Width Left Curb/SW	5.2
50B - Width Right Curb/SW	5.2
33 - Median	0
51 - Width Curb to Curb	18
52 - Width Out to Out	41
112 - NBIS Length	Y

Inspection Data

90 - Inspection Date	08/29/2019
91 - Inspection Freq	12
92A - Frac Crit Req/Freq	N
93A - Frac Crit Insp Date	
92B - Und Water Req/Freq	N
93B - Und Water Insp Date	
92C - Oth Spec Insp Req/Freq	N
93C - Oth Spec Insp Date	
92D - Fatigue Req/Freq	N
93D - Fatigue Insp Date	
176A - Und Water Insp Method	1
58 - Deck Rating	3
58A/B - Deck Surface/Bottom	3 3
59 - Superstructure Rating	4
59A - Paint Rating	4
60 - Substructure Rating	4
61 - Channel Rating	5
62 - Culvert Rating	N

Navigation Data

38 - Navigation Control	0
39 - Vertical Clearance	0
40 - Horizontal Clearance	0
111 - Pier Protection	
116 - Lift Brgd Vert Clear	

Route Carried By Structure(ON Record)

5A - Record Type	1
5B - Route Signing	5
5C - Level of Service	0
5D - Route Number	00000
5E - Direction Suffix	0
10L - Best 3m Unclr-Lt	0 0
10R - Best 3m Unclr-Rt	99 99
PR Number	
Control Section	
11 - Mile Point	
12 - Base Highway Network	0
13 - LRS Route-Subroute	0000013130 07
19 - Detour Length	1
20 - Toll Facility	3
26 - Functional Class	17
28A - Lanes On	2
29 - ADT	1462
30 - Year of ADT	2012
32 - Appr Roadway Width	30.8
32A/B - Ap Pvt Type/Width	4 31
42A - Service Type On	5
47L - Left Horizontal Clear	0.0
47R - Right Horizontal Clear	29.9
53 - Min Vert Clr Ov Deck	99 99
100 - STRAHNET	0
102 - Traffic Direct	2
109 - Truck %	12
110 - Truck Network	0
114 - Future ADT	2640
115 - Year Future ADT	2032
Freeway	0

Structure Appraisal

36A - Bridge Railing	0
36B - Rail Transition	0
36C - Approach Rail	0
36D - Rail Termination	0
67 - Structure Evaluation	4
68 - Deck Geometry	6
69 - Underclearance	N
71 - Waterway Adequacy	7
72 - Approach Alignment	6
103 - Temporary Structure	T
113 - Scour Criticality	3

Miscellaneous

37 - Historical Significance	5
98A - Border Bridge State	
98B - Border Bridge %	
101 - Parallel Structure	N
EPA ID	
Stay in Place Forms	
143 - Pin & Hanger Code	
148 - No. of Pin & Hangers	

Route Under Structure (UNDER Record)

5A - Record Type	
5B - Route Signing	
5C - Level of Service	
5D - Route Number	
5E - Direction Suffix	
10L - Best 3m Unclr-Lt	
10R - Best 3m Unclr-Rt	
PR Number	
Control Section	
11 - Mile Point	
12 - Base Highway Network	
13 - LRS Route-Subroute	
19 - Detour Length	
20 - Toll Facility	
26 - Functional Class	
28B - Lanes Under	
29 - ADT	
30 - Year of ADT	
42B - Service Type Under	5
47L - Left Horizontal Clear	
47R - Right Horizontal Clear	
54A - Left Feature	
54B - Left Underclearance	99 99
54C - Right Feature	
54D - Right Clearance	99 99
Under Clearance Year	
55A - Reference Feature	N
55B - Right Horiz Clearance	99.9
56 - Left Horiz Clearance	0
100 - STRAHNET	
102 - Traffic Direct	
109 - Truck %	
110 - Truck Network	
114 - Future ADT	
115 - Year Future ADT	
Freeway	

Proposed Improvements

75 - Type of Work	31 1
76 - Length of Improvement	84
94 - Bridge Cost	295
95 - Roadway Cost	50
96 - Total Cost	345
97 - Year of Cost Estimate	1990

Load Rating and Posting

31 - Design Load	6
41 - Open, Posted, Closed	P
63 - Fed Oper Rtg Method	6
64F - Fed Oper Rtg Load	.13
64MA - Mich Oper Rtg Method	6
64MB - Mich Oper Rtg	.08
64MC - Mich Oper Truck	17
65 - Inv Rtg Method	6
66 - Inventory Load	.08
70 - Posting	0
141 - Posted Loading	242731
193 - Overload Class	

MICHIGAN DEPARTMENT OF TRANSPORTATION

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WORK RECOMMENDATIONS

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
Feature KALAMAZOO RIVER	Length / Width / Spans 64 / 41 / 1	Owner City: ALBION(0074)		
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WORK RECOMMENDATIONS

X52B

Inspector Name	Agency / Company Name	Insp. Freq.	Insp. Date
Evan Currie	Great Lakes Engineering Group	12	08/29/2019

RECOMMENDATIONS & ACTION ITEMS

Recommendation Type	Priority	Description
Scour Repair	M	Add riprap along south abutment footing.
Channel Repair	M	Add riprap along south abutment footing.
Deck Patching	H	Monitor NW and NE corners of deck along curb line. Patch holes as needed through deck along sidewalks at north end. Continue to patch spalled areas until bridge can be replaced.
Bridge Repl.	H	Replace bridge - poor condition, posted, scour critical.

MICHIGAN DEPARTMENT OF TRANSPORTATION

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REQUEST FOR ACTION

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
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REQUEST FOR ACTION

01396-09092015

Submitted By Kent Phillips	Agency / Company Name Albion Street Administrator	RFA# 01396-09092015	RFA Date 09/09/2015
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Problems/Comments

The concrete issue has been passed along to the workforce for repair. Final disposition to follow ASAP (Jim Lenardson 09/09/2015)

IMMEDIATE ACTION

No immediate actions noted.

INTERMEDIATE ACTION

FINAL ACTION COMPLETED

Comment Repair has been completed on the deck and sidewalk areas. (Jim Lenardson 08/24/2017)	RFA Complete No
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RFA COMMITTEE

Review Required No	Committee Review Date	Estimated Repair Date	Current Priority
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Comments

MICHIGAN DEPARTMENT OF TRANSPORTATION

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REQUEST FOR ACTION

Facility N ALBION STREET	Latitude / Longitude 42.2476 / -84.7622	MDOT Structure ID 134007400120B01	Structure Condition Serious Condition(3)	
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REQUEST FOR ACTION **01396-08132015**

Submitted By Eric Rickert	Agency / Company Name Great Lakes Engineering Group	RFA# 01396-08132015	RFA Date 08/13/2015
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Problems/Comments
Along the face of the east sidewalk, there is a 6"x12" hole through the deck. (Eric Rickert 08/13/2015)

IMMEDIATE ACTION

No immediate actions noted.

INTERMEDIATE ACTION

Request For	Contact/User	Agency/Company Name	Review Date	Priority	Complete Date
Concrete Repairs	Kevin Markovich	Albion Street Administrator			
No. of Locations	Engineering Costs (\$)	Temp. Repair Costs (\$)	Perm. Repair Costs (\$)	Estimate Date	

Comments
Recommend hole through deck be patched.
Current contact for City of Albion is Jim Lenardson (Eric Rickert 08/13/2015)

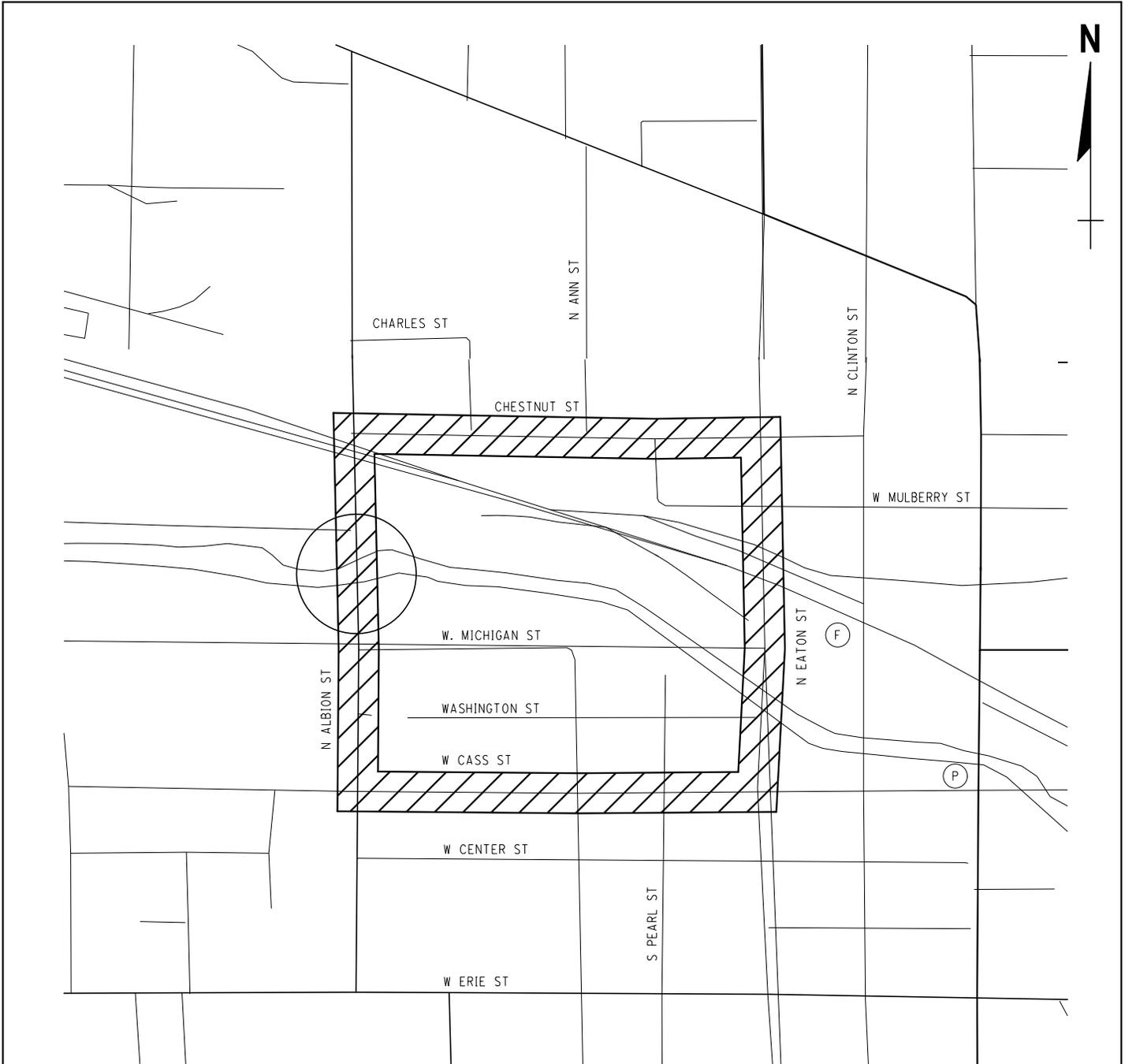
FINAL ACTION COMPLETED

Comment	RFA Complete
	No

RFA COMMITTEE

Review Required No	Committee Review Date	Estimated Repair Date	Current Priority
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Comments



NORTH ALBION STREET OVER
 KALAMAZOO RIVER
 SECTION 34 CITY OF ALBION
 T2S, R4W, CALHOUN COUNTY

- (P) POLICE DEPARTMENT
- (F) FIRE DEPARTMENT
- (S) HOSPITAL
- (H) SCHOOL
- /// DETOUR ROUTE

 <small>GREAT LAKES ENGINEERING GROUP, LLC</small>	DATE: 04/01/20	ALBION STREET SN 1396	GLEG JOB NO. 1020-2-687	FILE: 1396.dgn	DRAWING NO.
	DRAWN BY: JLS				