



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.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

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.

AGENDA

COUNCIL MEETING

Monday, May 1, 2017

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. EDC Quarterly Update-Amy Deprez
 - B. Oaklawn Hospital Update-Richard Lindsey
 - C. Albion-Marshall Resilient Communities Project-Linda LaNoue
 - D. Proclamation for 2017 National Day of Prayer –Pastor Steve Williams
- VII. 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.)
- VIII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Study Session Minutes, April 12, 2017
 - B. Approval Regular Session Minutes-April 17, 2017
 - C. Approval Study Session Minutes-April 17, 2017
 - D. Approval Study Session Minutes-April 22, 2017
 - E. Approval Study Session Minutes-April 24, 2017
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Discussion Former Albion Malleable/Harvard Site



CITY OF ALBION

CITY COUNCIL MEETING AGENDA

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- B. Request Approval Resolution 2017-20, Acquisition of Free Army Surplus Equipment (RCV)
- C. Request Approval of Council & City Manager Goals (RCV)
- D. City Manager Report
- E. Future Agenda Items
- F. Motion to Excuse Absent Council Member(s)

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

- XI. ADJOURN

City of Albion

Proclamation

Recognizing

National Day of Prayer
May 4, 2017

- WHEREAS: National Day of Prayer is in the spirit of unity and reflection for those who came before us; and
- WHEREAS: We each give thanks for the courage and compassion shown by so many in this country and around the world; and
- WHEREAS: The City of Albion is holding the National Day of Prayer on the front steps of City Hall on Thursday, May 4, 2017; and
- WHEREAS: The Albion City Council recognizes the National Day of Prayer as a coming together of peace and goodwill.

NOW, THEREFORE, I, Garrett Brown, Mayor of the City of Albion do hereby proclaim May 7, 2017 as National Day of Prayer in Albion.

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

Mayor _____

Date _____

City of Albion
 Study Session
 April 12, 2017

I. CALL TO ORDER

Mayor Brown opened the study session at 7:30 p.m.

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager, Stacey Levin, Assistant City Manager and Jill Domingo, City Clerk

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Goal Setting Session

Council continued goal setting discussions with the following goals:

CATEGORY	Responsible Party	Resources	Success will be Measured By:
GOVERNANCE			
1. Participate in MML training to A. Update and make appropriate revisions to Council Rules & Procedures B. Make clarification to processes C. Clarify Roles of Mayor, Council & City Manager	Council	Council Budget	Participation in training; Adoption of Updates
2. Increase Trainings such as additional MML Trainings and other trainings (e.g., MSU Extension) A. Make clarifications to processes B. Clarify roles of Mayor, Council & City Manager			
3. Look at options for updating the City Charter	Council, City Manager, City Attorney	Budget (research needed)	Based on cost Estimates & other factors. Council will determine

INFRASTRUCTURE			
1. With Available Funding, The Council will determine whether or build a new water tower or expand the existing tower	Council working with City Manager & Staff	USDA Grant & matching; State Government	Whether a decision is made
2. Secure funding for water tower	Council working with City Manager & Staff	USDA Grant & matching; State Government	Funding received
3. Develop a strategic plan for streets	Council; City Manager; Engineer Mickey Bittner; Environmental Consultant	Time; Staff Time; CIP Budget	Plan Competition
4. Implement development of GIS System	City Manager; Staff	Technical support; training	Quarterly Report
5. Feasibility Study	City Manager; Staff	City Manager to determine	Research Completed
EMPLOYMENT & BUSINESS		RECRUITMENT	
1. Establish a work group	City Manager; Amy Deprez/EDC Director; Mike Tymkew/DDA; Herm McCall/EDC; Michigan Works; Amy Robertson/Albion Chamber of Commerce	Time	Study, Report
GATEWAY APPEAL			
1. Signage Projects	City Manager; Staff	Budget, grants	Project initiated
2. Investigate, increase funding for Code Enforcement office to address blighted buildings			

Council Member Spicer left at 8:30 p.m.

Comments were received from Council Members Reid, Brown, Lawler, Spicer and French; Mayor Brown; City Manager Mitchell and Stacey Levin, Assistant City Manager.

The Council will have a study session on Monday, April 17, 2017 following the Albion City Council meeting to set remaining Council and City Manager goals.

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

No comments were received.

VI. ADJOURNMENT

French moved, Lawler supported, CARRIED, to ADJOURN Study Session. (6-0, vv).

Mayor Brown adjourned the Study Session at 9:00 p.m.

Date

Jill Domingo
City Clerk

City of Albion
City Council Meeting
April 17, 2017

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Stacey Levin, Assistant City Manager; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety and John Tracy, Director Planning, Building & Code Enforcement.

V. Mayor & Council Member's Comments

Comments were received from Council Members Lawler and Spicer.

VI. Presentations

A. Update on Comprehensive Plan and RRC-Danielle Nelson

Danielle Nelson updated the Mayor and Council on the Comprehensive Plan and the Redevelopment Ready Community with the following information:

❖ **Business Growth and Development:**

- ❖ Albion EDC Strategic Direction
- ❖ Albion EDC small business & entrepreneurial workshops
- ❖ Free 1-on-1 counseling for businesses through Albion EDC partnership with SBDC

❖ **Delivering Municipal Services:**

- ❖ Capital Improvements Plan-COMPLETED

❖ **Stabilizing Downtown:**

- ❖ Several for-profit developments
- ❖ Bohm Theatre expansion
- ❖ Commercial Business Development Process identified by Albion EDC

❖ **Strong K-12 Education System:**

- ❖ Marshall Public Schools established a Community Advisor Committee
- ❖ Early College Program offered through MPS and KCC
- ❖ **Improving Transportation:**
 - ❖ City Manager has upcoming meeting with MDOT to identify funding options for a public transit system
 - ❖ 2017 MDNR Trust Fund Grant Submitted
 - ❖ Superior Street construction has begun
- ❖ **Corridor Improvements:**
 - ❖ Eaton and Austin Corridors identified as a project by Albion EDC
 - ❖ MDOT Summer Youth Program
 - ❖ MDNR Trust Fund Grant (if accepted) will improve Austin Avenue non-motorized transit options
- ❖ **Community Health:**
 - ❖ Planning Commission approved five (5) community garden applications
 - ❖ Rural Health grant application submitted to bring Urgent Care Center to Albion

Comments were received from Council Members Brown and Lawler and Mayor Brown.

B. Run Albion-Bill Dobbins

Bill Dobbins updated the Mayor and Council on the Run Albion races with the following information:

- ❖ **Three (3) Events/Races all being held in Albion.**
 - ❖ Run the Rock-May 5th, 2017
 - ❖ History Hustle-July 14th, 2017
 - ❖ Forks 5K/10K-September 15th, 2017
 - ❖ Each event includes 5K, 10K and Fun Run
 - ❖ All events are open to runners and walkers of ALL abilities
- ❖ **Goals:**
 - ❖ Create events that bring individuals and families to Albion
 - ❖ Highlight features of Albion-parks, waterways, college and downtown
 - ❖ Fundraiser for community organizations
 - ❖ Promote health and wellness in the community
- ❖ **Race Management-**
 - ❖ 3 Disciplines Racing will manage the series which will be three (3) events each year for the next three (3) years
 - ❖ Manage events across the US
 - ❖ All types of events-5Ks, marathons, triathlons
 - ❖ Over 15 years of experience
 - ❖ 3 year commitment to managing the series



- ❖ **Course:**
 - ❖ Orange cones, flags, painted markings and staff at every course turn
 - ❖ Minimal vehicular stoppage-all above at intersections to warn motorists
- ❖ **Fund Raising:**
 - ❖ Albion Forks Senior Center-1st Race
 - ❖ Albion Historical Society-2nd Race
 - ❖ Little Lambs of Jesus-3rd Race
- ❖ **Sponsors:**
 - ❖ Caster Concepts
 - ❖ Team One Plastics
 - ❖ Homestead Savings Bank
- ❖ **Registration:**
 - ❖ www.albion5k.com

Comments were received from Council Members French and Spicer and City Manager Mitchell.

- VII. 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.)

No comments were received.

- VIII. Consent Calendar (VV)

- A. Approval Regular Session Minutes – April 3, 2017
B. Approval Study Session Minutes-April 4, 2017

Council Member Brown asked for a correction to the April 3, 2017 Regular Session Minutes as follows:

Item O-Future Agenda Items should read Council Member Barnes asked for an update from the EDC regarding the redevelopment of the former Albion Malleable/Harvard site.

French moved, Reid supported, CARRIED, to approve the Consent with the above correction. (7-0, vv)

- IX. Items for Individual Discussion

- A. Request Approval for American Legion Poppy Sales on May 18, 19 and 20th, 2017 (VV)

Comments were received from City Manager Mitchell.

French moved, Reid supported, CARRIED, to approve American Legion Poppy Sales on May 18, 19 and 20th, 2017 as presented. (7-0, vv)

- B. Request Approval Albion Trust (RCV)

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

French moved, Brown supported, CARRIED, to approve Albion Trust as presented. (7-0, rcv)

- C. Request Approval Annual Lion's Club White Cane sale on May 5th and 6th, 2017 (VV)

Barnes moved, French supported, CARRIED, to Approve Annual Lion's Club White Cane sale on May 5th and 6th, 2017 as presented. (7-0, vv)

- D. Request Approval for American Legion to hold Annual Memorial Day Parade (VV)

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

French moved, Reid supported, CARRIED, to Approve American Legion to hold Annual Memorial Day Parade as presented. (7-0, vv)

- E. Request Approval of Albion Fireworks Committee to use Barnes Park and Riverside Cemetery for the Albion Fireworks Viewing on July 3, 2017 with a Rain Date of July 5, 2017 (VV)

French moved, Lawler supported, CARRIED, to Approve the of Albion Fireworks Committee to use Barnes Park and Riverside Cemetery for the Albion Fireworks Viewing on July 3, 2017 with a Rain Date of July 5, 2017 as requested. (7-0, vv)

- F. Request Approval Resolution # 2017-16, A Resolution to Approve Sending a New Police Officer to the Police Academy (RCV)

Comments were received from Council Members Reid and Brown, Mayor Brown and Chief Public Safety Kipp.

French moved, Lawler supported, CARRIED, to Approve Resolution # 2017-16, A Resolution to Approve Sending a New Police Officer to the Police Academy as presented. (7-0, rcv)

- G. Request Approval Resolution # 2017-17, A Resolution to Approve Proposal for "Small Equipment" Noxious Vegetation Abatement and Mowing Bid and to Approve Contract for "Small Equipment" Noxious Vegetation Abatement and Mowing with Lohrke's Mowing (RCV)

Comments were received from Council Members Lawler and Spicer and City Manager Mitchell.

French moved, Reid supported, CARRIED, to Approve Resolution # 2017-17, A Resolution to Approve Proposal for "Small Equipment" Noxious Vegetation Abatement and Mowing Bid and to Approve Contract for "Small Equipment" Noxious Vegetation Abatement and Mowing with Lohrke's Mowing as presented. (7-0, rcv)

- H. Request Approval Resolution # 2017-18, A Resolution to Approve Proposal for "Heavy Equipment" Noxious Vegetation Abatement and Mowing Bid and to Approve Contract for "Heavy Equipment" Noxious Vegetation Abatement and Mowing with John J. Hawkins Construction Contractor (RCV)

Comments were received from City Manager Mitchell.

French moved, Brown supported, CARRIED, to Approve Resolution # 2017-18, A Resolution to Approve Proposal for "Heavy Equipment" Noxious Vegetation Abatement and Mowing Bid and to Approve Contract for "Heavy Equipment" Noxious

Vegetation Abatement and Mowing with John J. Hawkins Construction Contractor as presented. (7-0, rcv)

I. Request Approval of Waiver of First Right of Refusal on Calhoun County Foreclosed Properties (RCV)

Comments were received from City Manager Mitchell.

French moved, Lawler supported, CARRIED, to Approve Waiver of First Right of Refusal on Calhoun County Foreclosed Properties as presented. (7-0, rcv)

J. City Manager Report

City Manager Mitchell updated the Council with the following City Manager report:

- ❖ The Planning Commission will be meeting on Tuesday, April 18, 2017 to review the Community Garden Ordinance and make recommendations to the Council of any changes. Water service and billing (flat rate charge) will be points of discussion
- ❖ Friday, April 21, 2017 Eggs & Issues will be held at the American Legion at 7:30 a.m.
- ❖ Saturday, April 22, 2017 will be the Council Rules of Procedures meeting with Coco from the Michigan Municipal League. It will be from 9:00 a.m. to Noon at City Hall in the 2nd Floor Conference Room
- ❖ Tuesday, May 2, 2017 Stirling Books & Brew will host their grand opening
- ❖ Wednesday, May 17, 2017, An Employer Resource Summit will be held at the Ludington Center from 8:00-10:30 a.m.
- ❖ Wednesday, April 19, 2017 Starr Commonwealth will be hosting a Night of the Stars in which City Manager Mitchell will be honored as one of the stars

Comments were received from Council Member French who stated Saturday, April 21, 2017 is Earth Day and a March for Science will be held in Albion. The March will begin at 1:00 p.m. at Baldwin Hall and march through the City.

K. Future Agenda Items

- ❖ Council Member Barnes asked for the former Albion Malleable/Harvard site be added to the next agenda
- ❖ Council Member Lawler asked for a presentation from Director Lenardson on the recent piping malfunction at the Sewer Treatment Plant be added to the next agenda
- ❖ Council Member Brown asked for a quarterly update from the Albion Economic Development Corporation be added to the next agenda
- ❖ Mayor Brown asked for the posting for the Albion Trustees be added to a future agenda

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

No action was necessary as all members were present.

X. 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 Nidia Wolf, 409 Irwin Avenue; Mike Bearman, 11016 29 Mile Rd; Bill Dobbins, 5901 E. Michigan Avenue and Council Member Brown.

XI. Adjournment

Brown moved, French supported, CARRIED, to adjourn council session. (7-0 vv)

Mayor Brown adjourned the meeting at 8:00 p.m.

Date

Jill Domingo
City Clerk

City of Albion
 Study Session
 April 17, 2017

I. CALL TO ORDER

Mayor Brown opened the study session at 8:15 p.m.

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager, Cullen Harkness, City Attorney; Stacey Levin, Assistant City Manager; Jill Domingo, City Clerk and John Tracy, Director Planning, Building & Code Enforcement.

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Goal Setting Session

Council continued goal setting discussions adding the following goals:

GATEWAY APPEAL			
1. Signage Projects	City Manager; Staff	Budget, Grants	Projects initiated
2. Secure funding for code enforcement office to address blighted buildings	City Manager; Staff; City Attorney	Budget; Grants	Grant written & submitted
3. Partner with service organizations for beautification (flowers & trees)	City Manager; Staff; EDC	VISTA (Neighborhood Stabilization); Citizens to Beautify Albion; Tree Committee	Memorandum of Understanding
4. Identify possible funding for beautification of homes & businesses (paint & upkeep)	City Manager; Staff	Time; Personnel; EDC; MSHDA; Community Organizations (e.g., Habitat for Humanity)	Funding sources identified
5. Identify possible funding for 94 bridge on Eaton Street (lights & signs)	City Manager; Staff	MDOT; Personnel; EDC	Phone call; Determination of what is possible
NEIGHBORHOOD STABILIZATION			

1. Identify possible funding to address blight <ul style="list-style-type: none"> • Business District Austin Avenue • Albion Malleable (Harvard Site) • Remove Blighted Homes • Clean Neighborhood Streets • Neighborhood Beautification 	City Manager; Staff; EDC	Personnel; Time	Report on findings
2. Research the possibility of additional personnel for Code Enforcement <ul style="list-style-type: none"> • Additional Staff in Code Dept. • Additional Staff in Public Safety 	City Manager; Staff; ADPS	Personnel; Time; Finance Department; Unions	Report on findings
3. Update zoning to reflect future vision for diversified housing <ul style="list-style-type: none"> • Citizen Engagement • Initial Steps Toward Rezoning Effort 	City Manager; Staff	Planning Commission; Council	Zoning updates initiated; Citizen engagement effort that establishes a neighborhood zoning group
4. Implement “Adopt a Park” program	City Manager; Staff	Community Groups; Chamber of Commerce; Churches; Council	Report on adoptions of parks
5. Hold community outreach events for each precinct	Council; City Manager; Staff	City Staff; Time; Community Partners	Hold events
6. Research equipment costs, programming, etc. for public access cable channels	City Manager; Staff	Time	Report
7. Research sustainable funding to address local transportation	City Manager; Staff; Council	Time; Personnel; Millage; Existing Transporters (Albion-Marshall Connector, Church Vans/Buses, Michigan Works	Report on options & costs
VISION & MISSION			
1. Update City Motto <ul style="list-style-type: none"> • Growing & Vibrant City • Flourishing Economy • Globally Diverse Population • Opportunities For All Residents • Overall Quality of Life 	Council	Time	City Motto updated
2. Review Update City/Vision & Mission Statement	Council	Time	City Vision & Mission Statement updated

Comments were received from Council Members Barnes; Reid, Brown, Lawler, Spicer and French; Mayor Brown; City Manager Mitchell; City Attorney Harkness; Assistant City Manager Levin and John Tracy, Director Planning, Building & Code Enforcement.

Council Member Barnes left at 9:00 p.m.

City Attorney Harkness left at 9:07 p.m.

Council Member Reid left at 9:30 p.m.

The Council discussed which goals can be accomplished in the next four months for the City Manager's yearly review. The City Manager and Council will each prioritize the goals using a scale of time relevant to the City Manager's review.

A study session will be held on Monday, April 24th, 2017 at 6:00 p.m. in the Mayor's Office to prioritize the City Manager's goals.

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

No comments were received.

- VI. ADJOURNMENT

Brown moved Spicer supported, CARRIED, to ADJOURN Study Session. (5-0, vv).

Mayor Brown adjourned the Study Session at 10:07 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session
April 22, 2017

I. CALL TO ORDER

Mayor Brown opened the study session at 9:00 a.m.

II. ROLL CALL

PRESENT: Maurice Barnes (1), Lenn Reid (2), Marcola Lawler (4), Jeanette Spicer (5), Andrew French (6) and Mayor Brown. Sonya Brown (3) arrived at 9:05 a.m.

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Stacey Levin, Assistant City Manager and Jill Domingo, City Clerk

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Council Rules of Procedure

Coco Siewert, MML Consultant went through the Council Rules of Procedure and offered the following revisions/additions/deletions to the current rules.

See draft of the full revisions to the Council Rules of Procedure below:

CITY COUNCIL RULES OF PROCEDURE

CITY OF ALBION

Originally Adopted November 21, 1983
 Revised & Adopted December 7, 1992
 Amended December 21, 1992
 Revised & Adopted February 17, 2004

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POLICY

The Albion City Council’s function is a deliberative governmental one and in order to carry on a proper and well-ordered deliberation during its regular and special meetings, the Council adopts the following rules:

Rule 1: Open Meetings – Who May Speak

All regular and special meetings of the Albion City Council shall be open to the public and the public shall be encouraged to address the Council on the business before the Council in accordance with Section 5.6(g) of the Albion City Charter and the Open Meetings Act.

1.1 **Public Citizens Citizen’s** Comments – Agenda Items

Any person other than a **Councilperson Council Member Councilperson** may speak on any agenda item properly before the Albion City Council. The person shall speak only to the subject matter and shall avoid personalities. The person shall speak when recognized by the Mayor for **three (3) five-(5)** minutes and shall cease

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4.2 Adoption of Matters

A four member majority shall be ~~efficient required~~ to adopt all questions which shall arise, unless otherwise provided for by law, the Albion City Charter or by rules of the Council.

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(Needs review)

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4.3 Second and Debate

No motion shall be debated or put by the Mayor until the same shall have been seconded, except privileged questions not requiring a second. The motion shall then be properly stated by the Mayor. No debate shall be heard until a motion is made and seconded except for public hearings.

4.4 Clarification Before Second

Provided, however, that any ~~Councilmember~~ Council Member making the motion ~~may may~~ make explanatory remarks, before the seconding of such motion, for the purpose of clarifying and enabling a better understanding of said motion.

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4.5 Prohibition – Non-Germane Amendment

No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment.

4.6 Division of Question

On the call of any member, supported by a majority vote of the members present, a division of any question shall be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision.

4.7 Ask for Previous Question

When the previous question is moved, it shall be put in these words: "I move the previous question." This shall be ordered only by a ~~majority~~ majority 2/3 vote of the members present. The effect of the previous question shall be to put an end to all debate and to bring the Council to a direct vote on the pending question or questions in their order down to and including the main question. If the previous question is not ordered, the consideration of the subject shall be resumed as though no motion for the previous question has been made.

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4.8 Questions Put and Calling Roll

Questions shall be distinctly put in the following form: "All in favor say Aye." And after the affirmative vote is expressed, "All opposed, No." The Mayor may order a roll call vote, but a roll call vote is mandatory upon the request of any member or

on the following actions of Council or a Committee of the Council: Ordinances, resolutions, the appointment or election of officers, except as provided otherwise by law or the rules of the Council. The calling of the roll shall be on a rotating alphabetical basis, so as to permit Councilmember, Council Members to first vote on an equal basis. It shall be the privilege of any member of the council to change his or her their vote upon any question prior to the announcement of the vote by the Mayor.

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4.9 No Debate in Order During Roll

While the Mayor is putting any question, or once roll call voting has started, there shall be no interruption.

Rule 5:Public Hearings

5.1 Order of Presentation of Public Hearing

- a. The Mayor shall commence the public hearing by rapping his his-their gavel and announcing that the public hearing is open.
- b. City staff shall next present its prepared reports, if any.
- c. The public shall offer any comments germane to the hearing so long as they are not excessive in length.
- d. The mayor shall close the public hearing, and
- e. Thereafter, the Council shall debate and decide the public issue.
- e.f. The Council will vote on the issue.

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Rule 6: Ordinances

~~6.1 Withdrawal of Resolutions or Ordinances~~

~~All resolution and ordinances may be withdrawn before a vote is taken thereon or before the same is amended, if there be no objection.~~

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Rule 7:Motion to Adjourn

7.1 A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Council or when a member has the floor. After a motion to adjourn is lost, there shall be some intervening business transacted before another motion to adjourn can be put. A motion to adjourn shall be decided by a vote of a majority of the Councilmember, Council Members present, but to be no less than four.

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Rule 8:Matters to be in Writing

8.1 All matters to be acted upon by Council shall be presented to the Council in writing at least two days prior to any regular Council meeting except for emergencies as permitted by the Council.

Rule 9:Parliamentary Practice

9.1 The Rules of Parliamentary Practice comprised in the current edition of "Roberts Rules of Order for Deliberative Assemblies (revised)" shall govern in all cases in which they are not inconsistent with the standing rules and order of the Council and not contrary to the Albion City Charter or any existing laws of the State of Michigan.

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ADD These rules may be amended or suspended through majority vote without notice.

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APPENDIX A – SINE DIE PROCEDURE

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The City Council biennially after the November City election adjourns the former Council "sine die," Latin for "indefinitely." The following is a recommended procedure for the transfer of Councils.

- 1. Call To Order (by current Mayor)
2. Invocation
3. Roll Call

4. Council Comments (This time is offered for outgoing Councilperson Council Members to make final comments prior to the expiration of their term of office.)

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5. Adjournment Sine Die

Mayor requests a motion and support to adjourn "sine die." Once voted, the Council is adjourned "indefinitely".

6. Reorganization of the Council

- a. Mayor and Councilperson Council Members step down from their places.
b. New New Councilperson Council Members and Mayor take their places at the Council table.
c. Clerk offers oath of office to new Mayor.
d. Clerk offers oath of office to each new Councilperson Council Member.
e. Clerk presents the Albion City Council to the Mayor and requests a "call to order".

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7. Call To Order (By new Mayor)

8. Roll Call

9. Nomination of the Mayor Pro Tempore

- a. A motion to receive nominations is made and supported.
b. Nominations are received. No support for each nomination is required.
c. A motion to close nominations is made and supported.

10. Election of the Mayor Pro Tempore

A motion to elect the first nominee is made. If there is support, discussion is requested. If none, a vote is made, generally a roll call vote. If approved by the vote the nominee is elected Mayor Pro Tempore.

If the motion fails, a motion to elect the second nominee is made and supported, discussed if needed and voted. If approved, the nominee is elected Mayor Pro Tempore. (And so on.)

APPENDIX B – ~~CLOSED~~ EXECUTIVE SESSIONS

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There are eight types of Executive Closed Session under the Open Meetings Act. Wording for each is shown below. The first blank is for the individual (City Manager, City Attorney, Mayor, Councilperson, Council Member, etc.) who requests the Executive Closed Session.

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A. _____ requests ~~an a~~ Executive Closed Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member of individual agent, if the named person requests a closed hearing.

B. NOT APPLICABLE TO THE CITY OF ALBION.

C. _____ requests ~~an a~~ Executive Closed Session under the Open Meetings Act (Section 15.268 (c), P.A. 267 of 1976, as amended) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

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D. _____ requests ~~an a~~ Executive Closed Session under the Open Meetings Act (Section 15.268 (d), P.A. 267 of 1976, as amended) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

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E. _____ requests ~~an a~~ Executive Closed Session under the Open Meetings Act (Section 15.268 (e), P.A. 267 of 1976, as amended) to consult with the City Attorney regarding trial or settlement strategy in connection with specific pending litigation.

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F. _____ requests ~~an a~~ Executive Closed Session under the Open Meetings Act (Section 15.268 (f), P. A. 267 of 1976, as amended) to review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential.

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G. NOT APPLICABLE TO THE CITY OF ALBION.

H. _____ requests ~~an a~~ Executive Closed Session under the Open Meetings act (Section 15.268 (h), P.A. 267 of 1976, as amended) to consider material exempt from discussion or disclosure by state or federal statute.

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APPENDIX C
TYPES OF VOTING REQUIRED

A Roll Call Vote is Required: (these also call for five [5] or more votes to pass, known as a "super-majority" 2/3 vote.

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1. To add an item to the agenda. (Section 5.6(m) of the Charter)
2. To pass an emergency ordinance (an ordinance being passed on only one reading rather than two readings. Section 6.3 of the Charter)
3. To sell, lease, purchase or dispose of any real estate. (Section 15.3(b) (2) of the Charter)
4. To allow business dealings with the City. (Section 15.4 of the Charter)
5. To establish a special assessment district where owners of property which will bear fifty (50) percent or more of the estimated cost of the improvement, or where more than fifty (50) percent of the owners of such property protest the necessity of the public improvement. (Code of Ordinances Chapter 70-12 and Section 11.1 of the Charter)
6. To levy a special assessment against a property based on a citizen petition. (Code of Ordinances Chapter 70-25 and Section 11.1 of the Charter)
7. To enter Executive Closed Session of any type except when considering dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, when the named person requests a closed hearing (Section 15.268(a) P.A. 267 of 1976, the "Open Meetings Act") and for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing (Section 15.268(c) P.A. 267 of 1976, the "Open Meetings Act")
8. To authorize use of unexpended bond proceeds only as noted in Section 12.1(e) (1-4) of the Charter.
9. To remove any citizen member of the Board of Review (Section 10.6(b) of the Charter)

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A Roll Call Vote is Recommended: (four [4] or more votes to pass)

1. To approve the Consent Calendar. (Many times the Consent Calendar contains items which require a roll call vote.)
2. To approve ordinances on first and second reading.
3. To approve resolutions of the Council.
4. To amend the City Budget to allow an additional expenditure of City funds for a particular purpose.

5. In any case where it is questioned how each Councilmember Council Member voted or when it is unclear how many voted for an item and how many opposed it.

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Voice Votes may be used in all other cases.

Minutes notation will include the type of vote and the members dissenting on either roll call or voice votes.

(6-1 rcv. Smith dissenting) (a roll call vote sample – rcv)

(5-2 vv., Butler and Bobbin dissenting) (a voice vote sample – vv)

Miscellaneous Items:

- It should be stated in the motion why the Council is going to Closed Session
- Council cannot repeat discussions from Closed Sessions
- It is ok to ask in Public Comments for the person addressing the Council to state their address but cannot be "required".
- Council should have a timer to keep track of Public Comments time limitations.
- Presentations should be limited to ten (10) minutes.
- Roberts Rules does not have a rule for roll call vote versus voice vote. A roll call vote is used to indicate how individual council members vote on an issue.
- A consent calendar is considered to be routine items and are voted on and not discussed.
- Any Council Member may remove an item from the Consent Calendar by laying on the table (for a short time) for discussion purposes or changes/corrections. The remaining items on the consent calendar will then be voted on.
- Once the consent calendar has been approved, Council may then discuss and vote on items that were removed from the consent calendar individually.
- Any Council Member may appeal a ruling/decision of the chair and the appeal is debatable. The Chair shall then put the question generally phrased as, "Shall the decision of the chair stand as the decision of the Council?" If adopted, the ruling of the chair is sustained (stands); otherwise it is overruled (ruled against). If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal.
- Point of Order-When a Council Member believes the rules are not being followed, a Council Member may demand the ruling of the Chair. The Chair shall promptly rule and enforce the rules if appropriate. The Chair's ruling on a Point of Order may be appealed.
- Add Rules of Decorum for cell phones & laptop computers. Laptops and cellphones are allowed but they will remain on silent; no texting; no answering emails. Council Members can only leave to answer a call if an emergency.

- If a Council Member finds a Council Member to be off topic, they may Call for Orders of the Day and the Mayor can say they need to get back on topic.

B. Other Topics for Discussion

Agendas (creation, format, adding items, when they are sent to Council)

- Additional meeting suggested to set the agenda.
- All agenda items should be facilitated through the City Manager.
- Set a deadline for agenda items to be submitted.
- Council packets will be sent to Council the Wednesday prior to the Council- any additional items that may come in after the packets have been sent out will require an amendment to the agenda at the Council meeting.
- Council Members can request future agenda items at Council meetings, which will then be voted on by Council for approval.
- If the City Manager determines that a request for an agenda item requires extensive staff research and preparation, they may first prepare a resolution for City Council to determine whether to proceed.
- Create a Council committee to work on agenda format and how items can be added to an agenda.
- Would like to see agenda resemble that of Port Huron's agendas.

A consensus of the Council was not received on agenda items being added or the agenda format. This will require ongoing communications for these issues.

Parliamentary procedure during the meetings (including options for addressing rule violations)

- This was discussed throughout the Council Rules and Procedures. The Council may make a rule to address violations.

Council Member Lawler left at 11:00 a.m.

Formal communication (who is addressed and how)

- Individuals or groups shall submit written communication to add an agenda item.
- Can you require mandatory copies on emails/communications? (i.e. Mayor, City Manager, City Attorney)
- You can request but not require.

How meeting video recordings are handled

- The Mayor should state at the beginning of the meeting that videotaping by the Public is allowed.

Review roles of Mayor, Council and City Manager

- The City of Albion has a City Manager form of government; therefore requests for agenda items, resolutions, ordinance, and staff requests should all be handled through the City Manager's Office.
- Some discussion on roles was discussed throughout the Council Rules of Procedure however, the actual roles were not discussed in detail.

Miscellaneous

Thanked Coco Siewert, MML Consultant for coming to help the Council work through the Council Rules of Procedures.

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

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

No comments were received.

- VI. ADJOURNMENT

French moved Barnes supported, CARRIED, to ADJOURN Study Session. (6-0, vv).

Mayor Brown adjourned the Study Session at 12:10 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session
April 24, 2017

I. CALL TO ORDER

Mayor Brown opened the study session at 6:08 p.m.

II. ROLL CALL

PRESENT: Lenn Reid (2), Sonya Brown (3), Jeanette Spicer (5), Andrew French (6) and Mayor Brown. Maurice Barnes (1) was absent and Marcola Lawler (4) arrived at 6:10 p.m.

STAFF PRESENT:

Sheryl Mitchell, City Manager, Stacey Levin, Assistant City Manager and Jill Domingo, City Clerk

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

No comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Goal Prioritization

Mayor Brown discussed the timeframes for the prioritization of goals. There are three time frames to review; City Manager Contract, Budget, Year End. It was the consensus of the Council to use the time frame relating to the City Manager contract.

City Manager Mitchell stated funds will need to be allocated for the strategic plan for streets; GIS system and Feasibility Study.

Comments were received from Council Members Reid, Brown, Lawler, Spicer and French; Mayor Brown; City Manager Mitchell; Assistant City Manager Levin and City Clerk Domingo.

Council Member Reid left at 8:00 p.m.

The consensus of the Council for the City Manager and Council goals are as follows:

CATEGORY	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	WILL BE MEASURED BY:	Sheryl	Council ranking
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GOVERNANCE	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	WILL BE MEASURED BY:	Sheryl	Council ranking
	1. Participate in MML training to:		Council	Council Budget	Participation in training;	1	1
		A. Update and make appropriate					
		B. Make clarifications					
		C. Clarify roles of Mayor,					

	2. Schedule Trainings such as additional MML Trainings and other trainings (e.g.,					1	2
		A. Make clarifications					
		B. Clarify roles of Mayor,					

	3. Research options and costs for updating the City Charter		Council, City Manager & Staff	City Budget (research needed)	Based on cost estimates & other factors, Council will determine whether to proceed	2	2
					research completed by November 1st		

INFRASTRUCT	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS	Sheryl	Council ranking
	1. With available funding, the Council will determine whether or build a		Council working with City Manager & Staff,	USDA Grant & Matching; State Government	Whether a decision is made	1	1
	2. Secure funding, for water tower		Council working with	USDA Grant & Matching;	Funding received	2	2
	3. Develop a strategic plan for streets		Council; City Manager; Engineer	Time; Staff Time; CIP Budget	Plan completion	2	2
	4. Implement development of GIS		City Manager; Staff	Technical Support;	Quarterly Report	2	2

5. Conduct a feasibility study for fiber optics	City Manager; Staff	City Manager to Determine	Research completed	2	2
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EMPLOYMENT & BUSINESS RECRUITMENT

SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS		
1. Establish a work group		Council; City Manager; Amy Deprez/EDC Director; Mike Tymkew/DDA; Hern McCall/EDC; Michigan Works; Amy Robertson/Albi on Chamber of Commerce	Time Study; Report	Top Priority. Measurable work needs to be completed Quarterly	2	1

GATEWAY

SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS		
1. Signage Projects		City Manager; Staff	Budget; Projects		2	2
2. Secure funding for code enforcement office to address		City Manager; Staff; City Attorney	Budget; Grants	Grant written & submitted	2	2
3. Partner with service organizations for beautification		City Manager; Staff; EDC			2	2
4. Identify possible funding for beautification of homes & businesses		City Manager; Staff	VISTA (Neighborhood Stabilization MOOT);	Memorandu	3	2
5. Identify possible funding for 94 bridge on Eaton Street		City Manager; Staff			2	1

NEIGHBORHOOD

SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE		
1. Identify possible funding to address		City Manager; Staff; EDC	Personnel; Time	Report on findings	2	2

+ Business District Austin

- Albion
- Malleable
- Remove
- Clean
-
- Neighborhood

2. Research the possibility of additional personnel	City Manager; Staff; ADPS	Personnel; Time; Finance	Report on findings	2	2
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- Additional
-
- Additional

3. Update zoning to reflect future vision for diversified	City Manager; Staff	Planning Commission; Council	Zoning updates initiated;	2	2
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- Citizen
- Initial
- Steps Toward

4. Implement "Adopt a Park" program	City Manager; Staff	Community Groups; Chamber of	Report on adoptions of parks	2	2
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5. Hold community outreach events for	Council; City Manager; Staff	City Staff; Time;	Hold events	2	2
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6. Research equipment costs, programming, etc. for	City Manager; Staff	Time	Report	1	1
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7. Research sustainable funding to address local transportation	City Manager; Staff; Council	Time; Personnel; Millage; Existing	Report on options & costs	1	1
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VISION & SUBCATEGORY subcategory RESPONSIBLE RESOURCES SUCCESS

1. Update City Motto	Council	Time	City Motto	3	2
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- Growing
- Globally
- Opportunities
- Overall

2. Review Update City/Vision & Mission	Council	Time	City Vision & Mission	3	2
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V. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).

No comments were received.

VI. ADJOURNMENT

Brown moved Lawler supported, CARRIED, to ADJOURN Study Session. (5-0, vv).

Mayor Brown adjourned the Study Session at 8:50 p.m.

Date

Jill Domingo
City Clerk

RESOLUTION #2017-20

A RESOLUTION TO APPROVE SHIPPING COSTS OF FREE EQUIPMENT AND VEHICLES ACQUIRED THROUGH THE LAW ENFORCEMENT SUPPORT OFFICE (LESO), DEPARTMENT OF DEFENSE, DISPOSITION LOGISTICS AGENCY

Purpose and Finding: The City of Albion recently identified needed equipment through the adoption of the Capital Improvements Plan. Through the Law Enforcement Support Office (LESO) program, there is a cost effective approach to acquiring many of these much needed items. The ADPS has acquired equipment and vehicles at no cost that are valued at over \$881,000.00, since March 2017 that the City would not otherwise be able to reasonably afford. The acquisitions required the recipient to be responsible for arranging delivering and/or assuming the shipping costs. These free vehicles and equipment will be used by the Albion Dept. of Public Safety and other City departments to enhance services to the Citizens of Albion and to replace outdated and broken equipment; which has saved the Citizens of Albion over \$862,000.00 dollars in costs to date if these free items had to be purchased outright. The Albion Dept. of Public Safety continues to search for free vehicles and equipment that can be used to replace outdated and broken items along with materials/supplies that can be used for Capital Improvements identified as needed by the Albion City Council.

RESOLVED, that the City of Albion hereby authorizes the City Manager to exceed the \$5,000.00 spending limit, if necessary, for the shipping and incidental costs to obtain a free front end loader through the LESO program, should one become available.

BE IT FURTHER RESOLVED, that the City of Albion hereby authorizes LESO program expenditures for an amount that is not to exceed \$25,000.00 in FY 2017 (through December 2017) for the shipping and incidental costs from the equipment pool balance for these free items obtained through the LESO program.

BE IT FURTHER RESOVLED, that the City Manager and Albion Public Safety Department will provide the City Council with regular reports on LESO program acquisitions.

Date: May 1st, 2017

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on May 1st, 2017.

Jill Domingo
City Clerk



Defense Logistics Agency (DLA) and the Law Enforcement Support Office (LESO)

LESO facilitates a law enforcement support program, which originated from the National Defense Authorization Act of Fiscal Year 1997 (FY 97). This law allows transfer of excess Department of Defense property that might otherwise be destroyed to law enforcement agencies across the United States and its territories. All of these items are transferred to law enforcement for free.

The Defense Logistics Agency is the Department of Defense's largest logistics combat support agency, providing worldwide logistics support in both peacetime and wartime to the military services as well as several civilian agencies and foreign countries.

No equipment is purchased for distribution. All items were excess which had been turned in by military units or had been held as part of reserve stocks until no longer needed.

Since its inception, the program has transferred more than \$6 billion worth of property. In 2014, \$980 million worth of property (based on initial acquisition cost) was transferred to law enforcement agencies.

Requisitions cover the gamut of items used by America's military -- clothing and office supplies, maintenance equipment, computers, buildings, office equipment, road construction and repair equipment, tools and rescue equipment, and vehicles. Of all the excess equipment provided through the program, only five percent are weapons and less than one percent are tactical vehicles.

More than 8,000 law enforcement agencies have enrolled in the program. The Albion Department of Public Safety is one of those agencies and has been for over 10 years.



Public Safety's overall objective in acquiring items that are **free** from the LESO program is to be able to complete the following goals, some of which have been identified by City Council as part of the Capital Improvement Plan:

1. Remodel as much of the Public Safety Department and City Hall with new furniture, computers, workstations, and various building materials;
 - a. Public Safety facilities;
 - b. City Hall, including Mayor's Office, Employees' work areas and offices;
 - c. DPW facilities.
2. Obtain free vehicles that can be used by Public Safety and the various departments for transportation, maintenance of facilities and streets;
3. Renovate a physical fitness area within City Hall which would give the City the opportunity to lower health insurance costs and keep our employees healthier;
4. Renovate the ADPS firearms training area to make it a regional law enforcement training facility, which will attract more visitors to our businesses such as hotels, restaurants, and others;
5. When items leave ADPS inventory requirements, they can be transferred to various City Departments, i.e. Streets, Recreation, Cemetery, and Waste Water. The needed items would replace outdated and damaged equipment that the City cannot afford to replace;
6. Give the employees of the City newer, if not brand new equipment, which will better enhance productivity and efficiency;
7. To save the tax payers of Albion as much money as possible by taking advantage of the reallocation of hundreds of millions of dollars of assets by bringing these items to the City of Albion and help make our City flourish.

Albion Dept. of Public Safety LESO items

QUANTITY	DESCRIPTION OF EQUIPMENT	ORIGINAL COST	CITY'S COST TO OBTAIN	SAVINGS TO THE CITY
6	Portable light sets w/ Honda generators	\$30,000.00	\$682.00	\$29,318.00
4	LCD Projectors for presentations	\$16,000.00	\$100.00	\$15,900.00
20	Computer monitor adjustable arms	\$26,680.00	\$482.00	\$26,198.00
36	Safety glasses with cases	\$1,088.64	\$68.00	\$1,020.64
1	Chevy 1 ton 4x4 truck 16,000 miles	\$32,000.00	\$1,125.00	\$30,875.00
1	Chevy 1 ton 4x4 truck 49,000 miles	\$32,000.00	\$1,125.00	\$30,875.00
1	A/C unit for Fire Prevention/Ed trailer	\$950.00	\$350.00	\$600.00
1	Forklift with cab	\$25,232.00	\$1,800.00	\$23,432.00
1	Dump truck w/ auto trans & 7,800 miles	\$141,000.00	Free	\$141,000.00
1	24 Volt rapid start/charger	\$509.00	Free	\$509.00
1	Miller arc welder/diesel generator	\$5,500.00	Free	\$5,500.00
2	Meyer 8' poly snow plow units	\$10,000.00	Free	\$10,000.00
1	Polaris UTV with cab & dump box	\$15,000.00	Free	\$15,000.00
1	Kawasaki UTV 4 door w/cab & dump box	\$15,000.00	Free	\$15,000.00
1	JLG 2-person lift boom 4x4 75' reach	\$35,000.00	\$4,900.00	\$30,100.00
1	Catepillar D7 Bulldozer w/ 348 hours	\$150,000.00	\$4,800.00	\$145,200.00
10	Backpack-weapons & gear	\$1,200.00	\$160.00	\$1,040.00
16	Backpack-gear & clothing	\$1,000.00	\$160.00	\$840.00
1	Zodiac instant inflatable life saving boat	\$8,000.00	\$160.00	\$7,840.00
1	SkyTrak Telehandler with 674 hours	\$75,000.00	\$1,850.00	\$73,150.00
1	Tractor Semi w/12,000 miles-p/u of items	\$121,000.00	Free	\$121,000.00
1	Clothes washer for fire gear	\$450.00	Free	\$450.00
1	Clothes dryer for fire service/police	\$450.00	Free	\$450.00
1	Treadmill with heart monitor system	\$5,000.00	Free	\$5,000.00
2	Stair stepper-climbers	\$10,882.00	Free	\$10,882.00
2	Elliptical machines	\$3,000.00	Free	\$3,000.00
2	Carpenter tool kits	\$6,000.00	Free	\$6,000.00
15	HP laptop computers	\$28,500.00	\$150.00	\$28,350.00
2	Floor mount A/C units for offices	\$960.00	\$150.00	\$810.00
10	Computer monitors	\$1,500.00	\$150.00	\$1,350.00
8	Sony digital cameras	\$8,000.00	\$160.00	\$7,840.00

CATEGORY	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	WILL BE MEASURED BY:	Sheryl	Council ranking	
GOVERNANCE	SUBCATEGORY	Sub Category						
			1. Participate in MML training to:	Council	Council Budget	Participation in training;	1	1
			A. Update and make appropriate B. Make clarifications C. Clarify roles of Mayor,					
	2. Schedule Trainings such as additional MML Trainings and other trainings (e.g.,					1	2	
		A. Make clarifications B. Clarify roles of Mayor,						
	3. Research options and costs for updating the City Charter		Council, City M:	Budget (research needed)	Based on cost estimates & other factors, Council will determine whether to proceed	2	2	
							research completed by November 1st	

INFRASTRUCT	SUBCATEGORY	Sub Category	RESPONSIBLE	RESOURCES	SUCCESS		
	1. With available funding, the Council will determine whether or build a		Council working with City Manager & Staff,	USDA Grant & Matching; State Governmen	Whether a decision is made	1	1
	2. Secure funding for water tower		Council working with	USDA Grant & Matching;	Funding received	2	2
	3. Develop a strategic plan for streets		Council; City Manager; Engineer	Time; Staff Time; CIP Budget	Plan completion	2	2
	4. Implement development of GIS		City Manager; Staff	Technical Support;	Quarterly Report	2	2

5. Conduct a feasibility study for fiber optics	City Manager; Staff	City Manager to Determine	Research completed	2	2
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EMPLOYMENT & BUSINESS RECRUITMENT	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE		
	1. Establish a work group		Council; City Manager; Amy Deprez/EDC Director; Mike Tymkew/DDA; Herm McCall/EDC; Michigan Works; Amy Robertson/Albion Chamber of Commerce	Time Study; Report		2	1
					Top Priority. Measurable work needs to be completed Quarterly		

GATEWAY	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE		
	1. Signage Projects		City Manager;	Budget, Projects		2	2
	2. Secure funding for code enforcement office to address		City Manager; Staff; City Attorney	Budget; Grants	Grant written & submitted	2	2
	3. Partner with service organizations for beautification		City Manager; Staff; EDC			2	2
	4. Identify possible funding for beautification of homes & businesses		City Manager; Staff	VISTA (Neighborhood Stabilization MDOT;	Memorandu	3	2
	5. Identify possible funding for 94 bridge on Eaton Street (City Manager; Staff			2	1

NEIGHBORHOOD	SUBCATEGORY	Sub Category	RESPONSIBLE PARTY	RESOURCES	SUCCESS WILL BE		
	1. Identify possible funding to address		City Manager; Staff; EDC	Personnel; Time	Report on findings	2	2

- Albion
- Malleable
- Remove
- Clean
-
- Neighborhood

2. Research the possibility of additional personnel	City Manager; Staff; ADPS	Personnel; Time; Finance	Report on findings	2	2
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- Additional
-
- Additional

3. Update zoning to reflect future vision for diversified	City Manager; Staff	Planning Commission; Council	Zoning updates initiated;	2	2
---	---------------------	------------------------------	---------------------------	---	---

- Citizen
- Initial
- Steps Toward

4. Implement "Adopt a Park" program	City Manager; Staff	Community Groups; Chamber of	Report on adoptions of parks	2	2
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5. Hold community outreach events for	Council; City Manager; Staff	City Staff; Time;	Hold events	2	2
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6. Research equipment costs, programming, etc. for	City Manager; Staff	Time	Report	1	1
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7. Research sustainable funding to address local transportation	City Manager; Staff; Council	Time; Personnel; Millage; Existing	Report on options & costs	1	1
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VISION &	SUBCATEGORY	subcategory	RESPONSIBLE	RESOURCES	SUCCESS
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1. Update City Motto	Council	Time	City Motto	3	2
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- Growing
-
- Globally
-
- Opportunities
- Overall

2. Review Update City/Vision & Mission	Council	Time	City Vision & Mission	3	2
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**INFORMATION
ONLY**

Jim Lenardson

From: Jim Lenardson
Sent: Wednesday, April 12, 2017 8:11 AM
To: 'pmakoski@calhouncountymi.gov'
Subject: Discharge of Partially Treated Sludge.

Paul,

On Sunday 04/09/17 around 7:50 AM I received a call from the wastewater plant personnel about a sludge overflow on the top of the digester building roof. I responded to the plant and found that the overflow piping from our primary digester to the secondary digester was plugged. This resulted in partially treated primary sludge finding its way to the roof top via a sampling pit. A portion of the sludge had found its way down through the roof drain and began to run across a sidewalk at the plant. Another small amount had found its way to a concrete sidewalk area on the north side of the building.

I had personnel get a load of sand and contain the material from any further travel on the surface by diking and also isolated the roof drain. About 95% or more was then removed from the roof top and returned to the treatment process via another drain pit at the roof level.

Contact was made with Rooney's Sewer and Drain Cleaning of Jackson, MI who responded to the plant and opened up the drain with the use of a small jetting system.

The sludge was treated with lime and then mixed with the containment sand and placed in our grit dumpster to be taken to C&C Landfill in Calhoun County under manifest.

Fortunately, this event was discovered early by plant personnel who acted quickly by alerting additional resources and manpower which resulted in no spillage finding its way to any surface waters and limited the amount to around 40 to 50 gallons (Guessing, probably less than that) total.

P.E.A.S. was contacted and I am in the process of completing a report required by the MDEQ. There will also be a report of the incident placed in the local newspaper ASAP.

Regards,

Jim Lenardson
Director of Public Services
City of Albion
517-629-7200

CITY COUNCIL RULES OF PROCEDURE

CITY OF ALBION

Originally Adopted November 21, 1983
Revised & Adopted December 7, 1992
Amended December 21, 1992
Revised & Adopted February 17, 2004

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POLICY

The Albion City Council’s function is a deliberative governmental one and in order to carry on a proper and well-ordered deliberation during its regular and special meetings, the Council adopts the following rules:

Rule 1: Open Meetings – Who May Speak

All regular and special meetings of the Albion City Council shall be open to the public and the public shall be encouraged to address the Council on the business before the Council in accordance with Section 5.6(g) of the Albion City Charter and the Open Meetings Act.

1.1 Public Citizens/Citizen's Comments – Agenda Items

Any person other than a Councilperson/Council Member/Councilperson may speak on any agenda item properly before the Albion City Council. The person shall speak only to the subject matter and shall avoid personalities. The person shall speak when recognized by the Mayor for three (3) five-(5) minutes and shall cease speaking/speaking when time has expired or if ruled out of order. Before addressing the Council, the person shall walk to the microphone provided and give his/their/his name, address and reveal whom he/they/he represents, if not solely himself/themselves.

Persons addressing the City Council shall limit their comments to no more than three (3) five-(5) minutes. Proper protocol and decorum is required.

1.2 Public/Citizen's/Citizens Comments – Non-Agenda Items

Any person other than a Councilperson/Councilperson/Council Member may speak on any matter not on the Council agenda during Citizen's/Public Comments at the end of the meeting. The person addressing the Council shall avoid personalities. The person may speak when recognized by the Mayor and shall cease speaking when time has expired or ruled out of order. Before addressing the Council, the person shall walk to the microphone provided and give his/their name, address and reveal whom he/they represents, if not solely himself/themselves.

Persons addressing the City Council shall limit their comments to no more than five-(5) three (3) minutes. Proper protocol and decorum is required.

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Rule 2: Powers and Duties of the Mayor

2.1 Questions on Procedure

The Mayor shall decide all questions on procedure arising under these rules of procedure and general parliamentary practice.

2.2 Rulings and Decisions Approved

All rulings and decisions of the Mayor may be appealed ~~to~~ by the Council. An appeal, when duly made and seconded, shall be determined by a majority of the ~~Councilmember~~ Council Members present and voting. No member shall speak more than once on an appeal from the ruling of the Mayor except by unanimous consent of the Council.

2.3 Preserve Order

The Mayor shall at all times preserve order and decorum. The Mayor may call upon the Director of Public Safety or any other Public Safety Officer in attendance at meetings of the Council to perform such duties as directed by the Mayor in preserving order and decorum.

Rule 3: ~~Councilmember~~ Council Members

3.1 Recognition and Speaking Limitations

When a ~~Councilmember~~ Council Member is about to speak, said member shall respectfully address the Mayor only. When two or more ~~Councilmembers~~ ~~Councilmember~~ Council Members wish to speak at the same time, the Mayor shall name the ~~Councilmember~~ ~~Councilmember~~ Council Member who is first to speak. The ~~Councilmember~~ ~~Councilmember~~ Council Member seeks recognition by raising ~~his or her~~ their hand.

The ~~Councilmember~~ Council Member shall confine ~~his~~ their speech to the question under debate and avoid personalities. Personal comments about or attacks upon other ~~Councilmember~~ Council Members and/or City Staff members are prohibited. No ~~Councilmember~~ Council Member shall speak more than twice on any question until every other ~~Councilperson~~ Councilmember Council Member has had an opportunity to speak at least once on the subject under debate. No ~~Councilmember~~ Councilmember Council Member shall speak for more than ten minutes at any time

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without leave from the Council by a majority vote of the members present.

3.2 Call Member to Order

If any ~~Councilmember~~ ~~Councilmember~~ Council Member, in speaking or otherwise, transgresses the rules of the Council, the Mayor shall, or any ~~Councilmember~~ Council Member may, call said ~~Councilmember~~ ~~Councilmember~~ Council Member to order. The question of order shall be decided by the Mayor, without debate, subject to appeal.

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3.3 Preserving Order

While the Mayor is putting any questions or while the roll is being called by the Clerk/Treasurer, no ~~Councilmember~~ Council Member shall leave ~~his/her~~ their seat or entertain ~~any side talking~~. When a ~~Councilmember~~ Council Member is speaking, said ~~Councilmember~~ Council Member shall not be unduly interrupted.

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Rule 4: Motions

4.1 Precedence of Motions

When any question is under debate, no motion shall be received but the following, and they shall have precedence in the order in which they stand arranged:

- a. to adjourn – undebatable
- b. to rise to a question or privilege – undebatable
- ~~b.c.~~ to call for the orders of the day
- ~~c.d.~~ to lay on the table – undebatable
- ~~d.e.~~ to call for the previous question – ~~(stop debate)~~ 2/3 vote
- ~~e.f.~~ to limit or extend limits of debate – undebatable/~~can be~~ amended by a 2/3 vote
- ~~f.g.~~ to postpone to a certain day – undebatable
- ~~g.h.~~ to commit or refer, or recommit, to a committee – undebatable
- ~~h.i.~~ to amend – ~~debateable~~
- i. to postpone indefinitely – debatable

4.2 Adoption of Matters

A four member majority shall be **sufficient required** to adopt all questions which shall arise, unless otherwise provided for by law, the Albion City Charter or by rules of the Council.

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(Needs review)

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4.3 Second and Debate

No motion shall be debated or put by the Mayor until the same shall have been seconded, except privileged questions not requiring a second. The motion shall then be properly stated by the Mayor. No debate shall be heard until a motion is made and seconded except for public hearings.

4.4 Clarification Before Second

Provided, however, that any **Councilmember** **Council Member** **making the motion** ~~may~~ ~~may~~ make explanatory remarks, before the seconding of such motion, for the purpose of clarifying and enabling a better understanding of said motion.

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4.5 Prohibition – Non-Germene Amendment

No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment.

4.6 Division of Question

On the call of any member, supported by a majority vote of the members present, a division of any question shall be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision.

4.7 Ask for Previous Question

When the previous question is moved, it shall be put in these words: "I move the previous question." This shall be ordered only by a **majority** **majority-2/3 vote** of the members present. The effect of the previous question shall be to put an end to all debate and to bring the Council to a direct vote on the pending question or questions in their order down to and including the main question. If the previous question is not ordered, the consideration of the subject shall be resumed as though no motion for the previous question has been made.

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4.8 Questions Put and Calling Roll

Questions shall be distinctly put in the following form: "All in favor say Aye." And after the affirmative vote is expressed, "All opposed, No." The Mayor may order a roll call vote, but a roll call vote is mandatory upon the request of any member or on the following actions of Council or a Committee of the Council: Ordinances, resolutions, the appointment or election of officers, except as provided otherwise by law or the rules of the Council. The calling of the roll shall be on a rotating **alphabetical** basis, so as to permit ~~Councilmember~~ **Council Members** to first vote on an equal basis. It shall be the privilege of any member of the council to change ~~his or her, their~~ vote upon any question prior to the announcement of the vote by the Mayor.

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4.9 No Debate in Order During Roll

While the Mayor is putting any question, or once roll call voting has started, there shall be no interruption.

Rule 5: Public Hearings

5.1 Order of Presentation of Public Hearing

- a. The Mayor shall commence the public hearing by rapping ~~his~~ ~~his~~ ~~their~~ gavel and announcing that the public hearing is open.
- b. City staff shall next present its prepared reports, if any.
- c. The public shall offer any comments germane to the hearing so long as they are not excessive in length.
- d. The mayor shall close the public hearing, and
- e. Thereafter, the Council shall debate and decide the public issue.

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~~e-f. The Council will vote on the issue.~~

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~~Rule 6: Ordinances~~

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~~6.1 Withdrawal of Resolutions or Ordinances~~

~~All resolution and ordinances may be withdrawn before a vote is taken thereon or before the same is amended, if there be no objection.~~

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Rule 7: Motion to Adjourn

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- 7.1 A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Council or when a member

has the floor. After a motion to adjourn is lost, there shall be some intervening business transacted before another motion to adjourn can be put. A motion to adjourn shall be decided by a vote of a majority of the ~~Councilmember~~, **Council Members** present, but to be no less than four.

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Rule 8: Matters to be in Writing

8.1 All matters to be acted upon by Council shall be presented to the Council in writing at least two days prior to any regular Council meeting except for emergencies as permitted by the Council.

Rule 9: Parliamentary Practice

9.1 The Rules of Parliamentary Practice comprised in **the current edition** ~~of~~ "Roberts Rules of Order for Deliberative Assemblies (revised)" shall govern in all cases in which they are not inconsistent with the standing rules and order of the Council and not contrary to the Albion City Charter or any existing laws of the State of Michigan.

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9.4 **ADD** ~~These rules may be amended or suspended through majority vote without notice.~~

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APPENDIX A – SINE DIE PROCEDURE

The City Council biennially after the November City election adjourns the former Council "sine die," Latin for "indefinitely." The following is a recommended procedure for the transfer of Councils.

1. Call To Order (by current Mayor)
2. Invocation
3. Roll Call

4. *Council Comments* (This time is offered for outgoing ~~Councilperson~~, **Council Members** to make final comments prior to the expiration of their term of office.)

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5. Adjournment Sine Die

Mayor requests a motion and support to adjourn "sine die." Once voted, the Council is adjourned "indefinitely".

6. Reorganization of the Council

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a. Mayor and ~~Councilpersons~~, **Council Members** step down from their places.

- b. ~~New-New~~ ~~Councilperson~~ Council Members and Mayor take their places at the Council table.
- c. Clerk offers oath of office to new Mayor.
- d. Clerk offers oath of office to each new ~~Councilperson~~ Council Member.
- e. Clerk presents the Albion City Council to the Mayor and requests a "call to order".

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7. Call To Order (By new Mayor)

8. Roll Call

9. Nomination of the Mayor Pro Tempore

- a. A motion to receive nominations is made and supported.
- b. Nominations are received. No support for each nomination is required.
- c. A motion to close nominations is made and supported.

10. Election of the Mayor Pro Tempore

A motion to elect the first nominee is made. If there is support, discussion is requested. If none, a vote is made, generally a roll call vote. If approved by the vote the nominee is elected Mayor Pro Tempore.

If the motion fails, a motion to elect the second nominee is made and supported, discussed if needed and voted. If approved, the nominee is elected Mayor Pro Tempore. (And so on.)

APPENDIX B – ~~CLOSED~~ EXECUTIVE SESSIONS

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There are eight types of ~~Executive~~ ~~Closed~~ Session under the Open Meetings Act. Wording for each is shown below. The first blank is for the individual (City Manager, City Attorney, Mayor, ~~Councilperson~~ Council Member, etc.) who requests the ~~Executive~~ ~~Closed~~ Session.

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A. _____ requests ~~an a~~ ~~Executive~~ ~~Closed~~ Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member of individual agent, if the named person requests a closed hearing.

B. NOT APPLICABLE TO THE CITY OF ALBION.

C. _____ requests ~~an a~~ ~~Executive~~ ~~Closed~~ Session under the Open Meetings Act (Section 15.268 (c), P.A. 267 of 1976, as amended) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

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D. _____ requests **an a Executive Closed** Session under the Open Meetings Act (Section 15.268 (d), P.A. 267 of 1976, as amended) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

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E. _____ requests **an a Executive Closed** Session under the Open Meetings Act (Section 15.268 (e), P.A. 267 of 1976, as amended) to consult with the City Attorney regarding trial or settlement strategy in connection with specific pending litigation.

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F. _____ requests **an a Executive Closed** Session under the Open Meetings Act (Section 15.268 (f), P. A. 267 of 1976, as amended) to review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential.

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G. NOT APPLICABLE TO THE CITY OF ALBION.

H. _____ requests **an a Executive Closed** Session under the Open Meetings act (Section 15.268 (h), P.A. 267 of 1976, as amended) to consider material exempt from discussion or disclosure by state or federal statute.

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APPENDIX C TYPES OF VOTING REQUIRED

A Roll Call Vote is Required: (these also call for five [5] or more votes to pass, known as a **super-majority 2/3 vote.**

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1. To add an item to the agenda. (Section 5.6(m) of the Charter)
2. To pass an emergency ordinance (an ordinance being passed on only one reading rather than two readings. Section 6.3 of the Charter)
3. To sell, lease, purchase or dispose of any real estate. (Section 15.3(b) (2) of the Charter)
4. To allow business dealings with the City. (Section 15.4 of the Charter)
5. To establish a special assessment district where owners of property which will bear fifty (50) percent or more of the estimated cost of the improvement, or where more than fifty (50) percent of the owners of such property protest the necessity of the

public improvement. (Code of Ordinances Chapter 70-12 and Section 11.1 of the Charter)

6. To levy a special assessment against a property based on a citizen petition. (Code of Ordinances Chapter 70-25 and Section 11.1 of the Charter)
7. To enter **Executive Closed** Session of any type except when considering dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, when the named person requests a closed hearing (Section 15.268(a) P.A. 267 of 1976, the "Open Meetings Act") and for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing (Section 15.268(c) P.A. 267 of 1976, the "Open Meetings Act")
8. To authorize use of unexpended bond proceeds only as noted in Section 12.1(e) (1-4) of the Charter.
9. To remove any citizen member of the Board of Review (Section 10.6(b) of the Charter)

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A Roll Call Vote is Recommended: (four [4] or more votes to pass)

1. To approve the Consent Calendar. (Many times the Consent Calendar contains items which require a roll call vote.)
2. To approve ordinances on first and second reading.
3. To approve resolutions of the Council.
4. To amend the City Budget to allow an additional expenditure of City funds for a particular purpose.
5. In any case where it is questioned how each **Councilmember** **Council Member** voted or when it is unclear how many voted for an item and how many opposed it.

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Voice Votes may be used in all other cases.

Minutes notation will include the type of vote and the members dissenting on either roll call or voice votes.

(6-1 rcv. Smith dissenting) (a roll call vote sample – rcv)

(5-2 vv., Butler and Bobbin dissenting) (a voice vote sample – vv)