



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

## REVISED AGENDA

**COUNCIL MEETING**  
**Monday, May 18, 2020**  
**7:00 P.M.**

**David Atchison**  
Mayor

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

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

**Al Smith**  
Council Member  
3<sup>rd</sup> Precinct

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

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

**Shane Williamson**  
Mayor Pro Tempore  
Council Member  
6<sup>th</sup> 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, May 4, 2020
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval to Adopt Resolution # 2020-22, To Mandate the Albion City Council Participate in Sensitivity Awareness Training
  - B. Request Approval to Adopt Resolution # 2020-23, 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
  - C. Request Approval to Adopt Resolution # 2020-24, A Resolution to Approve Proposal for "Small Equipment" Noxious Vegetation Abatement and Mowing Bid and to Approve Contract for "Small



# CITY OF ALBION

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Equipment” Noxious Vegetation Abatement and Mowing with Lansing Real Green Lawn Care

- D. Request Approval to Adopt Resolution # 2020-25, A Resolution Approving the Michigan Transportation Economic Development Fund Category A Grant Agreement Between the Michigan Department of Transportation and City of Albion for the Reconstruction of North Clark Street and Authorizing the Execution of the Agreement
- E. Request Approval to Schedule a Public Hearing for Monday, June 1, 2020, at 7:00 PM, on the Request from Albion College Dated April 8, 2020, to Rename a Portion of North Hannah Street and South Hannah Street from East Michigan Avenue South to East Erie Street from Hannah Street to Ditzler Way, after which time the City Council will Consider the Request; and to Direct the City Clerk to Provide Proper Public Notice of the Hearing
- F. Request Approval to Adopt Resolution # 2020-27, A Resolution to Approve Extending the Deadline for the Filing and Payment of Quarterly and Monthly Local Income Tax
- G. Request Approval to Adopt Resolution # 2020-28, A Resolution for Submission of Michigan Transportation Economic Development Fund Category B Application for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Hartwell and Wild Streets
- H. Request Approval to Adopt Resolution # 2020-29, A Resolution to Approve a Temporary Moratorium on the Imposition of Late Fees for Untimely Water Payments Imposed Pursuant to Ordinance 86-137
- I. Update on Special Council to Prosecute Sonya Brown for Charter Violation
- J. Update on Collection from LaTonya Rufus
- K. Update on Sidewalk Committee
- L. Discussion When Council Members Can Speak as Citizens
- M. Request Approval Resolution # 2020-30, A Resolution to Amend the FY 2020 Budget and to Authorize the Execution of a Public Services Agreement with Battle Creek YMCA and Kids “N” Stuff Museum to Provide for the 2020 Albion Summer Recreation Camp Program

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



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

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- 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  
May 4, 2020

**PLEASE TAKE NOTICE** that the meeting of the City of Albion Council Meeting scheduled for **May 4, 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); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

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)

Council Member Williamson asked for the following changes:

- Change Agenda Item F to Discussion of Rental Certification Next Steps
- Change Agenda Item N to Discussion of Censure of the Mayor

Comments were received from Council Members Spicer and Lawler

Reid moved, Smith supported, CARRIED, to Approve the Agenda with the above changes. (7-0, rcv)

## VI. PRESENTATIONS

- A. Proclamation Honoring Dr. Curtis
- B. Proclamation Honoring Mr. Robert Holt
- C. Proclamation Celebrating Mother's Day
- D. Proclamation Celebrating National Teacher Appreciation Day

Mayor Atchison read above proclamations aloud.

## 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 Mark Goodman; Garrett Brown, 1016 S. Superior St and Mrs. Williams.

## IX. CLOSED SESSION- None

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

- A. Approval Study Session Minutes, April 20, 2020
- B. Approval Regular Session Minutes, April 20, 2020
- C. Approval Lion's White Cane Event

Williamson moved, Lawler supported, CARRIED, to Approve the Consent Calendar as presented. (7-0, vv)

## XI. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval to Adopt Resolution # 2020-18, Approving the Employment Agreement Form as Required by Sec. 2-27 (c) of the City of Albion Code of Ordinances

Comments were received from Council Members Smith, Clark and Spicer; Mayor Atchison and City Manager McClary.

Williamson moved, Smith supported, CARRIED, to Adopt Resolution # 2020-18, Approving the Employment Agreement Form as Required by Sec. 2-27 (c) of the City of Albion Code of Ordinances as presented. (7-0, rcv)

- B. Request Approval to Adopt Resolution # 2020-19, A Resolution to Direct the City Attorney to Draft an Ordinance for Adult Use Marihuana Growers, Processors, Secure Transport and Safety Compliance Facilities

*Council Member Williamson asked to Amend Resolution # 2020-19 to Include Retail Sales*

Comments were received from Council Members Lawler, Reid, Williamson, Clark and Spicer; Chief Kipp; City Attorney Harkness and Mayor Atchison.

*Council Member Smith Called the Question*

Smith moved, Spicer supported, **CARRIED**, to Call the Question. (4-3, rcv) (Reid, Clark and Mayor Atchison dissenting)

Williamson moved, Spicer supported, **FAILED**, Amend Resolution # 2020-19 to Include Retail Sales. (2-5, rcv) (Reid, Smith, Lawler, Clark and Mayor Atchison dissenting)

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

Clark moved, Spicer supported, **FAILED**, to Adopt Resolution # 2020-19, A Resolution to Direct the City Attorney to Draft an Ordinance for Adult Use Marihuana Growers, Processors, Secure Transport and Safety Compliance Facilities as presented. (1-6, rcv) (Reid, Smith, Lawler, Williamson, Clark and Mayor Atchison dissenting)

- C. Request Approval to Adopt Resolution # 2020-20, To Approve Ballot Language to Renew a Tax Levy of 3 Mills for Five Years to Further Rehabilitate Albion Streets

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

Reid moved, Smith supported, **CARRIED**, to Adopt Resolution # 2020-20, To Approve Ballot Language to Renew a Tax Levy of 3 Mills for Five Years to Further Rehabilitate Albion Streets as presented (7-0, rcv)

- D. Request Approval Resolution # 2020-21, A Resolution to Adopt Principles Supporting Effective City Council/Manager Relations

Comments were received from Council Members Williamson and Smith

*Council Member Williamson asked to TABLE Approval Resolution # 2020-21, A Resolution to Adopt Principles Supporting Effective City Council/Manager Relations*

Williamson moved, Smith supported, CARRIED, to **TABLE** Adopting Resolution # 2020-21, A Resolution to Adopt Principles Supporting Effective City Council/Manager Relations as presented. (7-0, rcv)

E. Discussion 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild and Hartwell Street Repairs

City Manager McClary stated in June of 2018, the Council expressed its intent to make 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild and Hartwell Streets as a priority for resurfacing in 2020. The action was taken as part of the Council's commitment to seek grant funding for the reconstruction of North Clark Street from E. North Street to B Dive North. The Council did not comment funding for these streets. City Engineer Bitner and the City Manager are planning to apply for MTEDF Category B funding for these streets by June 1 unless Council determines that other streets are a higher priority. He has asked Council to re-confirm 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild and Hartwell Streets as a priority for resurfacing.

Comments were received from Council Members Clark, Reid, Spicer and Mayor Atchison.

F. Discussion/Approval to Move Forward with Rental Certification

Council Member Lawler stated rental certification has been on the table for a very long time. The Rental Certification Committee has worked with two City Managers and an Interim City Manager working on the process of rental certification. There have been numerous meetings with Council, the public and landlords. They have incorporated some of the landlord's suggestions into the current ordinance. She would like Council to make a decision whether to move forward with rental certification or take it off the table to focus on other City projects.

Council Member Williamson stated the Code Enforcement Committee comprised of Council Member Clark and himself, met with City Manager McClary and Director Tracy regarding code enforcement. He stated code enforcement is an important piece of rental certification. The committee collected a lot of information and was able to get most questions answered. He suggested the Code Enforcement Committee sharing the information they received with the Rental Certification Committee. The ordinance for rental certification is almost there but there are still a few things that need to be tweaked. He suggested the committee work with the landlords and make some additional changes to the ordinance before bringing it to Council for a

vote. The goal of rental certification is so renters are provided with safe and adequate housing options.

Council Member Smith stated landlords want to be a part of the creation of rental certification but aren't being asked to the table. They feel the base of the problem is code enforcement.

Mayor Atchison asked if the committee had met with the landlords since the rental certification study session.

Additional comments were received from Council Members Reid and Clark.

#### G. Discussion Neighborhood Improvement Grant for Precincts 1 & 4

City Manager McClary stated the City applied for MSHDA's Neighborhood Enhancement Program (NEP) in April 2019. The NEP grant monies would be used to increase the quality of life for low to moderate income residents, primarily through home enhancements. The NEP grant monies would be used to assist seniors living in Precinct's 1 & 4. The City was awarded \$50,000 through the grant program. After attending the grant program training, the City learned the requirements and guidelines for the NEP program. Due to a variety of barriers and constraints (limited internal capacity, demanding deadlines, etc.) the City decided to remove itself from the MSHDA NEP program process and delay involvement in the program until a later round.

Council Member Reid asked who make the decision to withdraw from the program and also why only precincts 1 & 4 were eligible for the program.

Council Member Smith asked why in the alternate analysis did we indicated that re-applying due to limited staff in Planning, Building & Code Enforcement apply as he understood we had just hired a new Code Enforcement Officer and when is the next time the City can apply for this grant?

City Manager McClary stated we are still interviewing candidates for the Code Enforcement position and he will provide answers to Council for the following questions:

- Who made the decision to withdraw from the program?
- Why did the program only apply to Precincts 1 & 4?
- When is the next time the City can apply for the grant?

Additional comments were received from Council Members Clark and Lawler.

#### H. Discussion Council Involvement in the Community

Council Member Spicer stated that because Council has asked the City Manager to be more involved in the community, a role in which he was not comfortable if Council Members would be willing to help the Mayor with meetings and events if he was not able to attend.

Council Member Lawler asked if the Mayor Pro Tempore would be willing to help with responsibilities if the Mayor was not able to attend multiple functions/meetings.

Mayor Pro Tempore Williamson stated he currently serves on several Boards in the community and he would be willing to help the Mayor with functions/meetings that he may not be able to attend.

Mayor Atchison stated that the general consensus of the Council and at least five members stated in the City Manager's review, that they wanted & expected the City Manager to be more of a participant and active in the community. He encourages all Council Members to be involved in the community.

#### I. Update on Sidewalk Committee Recommendations

City Manager McClary stated the Sidewalk Program Fund Review Committee was scheduled to meet last week, but the meeting was rescheduled due to an error in the meeting notice. The Commission is scheduled to meet on Wednesday.

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

#### J. Discussion State Report on How Many Properties were not Reconnected

City Manager McClary stated the Council was provided a copy of the report that was sent to the State for restoration of water services. This included which properties were restored and why properties were not restored. The City restored seven (7) services; one (1) service could not be restored due to a leak and several properties were vacant.

Comments were received from Mayor Atchison.

#### K. Discussion Economic Impact of COVID19

City Manager McClary stated the City does not have adequate data to estimate the financial impact of COVID19. A loss in revenue from state revenue sharing, Act 51 funding, local income tax, water billing late fees and other revenue sources are anticipated for FY 2020 and beyond. It is too soon to determine the extent of the impact. The State will be holding a revenue estimating conference on May 15 and should be able to provide some more detailed guidance within the next few weeks. The State may also hold a supplemental revenue sharing conference in August. The City's finance staff are monitoring the situation closely and will advise the City Manager and Council accordingly adequate information and analyses are available. They will explore revenue enhancement opportunities and expenditure reductions.

Comments were received from Mayor Atchison.

#### L. Request Approval to Set Date for Study Session for City Manager Goals

*Council Member Williamson asked to TABLE Approval of Study Session for City Manager Goals*

Comments were received from Council Member Lawler and Williamson; Mayor Atchison and City Manager McClary.

Williamson moved, Clark supported, CARRIED, to **Table** Approval to Set Date for Study Session for City Manager Goals, (7-0, vv)

#### M. Request Approval of Mechanical Amusement Device Licenses:

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

Comments were received from City Manager McClary and City Attorney Harkness.

Williamson moved, Clark supported, CARRIED, to Approve Mechanical Amusement Device Licenses for Albion College; Leisure Hour Club; Redbox Automated and Spartan Stores/Family Fare as presented. (7-0, rcv)

#### N. Discussion Censure of the Mayor

Mayor Atchison stated that according to Robert's Rules which states the presiding officer must temporarily relinquish the chair once the resolution of censure is moved and seconded. She or he must state the question on the

resolution of censure, then immediately surrender the chair to the next in line, and cannot resume the chair until the main motion is disposed of. He will ask Pro Tempore Williamson to lead the discussion on this agenda item.

Mayor Pro Tempore Williamson asked City Attorney Harkness to explain the censure process.

City Attorney Harkness stated the Council is able to censure for an ethics violation or through a censure resolution which outlines the occurrence and admonishment of actions. Grounds for a censure could be violation of the ethics ordinance; working for private or personal interest; noncompliance of the law; non-compliance of processes and rules of order established by the City Council; not prepared for Council meetings; not disclosing direct or indirect financial interest and releasing confidential information.

Comments from Council were as follows:

Council Member Lawler stated that some community members felt statements from a social media post made by the Mayor were racist. She would like to know how Council Members feel about it and what they want to do about it. She suggested asking for a resolution of censure or resignation.

Council Member Reid stated she looked at the article associated with the post and felt the Mayor was trying to make a point that African Americans in the community need to look after each other.

Council Member Spicer stated she would like the opportunity to get some answers. She feels African Americans are not the only ones who are not practicing social distancing. She felt the post was bad judgement as Albion is a diverse community and you need to be cautious in what you post on social media. She stated the reason more African Americans are contracting the virus is due to lack of healthcare.

Council Member Clark stated she was not offended by the post and many African Americans in the Albion community are not practicing social distancing. It was more about who made the post than the post itself.

Council Member Smith stated he did not view the post with racial intent but you do need to be careful what you post on social media as intent is not always captured in a social media post.

Mayor Pro Tempore Williamson stated he feels the post was a mistake. It was not as much the intent as the delivery which was not good. He feels Council should use this as a learning opportunity to work on diversity,

inclusion and equality in the community. The Council should seek professionals to provide this type of training.

Mayor Atchison stated he issued an apology on social media as he offended both African Americans and Caucasians with his post. He stated this was not his intent nor was he using it as an excuse. He apologized to the community for those who were offended by the post. He stated he made the post on Saturday evening and received two texts between 30 - 45 minutes after posting his original text, advising him the individuals were not offended but that some people might be offended and suggested he take down the post - which he did within less than an hour of having posted it. Some 15-minutes later he was contacted by Sheryl Mitchell who made the same comments - she was not offended but suggested others might and thought it would be advisable to remove the post - which he had already done. His intent was to suggest the African-American community is at a higher risk of catching and dying from COVID-19 and therefore have more at risk from not social distancing. He stated some members of the community were offended because of the who made the post rather than the content. He agreed with Councilwoman Clark that if someone else had made the same post - nothing would have been said. His final comment was the basis for any censure should be judged on the content of the post regardless of who made the post. He again apologized for offending people with the post.

Council Member Lawler stated she appreciated the Mayor for his explanation, intent and apology to the community. She is only bringing to the Council what the community has brought to her. She would like to see cultural training.

## XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Council Member Reid asked when a Council Member can speak as a taxpayer and not a Council Member and for a list of the chain of command; City employees and their position.
- Council Member Lawler asked for a Resolution of Censure of the Mayor

## XII. 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 Tompkins.

## XIII. CITY MANAGER REPORT

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

- COVID19 Update
- Irwin Avenue Reconstruction Project
- North Clark Street Reconstruction Project
- Sidewalk Program Fund Review and Code Enforcement Review Committees
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild and Hartwell Streets
- Economic Impact of COVID19
- Iron Belle Trail Extension
- Wastewater Treatment Plant Upgrade Project
- Tree Maintenance Contract and Tree Dump Operations Investigations
- Legislative Management System

Comments were received from Mayor Atchison.

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

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

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

No action was necessary as all members were present.

#### XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

#### XVIII. ADJOURNMENT

Reid moved, Williamson supported, CARRIED, to adjourn the regular session. (7-0, vv)

Mayor Atchison adjourned the Regular Session at 11:04 p.m.

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Date

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Jill Domingo  
City Clerk

**Resolution #2020-22**

**TO MANDATE THAT THE ALBION CITY COUNCIL PARTICIPATE IN  
SENSITIVITY/AWARENESS TRAINING**

**Purpose and Finding:** As the council is aware, the council has recently discussed the importance of racial/cultural awareness and sensitivity. The council recognizes that the City of Albion is a diverse population with a variety of cultures, races, and ethnicities. The council further recognizes the need and importance of respecting all persons, regardless of physical characteristics, particularly as representatives of the City. Doing so will further the goal of making Albion a welcoming city. The council believes it is important for members of the council to be aware of their behavior toward others, who are different in race, color, gender, religion, age, ethnicity, sexual orientation and other categories protected under Title VII of the Civil Rights Act. Sensitivity training raises awareness of other characteristics that the council may encounter in their daily interactions, such as individuals with different experiences, backgrounds, perspectives and communication styles.

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

**RESOLVED**, that the Albion City Council shall participate in sensitivity/awareness training at a time to be determined by the Council.

Date: May 18, 2020

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on May 18, 2020.

\_\_\_\_\_  
Jill Domingo  
City Clerk

## Resolution #2020-23

### 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

**Purpose and Finding:** The city of Albion has a current need for noxious vegetation abatement and mowing. Pursuant to Section 2-384, of the City of Albion Code of Ordinances, a Request for Proposals was published, seeking bidders to provide both small and heavy equipment abatement and mowing services, etc. for the City. The city, having received multiple bids from various contractors, has selected, "heavy equipment bid" pursuant Section 2-386(4), the professional services to the contractor deemed to be in the best interest of the city, submitted to Section 2-396, of the City of Albion code of Ordinances, and desires to enter into a contract with John J. Hawkins Construction Contractor for the provision of "heavy equipment" noxious vegetation Abatement and mowing.

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

**RESOLVED**, that the bid for "heavy equipment" noxious vegetation abatement and mowing, submitted by John J. Hawkins Construction Contractor, is hereby accepted at the rates specified in the 2020 bid, which is hereby incorporated by reference.

**BE IT FURTHER RESOLVED**, that in addition to being the bidder deemed to be in the best interest of the city, John J. Hawkins Construction Contractor has met the additional criteria for consideration set forth in Section 2-396(a) (1-9) of the City of Albion Code of Ordinances.

**BE IT FURTHER RESOLVED**, that the City of Albion shall enter into a written contract with John J. Hawkins Construction Contractor for the provision of "heavy equipment" noxious vegetation abatement and mowing as set forth in the 2020 request for proposals. The contract referenced herein shall contain by reference the service requirements as set forth in the request for proposal. Said contract shall be at the rate(s) set for in John J. Hawkins Construction Contractor 2020 bid and shall contain such other terms as contained in the request for proposals and as the parties deem necessary.

Date: May 18, 2020

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

## Resolution #2020-24

### 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 LANSING REAL GREEN LAWN CARE

**Purpose and Finding:** The city of Albion has a current need for noxious vegetation abatement and mowing. Pursuant to Section 2-384, of the City of Albion Code of Ordinances, a Request for Proposals was published, seeking bidders to provide both small and heavy equipment abatement and mowing services, etc. for the City. The city, having received multiple bids from various contractors, has select the lowest bid for "small equipment" category, submitted pursuant to Section 2-396, of the City of Albion Code of Ordinances. In addition, in selecting the lowest bid, the City has also considered the additional criteria listed in Section 2-396(a) (1-9) of the City of Albion Code of Ordinances, and desires to enter into a contract with Lansing Real Green Lawn Care for the provision of "small equipment" noxious vegetation Abatement and mowing.

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

**RESOLVED**, that the bid for "small equipment" noxious vegetation abatement and mowing, submitted by Lansing Real Green Lawn Care, is hereby accepted at the rates specified in the 2020 bid, which is hereby incorporated by reference.

**BE IT FURTHER RESOLVED**, that in addition to being the lowest bidder, Lansing Real Green Lawn Care has met the additional criteria for consideration set forth in Section 2-396(a) (1-9) of the City of Albion Code of Ordinances.

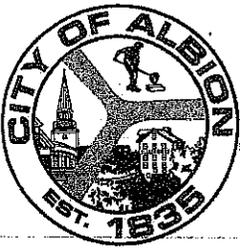
**BE IT FURTHER RESOLVED**, that the City of Albion shall enter into a written contract with Lansing Real Green Lawn Care for the provision of "small equipment" noxious vegetation abatement and mowing as set forth in the 2020 request for proposals. The contract referenced herein shall contain by reference the service requirements as set forth in the request for proposal. Said contract shall be at the rate(s) set for in Lansing Real Green Lawn Care 2020 bid and shall contain such other terms as contained in the request for proposals and as the parties deem necessary.

Date: May 18, 2020

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b>REQUEST TO ADOPT RESOLUTION #2020-25 – MICHIGAN TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY A GRANT AGREEMENT – N. CLARK STREET</b>
<b>Meeting Date:</b>	May 18, 2020
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<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 #2020-25 which approves the MDOT Michigan Transportation Economic Development Fund Category A grant agreement for the North Clark Street reconstruction project. MDOT awarded the city \$340,000 to complete the estimated \$673,000 project. The project involves the pulverizing and resurfacing of North Clark Street/29 Mile Road from E. North Street to B Drive N, including shoulder, ditch, culvert, concrete sidewalk ramp, tree removal and replacement, pavement marking, and restoration work. This is a collaborative project with the Calhoun County Road Department, although the city is the lead agency on the project.

The project is current being let for bids, and bids are due at the end of the month. Council will consider awarding a contract in June, and the project is expected to be completed by the end of October.

## Alternatives Analysis:

Take no action. If the city council opts to take no action, the city will forfeit \$340,000 in grant funding for city street improvements. Since North Clark Street is under the jurisdiction of the city as a major street, the city would be responsible for bearing the full cost of reconstruction at some time in the future as the roadway condition continues to deteriorate. The city would be responsible for covering all engineering costs associated with the design work completed to date.

Approve the grant agreement. If the city council opts to approve the grant agreement and move forward with the project, the city will receive \$340,000 in funding assistance to reconstruct a city major street, thereby leveraging these funds to be able to accelerate the improvement of other city streets with local funding.



**Summary of Previous Council Action:**

None on the approval of the grant agreement

**Financial Impact:**

The total estimated project cost is \$673,378. The MTEDF Category A Grant Program will cover 61% of the construction costs up to \$340,000. The City of Albion will pay 78.9% of the remaining construction costs (approximately \$263,035), and the Calhoun County Road Department will pay 21.1% (approximately \$97,343). The city will utilize its Street Improvement Fund and Act 51 Major Street Fund to cover its share of the costs.

**Recommended Resolution(s):** Move the adoption of the following Resolution No. 2020-25 stating as follows: (SEE ATTACHED)

**Attachments:**

Resolution #2020-25 – Approval of MDOT Michigan Transportation Economic Development Fund Category A Grant Agreement – N. Clark Street Reconstruction



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

**CITY COUNCIL RESOLUTION NO. 2020-25**

**A RESOLUTION APPROVING THE MICHIGAN TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY A GRANT AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND CITY OF ALBION FOR THE RECONSTRUCTION OF NORTH CLARK STREET AND AUTHORIZING THE EXECUTION OF THE AGREEMENT.**

**WHEREAS**, the City of Albion applied as lead agency for funding under the Michigan Transportation Economic Development Fund (MTEDF) Category A grant program to assist in the reconstruction of North Clark Street from East North Street to B Drive North; and

**WHEREAS**, this project involves improvement to roadway that is under the jurisdiction of two local road agencies, including the City of Albion and the Calhoun County Road Department; and

**WHEREAS**, the city was awarded grant funding to cover 61% of the construction costs for the project up to a maximum grant amount of \$340,000 for a project that is estimated to cost \$673,378; and

**WHEREAS**, the City of Albion will be responsible for paying 78.9% of the construction costs that are not covered by the grant award, and Calhoun County Road Department will be responsible for paying 21.1% of all such costs; and

**WHEREAS**, the city desires to approve, enter into, and execute the grant agreement with the Michigan Department of Transportation to proceed with this project;

**NOW, THEREFORE, BE IT RESOLVED** that the Albion city council does hereby approve the agreement between the Michigan Department of Transportation and the City of Albion under the Michigan Transportation Economic Development Fund Category A Program (MDOT Contract No. 20-5204; Category A Grant #1375) for the reconstruction of North Clark Street/29 Mile Road from East North Street to B Drive North; and

**BE IT FURTHER RESOLVED** that the Albion city council does designate Mayor David Atchison and City Clerk Jill Domingo as the city officials who are authorized to sign the contract on behalf of the city.



**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 May 18, 2020.

---

Jill Domingo  
City Clerk



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

PAUL C. AJEGBA  
DIRECTOR

April 17, 2020

Ms. Jill Domingo, City Clerk  
City of Albion  
112 West Cass Street  
Albion, Michigan 49224

Dear Ms. Domingo:

RE: Contract Number: 20-5204 (Category A Grant #1375)  
Control Section: EDA 13000  
Job Number: 210312CON  
Location: N Clark Street from E. North Street to B Drive North - City of Albion

Enclosed is one (1) original and one (1) copy of the above referenced contract between your organization and the Michigan Department of Transportation (MDOT).

**If you have questions on the content of this contract, or revisions are required, please contact Monica Uribe, Local Government Contract Engineer at [uribem1@michigan.gov](mailto:uribem1@michigan.gov) or (517) 335-2266.**

1. Attach two (2) original certified resolutions. The resolution should include:

- The name of officials authorized to sign the contract.
- MDOT Contract Number 20-5204 (Category A Grant#1375).

If you need an example of a resolution, please contact Kathy Fulton at [fultonk@michigan.gov](mailto:fultonk@michigan.gov) or (517) 335-4404.

2. Please return signed contracts and resolutions for MDOT Execution within 35 days from the date of this letter to:

Kathy J. Fulton, Contract Technician  
MDOT – Development Services Division, 2<sup>nd</sup> Floor  
425 West Ottawa Street, P.O. Box 30050  
Lansing, MI 48909

MDOT will return a copy of the executed contract to your organization.

Enclosure

TED (A)  
NON-FED

COM

Control Section EDA 13000  
Job Number 210312CON  
Contract No. 20-5204

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT;" and the CITY OF ALBION, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY;" for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in the City of Albion, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I," dated April 2, 2020, attached hereto and made a part hereof:

Hot mix asphalt crushing, shaping, and resurfacing along North Clark Street/29 Mile Road from East North Street to B Drive North; including shoulder, ditch, culvert, concrete sidewalk ramp, pavement marking, and restoration work; and all together with necessary related work.

WITNESSETH:

WHEREAS, the State of Michigan is hereinafter referred to as the "State;" and

WHEREAS, the PROJECT has been approved for financing in part with funds from the State appropriated to the Transportation Economic Development Fund, hereinafter referred to as "TED FUNDS," qualifies for funding pursuant to PA 231, Section 11(3)(a); Public Act of 1987, as amended, and is categorized as:

#### CATEGORY "A" FUNDED PROJECT

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.
2. The term "PROJECT COST," as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering and inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to EGLE. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to perform, at no cost to the PROJECT, such administration of the PROJECT covered by this contract as is necessary to assist the REQUESTING PARTY to qualify for funding. Such administration may include performing such review, legal, financing, any other PROJECT related activities as are necessary to assist the REQUESTING PARTY in meeting applicable State requirements.

The DEPARTMENT shall provide the REQUESTING PARTY with a notice to proceed with the award of the construction contract for the PROJECT.

The DEPARTMENT shall make a final acceptance inspection of the PROJECT as necessary to ensure the PROJECT meets State requirements. Failure to comply with State requirements may result in forfeiture of future distributions of the Michigan Transportation Fund as described in Section 5. No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

4. The REQUESTING PARTY, under the terms of this contract, shall advertise and award the PROJECT work in accordance with the following:

- A. The REQUESTING PARTY will, at no cost to the DEPARTMENT or the PROJECT, design, or cause to be designed, the PROJECT, and shall accept full responsibility for that design. Any review undertaken by the DEPARTMENT is for its own purposes and is not to nor does it relieve the REQUESTING PARTY of liability for any claims, causes of action or judgments arising out of the design of the PROJECT.
- B. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the plans, specifications, and estimates for the PROJECT have been prepared in compliance with applicable State laws, local ordinances, and State and local standards and regulations.

C. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the contracting procedures to be followed by the REQUESTING PARTY in connection with the solicitation of the construction contract for the PROJECT shall be based on an open competitive bid process. It is understood that the proposal for the PROJECT shall be publicly advertised and the contract awarded on the basis of the lowest responsive and responsible bid in accordance with applicable State statutes, local ordinances, and State and local regulations.

(1) The REQUESTING PARTY shall not award the construction contract prior to receipt of a notice to proceed from the DEPARTMENT.

(2) Upon verification that contractor selection by the REQUESTING PARTY was made in accordance with the terms of this contract and upon receipt of the "Request for Payment" form from the REQUESTING PARTY, the DEPARTMENT will authorize payment to the REQUESTING PARTY for the eligible amount in accordance with Section 5.

D. The REQUESTING PARTY will, at no cost to the PROJECT or the DEPARTMENT, comply with all applicable State statutes, local ordinances, and State and local regulations, including, but not limited to, those specifically relating to construction contract administration and obtain all permits and approvals with railway companies, utilities, concerned State, Federal, and local agencies, etc., and give appropriate notifications as may be necessary for the performance of work required for the PROJECT.

The REQUESTING PARTY agrees to comply with all applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended by 1995 PA 60 and 1996 PA 173, MCL 324.9101 et. seq., for all PROJECT work performed under this contract, and the REQUESTING PARTY shall require its contractors and subcontractors to comply with the same.

E. All work in connection with the PROJECT shall be performed in conformance with the DEPARTMENT'S current Standard Specifications for Construction, special provisions, and the supplemental specifications and plans pertaining to the PROJECT. All materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

- F. The REQUESTING PARTY shall, at no cost to the PROJECT or to the DEPARTMENT, appoint a project engineer who shall administer the PROJECT and ensure that the plans and specifications are followed, and shall perform or cause to be performed the construction engineering and inspection services necessary for the completion of the PROJECT.

Should the REQUESTING PARTY elect to use consultants for construction engineering and inspection, the REQUESTING PARTY shall provide a full-time project manager employed by the REQUESTING PARTY who shall ensure that the plans and specifications are followed.

- G. The REQUESTING PARTY shall require the contractor who is awarded the contract for the construction of the PROJECT to provide, as a minimum, insurance in the amounts specified in and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:

- (1) Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- (2) Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other party with jurisdiction for the roadway being constructed as the PROJECT, and their employees, for the duration of the PROJECT and to provide copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume either ownership of any portion of the PROJECT or jurisdiction of any REQUESTING PARTY highway as a result of being named as an insured on the owner's protective liability insurance policy.
- (3) Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current Standard Specifications for Construction and to provide copies of notices and reports prepared to those insured.

5. The PROJECT COST shall be met in part by contributions by TED FUNDS. TED FUNDS Category A shall be applied to the eligible items of the PROJECT COST up to an amount not to exceed the lesser of: (1) 61 percent of the approved and responsible low bid amount, or (2) \$340,000. The balance, if any, of the PROJECT COST, after deduction of TED FUNDS, is the sole responsibility of the REQUESTING PARTY.

The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of PROJECT work.

Based upon the final cost of the PROJECT, the final costs included in the grant, and/or a request by the REQUESTING PARTY, a payment adjustment may be initiated and/or authorized by the DEPARTMENT for eligible items of the PROJECT COST such that the total amount of TED FUNDS does not exceed \$340,000. The grant includes those activities of preliminary engineering, right-of-way acquisition, construction, and construction engineering related to the grant. The REQUESTING PARTY shall certify all actual costs incurred for work performed under this contract that are eligible for payment with TED FUNDS and will be required to repay any TED FUNDS it received in excess of 61 percent of the total of such costs.

6. The REQUESTING PARTY shall establish and maintain adequate records and accounts relative to the cost of the PROJECT. Said records shall be retained for a period of three (3) years after completion of construction of the PROJECT and shall be available for audit by the DEPARTMENT. In the event of a dispute with regard to allowable expenses or any other issue under this contract, the REQUESTING PARTY shall continue to maintain the records at least until that dispute has been finally decided and the time after all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the records at any reasonable time after giving reasonable notice.

The REQUESTING PARTY, within six (6) months of completion of the PROJECT and payment of all items of PROJECT COST related thereto, shall make a final reporting of construction costs to the DEPARTMENT and certify that the PROJECT has been constructed in accordance with the PROJECT plans, specifications, and construction contract.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall

refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, P.L. 998-502 and applicable State laws and regulations relative to audit requirements.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 *et seq.*, and MCL 324.21323a *et seq.* The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY

is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

9. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either State or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Department of Environmental Quality, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT. If the REQUESTING PARTY refuses to participate in the cost of remediation, the amount of TED FUNDS the REQUESTING PARTY received from Grant 1375 shall be forfeited back to the DEPARTMENT.

10. If State funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Department of Environmental Quality and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

11. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the State.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq. as amended, which is incidental to the completion of the PROJECT.

12. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rest with the REQUESTING PARTY and other local agencies having respective jurisdiction.

13. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

14. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

15. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

16. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964 being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

17. The REQUESTING PARTY and other local agencies, as applicable parties, understand and agree that the highway(s) or street(s) being improved under the terms of this agreement and funded with Transportation Economic Development Funds, shall not be subject to any restriction by local authorities in using certain commercial vehicles on such highway(s) or street(s). Such restrictions are in conflict with the basic concept of the Transportation Economic Development Program and Funding. The REQUESTING PARTY, by signing this agreement, agrees to obtain concurrence from other local governmental agencies within whose jurisdiction or control the highway(s) or street(s) are being improved.

18. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF ALBION

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By \_\_\_\_\_  
Title:

By \_\_\_\_\_  
Department Director MDOT

By \_\_\_\_\_  
Title:

April 2, 2020

EXHIBIT I

CONTROL SECTION EDA 13000  
JOB NUMBER 210312CON

ESTIMATED COST

Estimated PROJECT COST

Contracted Work \$560,500

ESTIMATED COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$560,500
Less TED FUNDS*	<u>\$340,000</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$220,500

NO DEPOSIT

\*TED FUNDS for the PROJECT are limited to an amount as described in Section 5.

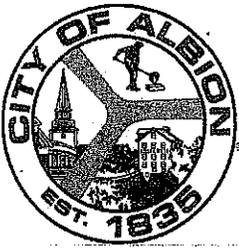
**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011



# Council Action Summary Sheet

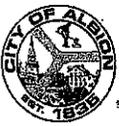
<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b>SCHEDULE PUBLIC HEARING – RENAMING OF PORTION OF HANNAH STREET TO DITZLER WAY</b>
<b>Meeting Date:</b>	
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<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 schedule and conduct a public hearing and consider a request from Albion College for the renaming of that portion of North and South Hannah Street from East Michigan Avenue to East Erie Street to “Ditzler Way” in honor of outgoing college president Mauri Ditzler. City Attorney Harkness has opined that the proper procedure for renaming the street, provided that the city council desires to do so, would be as follows:

- The request for renaming of the street is submitted to the Chief of Public Safety for review.
- The Public Safety Department conducts a review of the request to determine if the request is appropriate from a public safety consideration.
- If the request is appropriate, the Chief of Public Safety, acting as the Traffic Engineer for the city, drafts a proposed traffic control order for consideration by the city council.
- The city council schedules and conducts a public hearing on the proposed renaming of the street.
- After public hearing, the city council approves, approves with modification, or rejects the traffic control order.
- If the traffic control order is approved, all relevant agencies are notified of the change in street name.
- The Department of Public Services proceeds to install new signage reflecting the change in street name.

Hannah Street from East Michigan Avenue to East Erie Street is completely located within the Albion College campus and does not affect any other private property owners.



Bob Anderson, Albion College Vice President for Alumni Relations and Advancement, will participate in Monday's city council meeting to answer questions on this request.

**Alternatives Analysis:**

Take no action. If the city council opts to take no action, there will be no change in the name of Hannah Street from Michigan Avenue to East Erie Street.

Schedule a public hearing, conduct the hearing, and approve the renaming of a portion of Hannah Street. If the city council approves the renaming of that portion of Hannah Street from Michigan Avenue to East Erie Street, it will be necessary to notify all relevant agencies affected by the name change and to install new street signage. City council may wish to consider requiring all costs associated with the renaming of the street to be borne by the college.

**Summary of Previous Council Action:**

None

**Financial Impact:**

If the city council schedules a public hearing and approves the renaming of the street, the city will incur public notice publication fees and DPS labor and material costs for the removal and installation of signage.

**Recommended Motion:** To schedule a public hearing for Monday, June 1, 2020, at 7:00 PM, on the request from Albion College dated April 8, 2020, to rename a portion of North Hannah Street and South Hannah Street from East Michigan Avenue south to East Erie Street from Hannah Street to Ditzler Way, after which time the city council will consider the request; and to direct the City Clerk to provide proper public notice of the hearing.

**Attachments:**

Letter of Request from Albion College dated April 8, 2020

E-mail from City Attorney dated April 6, 2020

Proposed Traffic Control Order No. 2020-002 -- Renaming of Hannah Street between Michigan Avenue and Erie Street to Ditzler Way



# Albion College

April 8, 2020

Scott Kipp, Chief of Public Safety  
City of Albion  
112 West Cass Street  
Albion, MI 49224

Dear Chief Scott Kipp,

As you may know, the 16th president of Albion College, President Mauri Ditzler, announced his retirement on December 3, 2019 during a town hall meeting with students, faculty, staff and community leaders. After six years of leadership at Albion College, he will officially leave campus July 1, 2020. The purpose of this letter is to request the renaming of Hannah Street from Michigan Avenue south to Erie Street as "Ditzler Way" in order to honor his legacy in a very meaningful way.

When President Ditzler arrived on campus July 1, 2014, the "Hannah project" was one of his first initiatives. The purpose of the project was not only to beautify a major campus street but also to reduce the street to two lanes providing a safer environment through a greater separation between vehicles and pedestrians. A farmer at heart, President Ditzler's vision for a beautiful, safe, welcoming boulevard filled with unique flowers and plants is just one of the marks he will permanently leave on campus, and on our community. But, it is representative of his legacy in entirety.

President Ditzler has lived his passion for relationships and building community, which has been evident throughout his tenure. He has championed projects which intentionally integrate and benefit both the City of Albion and Albion College. Albion's Big Read, Build Albion Fellows, Collaboration Corner Park, partnering on the enrichment of Superior and Cass Streets, and the community more broadly are just a few examples. Like the "Hannah project," President Ditzler has sought to appreciate, and amplify, all of the beauty that the entire Albion community embodies.

We are so very grateful to President Ditzler for all that he has accomplished during the past six years. Renaming a portion of Hannah Street to "Ditzler Way" seems only fitting for an individual who is so passionate about Albion College and the Albion Community.

Thank you for your consideration of this request. Please let me know if you have any questions or need additional information. I can be reached by email [banderson@albion.edu](mailto:banderson@albion.edu) or by phone 517-629-0242.

Sincerely,

Bob Anderson  
Vice President for Alumni Relations and Advancement

**From:** [cullen@harknesslawolc.com](mailto:cullen@harknesslawolc.com)  
**To:** [Darwin McClary](#)  
**Subject:** Street Renaming  
**Date:** Monday, April 6, 2020 12:10:22 PM

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Darwin-

Assuming that the street is localized to campus, I believe the process would be as follows:

The College would petition the Chief of Public Safety for a Traffic Control Order to rename the Street;

The Chief would then present a traffic control order to the council;

There would be a resolution to approve it with a public hearing preceding the approval of the resolution;

We would need to send notice to the County, 911, etc of the change.

That is the gist of it, assuming there are no curveballs like the street being a state trunk line, going into another municipality, or there being residences or businesses on the street to be changed.

Let me know if you have any questions.

Sincerely,

Cullen C. Harkness  
Attorney at Law  
The Harkness Law Firm, PLLC  
4121 Okemos Rd., Suite 17  
Okemos, MI 48864  
(517) 381-2461

# CITY OF ALBION PUBLIC SAFETY DEPARTMENT

## Traffic Control Order

**Order Number: 2020-002**

**Date: May 18, 2020**

### ORDER

Upon approval of the Albion City Council at the request of Albion College, Hannah St. between Michigan Ave. and Erie St. shall be renamed Ditzler Way.

The Department of Public Services, Street Division, shall immediately install the necessary street signage to indicate the renaming of the street

This traffic control order shall be effective upon approval of the Albion City Council.

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**Chief of Public Safety**

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**City Manager**

**Submitted to City Manager: May 12, 2020**

**Submitted to City Clerk:**

**Submitted to City Council:**

**Approved by City Council:**

**Temporary Order Commencement Date: February 18, 2020      Ending Date:**

**Permanent Order Effective Date:**



## Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<i>Extension of 2<sup>nd</sup> Quarter FY 2020 Income Tax Pmts. to July 31, 2020</i>
<b>Meeting Date:</b>	May 18, 2020
<b>Submitted by:</b>	Tom Mead, Finance Director
<b>Contact Information:</b>	
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> City Manager

**Background Brief:** Because of the COVID-19 pandemic, Governor Whitmer, following the IRS lead, signed Executive Order 2020-26 which extended the filing due date for 2019 State and Local income taxes from April to July, 2020. However, the Order did not address the quarterly or monthly payments that some taxpayers are required to make throughout the year. Recognizing this, the other Cities in the State who collect a Local income tax agreed to extend the payment due dates that fall within the COVID-19 pandemic (basically 2<sup>nd</sup> Quarter of 2020), to July, 2020 as well. This will not exempt the taxpayer from making the required payment. It simply extends the due date for when these payments must be made without incurring any penalty or interest. After the revised due date of July 31, 2020, penalty and interest would be assessed if the payments are not received.

**Alternatives Analysis:** If no action is taken, the normal due dates, whether monthly or quarterly, that fall within the 2<sup>nd</sup> quarter of the 2020 fiscal year would remain in effect which could place an excessive burden on taxpayers who may not be able to work do to the COVID-19 pandemic.

**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. However, it should be noted that nearly all other cities within the State who collect Local income tax have agreed to take this same action and extend the 2<sup>nd</sup> quarter due dates to July of 2020.



**Financial Impact:** No significant financial impact is anticipated. The City will still receive the required payments, but they will just arrive at a somewhat later date. Additionally, the majority of the taxpayers who would be affected by this extension have a good history of paying timely so the City typically would not be collecting much, if any, penalty and interest on these payments. This would simply show some additional consideration to those that would be affected, during COVID-19 crisis.

**Recommended Motion(s):** To reduce the burden on our taxpayers during the COVID-19 pandemic, and to parallel the action taken by other communities throughout the State, it is recommended that the Council extend the 2<sup>nd</sup> quarter FY 2020 Income Tax payments to July 31, 2020 without penalty or interest being assessed.

**Attachments:** N/A

RESOLUTION #2020-27

A RESOLUTION TO APPROVE EXTENDING THE DEADLINE FOR THE FILING AND PAYMENT OF QUARTERLY AND MONTHLY LOCAL INCOME TAX

**PURPOSE AND FINDING:** Both the Internal Revenue Service and the State of Michigan have extended the filing deadlines for 2019 State and Local income taxes from April 2020 to July 2020. The extensions, however, did not address those who are required to make monthly or quarterly filings and payments. Extending the deadlines to July for these individuals would be consistent with the other extensions already in place at the State and Federal levels. The individuals would still owe the tax, but it would be paid at a later date. Other municipalities in Michigan have already put this measure in place. Approval is recommended.

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

**NOW, THEREFORE, BE IT RESOLVED,** that the Albion City Council hereby extends the deadline for any quarterly or monthly local income tax filings and payments, which would have otherwise been due during the second quarter of the 2020 tax year, to July 31, 2020.

**BE IT FURTHER RESOLVED,** that penalties, interest, and fees will be assessed on payments not received by July 31, 2020;

I hereby certify that the above resolution was adopted on May 18, 2020 in a regular session of the Albion City Council, and this is a true copy of that resolution.

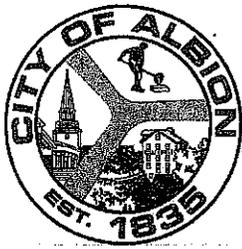
Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

May 18, 2020

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



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b>TEMPORARY WAIVER OF FEES ON DELINQUENT WATER ACCOUNTS</b>
<b>Meeting Date:</b>	May 18, 2020
<b>Submitted by:</b>	Haley Snyder, Assistant City Manager
<b>Contact Information:</b>	(517) 629-5535; <a href="mailto:hsnyder@cityofalbionmi.gov">hsnyder@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 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 due 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 or other exposure. 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:** 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 show a good faith effort to accommodate our citizens and to comply with the Governor's Executive Order 2020-28 with minimal impact on our citizens during this world-wide coronavirus crisis, it is recommended that all late fees related to water and sewer billings be temporarily waived until the Governor cancels and does not replace Executive Order 2020-28 which relates to restoring water service.

**Attachments:** Executive Order 2020-28 attached.

**Resolution #2020-29**

**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, and continuing until such time that Governor Whitmer rescinds and does not replace Executive Order 2020-28 relating to the COVID-19 public health emergency restoration of water service.

Date: May 18, 2020

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on May 18, 2020.

\_\_\_\_\_  
Jill Domingo  
City Clerk

## ALBION SUMMER RECREATION CAMP

Total Program Cost--\$40,080

***City of Albion Recreation contractual funding request--\$20,000 (covers cost of scholarships for all children enrolled in program)***

In an effort to expand options for families returning to work in phases during this global health crisis, the YMCA is proposing weekly summer camps for children ages 3-12. The YMCA would be partnering with Kids N' Stuff Children's Museum, City of Albion Recreation, and other partners to provide these camps free of charge to all children in the Albion area.

Below is a list of facts related to the camps. In addition to working with our current partners, the YMCA is seeking additional partners in the Albion community to help enhance the camps and further expand activities.

- Includes 8 weeks of camp from June 1-July 31
- Camp runs 8 a.m. to 5 p.m.
- Curriculum includes physical activity, kid's yoga, free play, arts and crafts, learning time (can be expanded when/if governor's orders allow)
- All medical protocols per MI child licensing and CDC followed—masks available for campers for free upon parental request, all staff wear face masks
- Capacity for 30+ children ages 3-12
- Onsite at Kid's 'N' Stuff Museum with breakfast/lunch provided by Chartwells

The YMCA carries all appropriate insurances and liability coverage to proceed with these camps.

### **Background**

Because the YMCA has been providing this type of care since the beginning of the Covid-19 crisis, they have been able to continue this work throughout the various iterations of the Governor's orders. The YMCA is one of the few organizations that have been able to remain operational in this capacity during this time. In addition to providing care, the YMCA has been providing meals, baby supplies, and hygiene products to those who they serve in Battle Creek.



# Council Action Summary Sheet

<b>Agenda Item #:</b>	
<b>Agenda Item Title:</b>	<b><i>REQUEST TO ADOPT RESOLUTION APPROVING CITY CONTRIBUTION TO ALBION SUMMER RECREATION CAMP</i></b>
<b>Meeting Date:</b>	May 18, 2020
<b>Submitted by:</b>	Darwin McClary, City Manager
<b>Contact Information:</b>	(517) 629-7172; <a href="mailto:dmcclary@cityofalbionmi.gov">dmcclary@cityofalbionmi.gov</a>
<b>Agenda Item Approvals:</b>	<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:

City council is being requested to adopt a resolution to approve a contribution from the city in the amount of \$20,000 for the 2020 Albion Summer Recreation Camp. The summer camp would run from June 1 through July 31 and would be a partnership between the City of Albion Recreation Department, Battle Creek YMCA, and Kids 'N Stuff Children's Museum. This project provides valuable assistance to families in need of childcare during the COVID-19 public health emergency and would support city council's goals and priorities by expanding recreational opportunities within the city.

Attached is a complete summary of the program. Mayor Pro-Tem Williamson requested that this item be added to the agenda for city council's May 18, 2020, meeting.

## Alternatives Analysis:

Take no action. If the city council opts to take no action on this request, a pressing need for affordable childcare for critical infrastructure, essential basic business operations workers, and restored activities workers will continue to exist. Also, the need for expanded recreational opportunities within the city, as identified by city council would continue to be unmet.

Approve funding for the Albion Summer Recreation Camp. If the city council opts to approve the requested funding for the summer camp, Albion's families would be provided with little or no-cost child care during the COVID-19 public health emergency. Also, the city council would be addressing the goal and priority it set for the City Manager to expand recreational opportunities within the city.

## Summary of Previous Council Action:

None



**Financial Impact:**

The total cost of the summer camp program is \$40,080. If funding is approved, the city's share of the cost would be \$20,000. An amendment to the FY 2020 Budget would be necessary to appropriate monies from the Recreation Fund reserves to cover this cost. The City Manager recommends that these costs be programmed into the normal operating budget of the Recreation Department in future fiscal years if the city council wishes to continue the program beyond FY 2020.

**Recommended Motion:**

To adopt Resolution #2020-30 that reads as follows: (SEE ATTACHED):

**Attachments:**

Resolution #2020-30 - Approval of 2020 Albion Summer Recreation Camp



CITY OF ALBION  
COUNTY OF CALHOUN  
STATE OF MICHIGAN

CITY COUNCIL RESOLUTION #2020-30

**A RESOLUTION TO AMEND THE FY 2020 BUDGET AND TO AUTHORIZE THE EXECUTION OF A PUBLIC SERVICES AGREEMENT WITH BATTLE CREEK YMCA AND KIDS 'N' STUFF MUSEUM TO PROVIDE FOR THE 2020 ALBION SUMMER RECREATION CAMP PROGRAM.**

WHEREAS, on December 2, 2019, the Albion city council adopted FY 2020 goals and strategies for the City Manager; and

WHEREAS, Goal #2 – PROMOTE EFFICIENT AND EFFECTIVE MUNICIPAL OPERATIONS includes a strategy to “Prepare and present to city council a plan for a vibrant, improved summer recreation program for implementation by May 2020”; and

WHEREAS, the city, state, and nation are currently facing a serious virus pandemic, COVID-19, that has put an end to many recreational programs and opportunities but still permits childcare activities for families whose parents must continue to work as critical infrastructure, essential basic business operations, and restored activities workers under the Michigan Governor’s executive orders; and

WHEREAS, the city council determines that providing low or no cost childcare services and quality recreational opportunities for children are legitimate public purposes; and

WHEREAS, the city is presented with the opportunity to engage in a collaborative and beneficial partnership with the Battle Creek YMCA and Kids ‘N’ Stuff Children’s Museum to provide these childcare and children’s recreational services, with the city to contribution \$20,000 of the total \$40,080 cost;

**NOW, THEREFORE, BE IT RESOLVED** that the Albion city council does hereby declare childcare services for families whose parents must continue to work during the COVID-19 public health emergency and quality recreational services for children to be a legitimate public purpose; does hereby approve a FY 2020 Budget amendment to allocate \$20,000 from the Recreation Fund reserves to the appropriate activity account to provide for these services; and authorizes the Mayor and City Clerk to execute a collaborative public services agreement with Battle Creek YMCA and Kids ‘N’ Stuff Museum to provide these services after review and approval of the agreement by the City Manager and City Attorney.

**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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Jill Domingo  
City Clerk

**FOR INFORMATION ONLY**

FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2020	Total Debits	Total Credits	Ending Balance 04/30/2020
Fund 101	GENERAL FUND				
001.00	CASH	17,841.54	39,619.30	300,131.71	(242,670.87)
002.00	CASH - INCOME TAX ACCOUNT	316,894.23	63,520.71	17,001.30	363,413.64
	GENERAL FUND	<u>334,735.77</u>	<u>103,140.01</u>	<u>317,133.01</u>	<u>120,742.77</u>
Fund 202	MAJOR STREETS FUND				
001.00	CASH	267,725.15	79,641.54	21,477.58	325,889.11
Fund 203	LOCAL STREETS FUND				
001.00	CASH	422,727.17	28,451.82	15,697.43	435,481.56
Fund 208	RECREATION FUND				
001.00	CASH	107,189.18	0.00	6,659.34	100,529.84
Fund 226	SOLID WASTE FUND				
001.00	CASH	94,439.23	0.00	2,555.96	91,883.27
Fund 244	ECONOMIC DEVELOPMENT FUND				
001.00	CASH	157,724.54	7,281.67	9,059.08	155,947.13
Fund 246	INCUBATOR FUND				
001.00	CASH	30,247.34	2,656.00	9,887.09	23,016.25
Fund 247	TIFA FUND				
001.00	CASH	250,515.74	0.00	14,364.99	236,150.75
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	(8,268.28)	0.00	2,680.74	(10,949.02)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	205,782.13	1,200.00	5,537.92	201,444.21
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	(33,541.70)	0.00	34,710.82	(68,252.52)
002.00	CASH - CAPITAL PROJECTS RESERV	335,333.72	5,892.88	0.00	341,226.60
	ABA SEC 8 MAPLE GROVE	<u>301,792.02</u>	<u>5,892.88</u>	<u>34,710.82</u>	<u>272,974.08</u>
Fund 296	REVOLVING LOAN FUND				
001.00	CASH	(31,716.27)	0.00	546.32	(32,262.59)
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	(40,806.14)	243,146.60	1,700.00	200,640.46
Fund 590	SEWER FUND				
001.00	CASH	161,667.42	55,869.88	78,308.30	139,229.00
Fund 591	WATER FUND				
001.00	CASH	298,405.33	40,268.60	44,730.29	293,943.64
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	7,110.56	340.73	20,004.46	(12,553.17)
Fund 703	CURRENT TAX COLLECTION FUND				
001.00	CASH	12,156.34	126.67	0.00	12,283.01
Fund 711	CEMETERY TRUST FUND				
001.00	CASH	44,780.72	250.00	0.00	45,030.72
Fund 737	RETIREE HEALTH CARE FUND				
001.00	CASH	14,433.68	0.00	200.00	14,233.68
	TOTAL - ALL FUNDS	<u>2,630,641.63</u>	<u>568,266.40</u>	<u>585,253.33</u>	<u>2,613,654.70</u>

PERIOD ENDING 04/30/2020  
& Fiscal Year Completed: 33.06

31 NUMBER DESCRIPTION AMENDED BUDGET 2019 NORMAL (ABNORMAL) YTD BALANCE 04/30/2020 NORMAL (ABNORMAL) ORIGINAL BUDGET % BGET USED

31 NUMBER	DESCRIPTION	AMENDED BUDGET 2019	NORMAL (ABNORMAL)	YTD BALANCE 04/30/2020	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BGET USED
Fund 101 - GENERAL FUND							
000 - GENERAL		3,927,663.00	3,915,221.43	582,666.72	4,197,453.00	0.00	13.88
209 - ASSESSING		10.00	50.00	0.00	0.00	100.00	51.30
215 - CLERK		315.00	315.20	51.30	100.00	1,600.00	9.46
260 - FINANCE DEPT AND/OR ABA GENERAL		1,680.00	1,717.50	151.43	15,729.76	58,000.00	27.12
276 - CEMETERY		48,500.00	53,935.27	11,203.43	103,250.00	103,250.00	10.85
345 - PUBLIC SAFETY		85,930.44	94,856.26	7.00	0.00	0.00	100.00
371 - BUILDING INSPECTION		0.00	0.00	29,873.40	119,500.00	0.00	25.00
422 - CODE ENFORCEMENT		117,500.00	112,834.77	0.00	0.00	0.00	0.00
442 - CITY MAINTENANCE		74,200.00	59,050.00	0.00	0.00	0.00	0.00
444 - TREE TRIMMING		18,226.00	18,226.00	0.00	0.00	0.00	0.00
448 - STREET LIGHTING		96,127.00	96,127.00	45,000.00	42,300.00	3,250.00	106.38
758 - ALBION RIVER/BIKE TRAIL		22,700.00	25,000.00	670.00	75,000.00	75,000.00	20.62
775 - PARKS		11,694.00	11,694.40	96.00	60,000.00	10,000.00	80.00
778 - HOLLAND PARK TRANSFORMATION PROJECT		0.00	96.00	0.00	0.00	10,000.00	0.00
930 - TRANSFER IN		10,000.00	10,000.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		4,414,545.44	4,399,123.83	745,353.04	4,610,453.00	16.17	16.17

101 - CITY COUNCIL		44,360.00	29,833.78	7,441.02	44,854.00	16.59	16.59
172 - CITY MANAGER		153,353.00	150,051.70	49,381.37	259,065.00	19.06	19.06
209 - ASSESSING		47,650.00	44,850.77	21,370.49	46,800.00	45.66	45.66
210 - ATTORNEY		141,250.00	140,767.42	35,510.89	111,200.00	31.93	31.93
215 - CLERK		122,375.00	110,912.57	45,189.19	167,960.00	26.90	26.90
226 - HUMAN RESOURCES		18,587.00	18,566.70	4,544.45	17,241.00	26.36	26.36
260 - FINANCE DEPT AND/OR ABA GENERAL		505,065.00	486,270.59	122,997.84	520,365.00	23.64	23.64
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		75,040.00	74,218.21	14,447.47	69,623.00	20.75	20.75
276 - CEMETERY		173,535.00	159,058.37	34,591.41	171,946.00	20.12	20.12
345 - PUBLIC SAFETY		2,131,846.39	2,075,909.16	557,445.02	2,140,036.00	26.05	26.05
422 - CODE ENFORCEMENT		270,070.00	271,427.57	51,979.44	276,040.00	18.83	18.83
442 - CITY MAINTENANCE		136,750.00	132,308.59	8,481.24	57,095.00	14.85	14.85
444 - TREE TRIMMING		32,555.00	28,077.94	30,057.29	19,425.00	154.74	154.74
447 - ENGINEERING		22,060.00	16,416.29	2,139.74	15,187.00	14.09	14.09
448 - STREET LIGHTING		241,127.00	244,352.22	662.50	135,000.00	26.12	26.12
526 - EPA LANDFILL		21,750.00	24,182.06	6,215.00	10,000.00	6.63	6.63
758 - ALBION RIVER/BIKE TRAIL		22,700.00	29,771.71	51,785.51	42,300.00	14.69	14.69
775 - PARKS		253,415.00	237,501.58	0.00	235,240.00	22.01	22.01
778 - HOLLAND PARK TRANSFORMATION PROJECT		4,460.00	186.68	0.00	75,000.00	0.00	0.00
895 - GENERAL APPROPRIATION		160,475.00	152,643.72	80,434.74	305,450.00	26.33	26.33
TOTAL EXPENDITURES		4,578,423.39	4,427,307.63	1,159,934.76	4,719,827.00	24.58	24.58

Fund 101 - GENERAL FUND:	4,414,545.44	4,399,123.83	745,353.04	4,610,453.00	16.17
TOTAL REVENUES	4,578,423.39	4,427,307.63	1,159,934.76	4,719,827.00	24.58
TOTAL EXPENDITURES	(163,877.95)	(28,183.80)	(414,581.72)	(109,374.00)	379.05
NET OF REVENUES & EXPENDITURES					

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

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END BALANCE 12/31/2019 YTD BALANCE 04/30/2020 ORIGINAL BUDGET 2020 % BDT USED

3L NUMBER	DESCRIPTION	2019 AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	2020 ORIGINAL BUDGET	% BDT USED
Fund 202 - MAJOR STREETS FUND						
000 - GENERAL		833,449.00	847,207.29	213,574.99	877,420.00	24.34
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	213,574.99	970,025.00	22.02

Fund 202 - MAJOR STREETS FUND						
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	80,333.60	390,105.00	20.59
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	1,959.08	36,345.00	5.39
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	1,217.62	19,225.00	6.33
965 - TRANSFER OUT		193,000.00	193,000.00	0.00	190,000.00	0.00
TOTAL EXPENDITURES		792,678.00	597,234.69	90,492.25	738,903.00	12.25

Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		888,449.00	914,687.48	213,574.99	970,025.00	22.02
TOTAL EXPENDITURES		792,678.00	597,234.69	90,492.25	738,903.00	12.25
NET OF REVENUES & EXPENDITURES		95,771.00	317,452.79	123,082.74	231,122.00	53.25

GL NUMBER	DESCRIPTION	2019		2020		% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 04/30/2020	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND						
000 - GENERAL		288,395.00	302,008.81	74,274.33	293,850.00	25.28
930 - TRANSFER IN		190,000.00	190,000.00	0.00	190,000.00	0.00
TOTAL REVENUES		478,395.00	492,008.81	74,274.33	483,850.00	15.35
461 - MAINTENANCE		427,621.00	360,008.23	59,529.51	432,973.00	13.75
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	64,413.46	479,938.00	13.42
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		478,395.00	492,008.81	74,274.33	483,850.00	15.35
TOTAL EXPENDITURES		472,336.00	383,107.85	64,413.46	479,938.00	13.42
NET OF REVENUES & EXPENDITURES		6,059.00	108,900.96	9,860.87	3,912.00	252.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

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GL NUMBER	DESCRIPTION	2019		YTD BALANCE		2020 ORIGINAL BUDGET	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	END BALANCE 12/31/2019	NORMAL (ABNORMAL)		
Fund 208 - RECREATION FUND							
780 - RECREATION		187,861.00	200,371.03	13,753.30	194,600.00	7.07	
TOTAL REVENUES		187,861.00	200,371.03	13,753.30	194,600.00	7.07	
780 - RECREATION		177,669.00	172,833.58	60,229.26	191,932.00	31.38	
TOTAL EXPENDITURES		177,669.00	172,833.58	60,229.26	191,932.00	31.38	
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		187,861.00	200,371.03	13,753.30	194,600.00	7.07	
TOTAL EXPENDITURES		177,669.00	172,833.58	60,229.26	191,932.00	31.38	
NET OF REVENUES & EXPENDITURES		10,192.00	27,537.45	(46,475.96)	2,668.00	1,741.98	



REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

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2019  
 AMENDED BUDGET      NORMAL (ABNORMAL)      YTD BALANCE  
 12/31/2019      04/30/2020  
 NORMAL (ABNORMAL)

3L NUMBER	DESCRIPTION	2019 AMENDED BUDGET	2019 NORMAL (ABNORMAL)	2020 ORIGINAL BUDGET	% BGD USED
Fund 265 - DRUG LAW ENFORCEMENT FUND					
000 - GENERAL		5,898.84	5,912.58	1,556.95	0.34
400 - FED DRUG LAW ENFOR - REIMBUR		52,551.00	57,120.82	3,609.12	12.03
930 - TRANSFERS IN		14,393.00	14,393.43	0.00	0.00
TOTAL REVENUES		72,842.84	77,426.83	5,166.07	1.07
333 - DRUG LAW ENFORCEMENT		33,901.48	34,242.92	5,889.73	7.29
400 - FED DRUG LAW ENFOR - REIMBUR		42,801.10	41,051.85	19,030.29	47.58
TOTAL EXPENDITURES		76,702.58	75,294.77	24,920.02	20.63

Fund 265 - DRUG LAW ENFORCEMENT FUND:  
 TOTAL REVENUES 72,842.84  
 TOTAL EXPENDITURES 76,702.58  
 NET OF REVENUES & EXPENDITURES (3,859.74)

77,426.83  
 75,294.77  
 2,132.06  
 5,166.07  
 24,920.02  
 (19,753.95)  
 485,000.00  
 120,800.00  
 364,200.00  
 1.07  
 20.63  
 5.42

GL NUMBER	DESCRIPTION	2019		END BALANCE		YTD BALANCE		2020		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2019	NORMAL (ABNORMAL)	04/30/2020	NORMAL (ABNORMAL)	ORIGINAL BUDGET		
Fund 275 - ALBION BUILDING AUTHORITY FUND										
000 - GENERAL		4,819.00	4,769.47	768.96	4,533.00	16.96				
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	4,800.00	32,000.00	15.00				
273		1.00	1.00	0.00	1.00	0.00				
TOTAL REVENUES		35,300.00	34,998.27	6,072.96	38,046.00	15.96				
Fund 275 - ALBION BUILDING AUTHORITY FUND:										
TOTAL REVENUES		35,300.00	34,998.27	6,072.96	38,046.00	15.96				
TOTAL EXPENDITURES		42,227.00	32,822.58	14,657.67	35,611.00	39.18				
NET OF REVENUES & EXPENDITURES		(6,927.00)	2,175.69	(8,584.71)	2,435.00	1,351.92				

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3L NUMBER	DESCRIPTION	2019		END BALANCE		YTD BALANCE		2020		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2019	NORMAL (ABNORMAL)	04/30/2020	NORMAL (ABNORMAL)	ORIGINAL BUDGET	BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE										
000 - GENERAL		438,279.00		460,966.79		115,842.64		376,250.00		30.79
TOTAL REVENUES		438,279.00		460,966.79		115,842.64		376,250.00		30.79
701 - ABA SEC 8 MAPLE GROVE		849,503.00		782,311.23		117,274.91		345,950.00		33.90
905 - DEBT SERVICE - BONDS		61,750.00		61,500.00		0.00		0.00		0.00
TOTAL EXPENDITURES		911,253.00		843,811.23		117,274.91		345,950.00		33.90
Fund 277 - ABA SEC 8 MAPLE GROVE:										
TOTAL REVENUES		438,279.00		460,966.79		115,842.64		376,250.00		30.79
TOTAL EXPENDITURES		911,253.00		843,811.23		117,274.91		345,950.00		33.90
NET OF REVENUES & EXPENDITURES		(472,974.00)		(382,844.44)		(1,432.27)		30,300.00		4.73

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

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2019  
 AMENDED BUDGET

END BALANCE  
 12/31/2019  
 NORMAL (ABNORMAL)

YTD BALANCE  
 04/30/2020  
 NORMAL (ABNORMAL)

2020  
 ORIGINAL BUDGET

& BGET  
 USED

LINE NUMBER	DESCRIPTION	AMENDED BUDGET	END BALANCE 12/31/2019 NORMAL (ABNORMAL)	YTD BALANCE 04/30/2020 NORMAL (ABNORMAL)	2020 ORIGINAL BUDGET	& BGET USED
Fund 367 - SIDEWALK PROGRAM FUND						
000 - GENERAL		7,750.00	4,989.87	404.55	6,500.00	6.22
TOTAL REVENUES		7,750.00	4,989.87	404.55	6,500.00	6.22
443 - SIDEWALK PROGRAM		41,000.00	2,954.93	0.00	111,000.00	0.00
TOTAL EXPENDITURES		41,000.00	2,954.93	0.00	111,000.00	0.00
Fund 367 - SIDEWALK PROGRAM FUND:						
TOTAL REVENUES		7,750.00	4,989.87	404.55	6,500.00	6.22
TOTAL EXPENDITURES		41,000.00	2,954.93	0.00	111,000.00	0.00
NET OF REVENUES & EXPENDITURES		(33,250.00)	2,034.94	404.55	(104,500.00)	0.39

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FUND NUMBER	DESCRIPTION	2019		END BALANCE 12/31/2019		YTD BALANCE 04/30/2020		2020 ORIGINAL BUDGET		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	BUDGET		
Fund 590 - SEWER FUND										
000 - GENERAL		1,214,512.00	1,251,150.66		447,541.94	1,277,500.00	35.03			
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		250,000.00	250,000.00		0.00	0.00	0.00			
TOTAL REVENUES		1,464,512.00	1,501,150.66		447,541.94	1,277,500.00	35.03			
536 - SEWER UTILITY OPERATIONS		1,424,648.00	1,402,938.30		289,455.86	1,493,015.00	19.39			
542 - WWTP ENERGY IMPROVEMENTS		8,265.00	8,305.98		2,555.50	8,265.00	30.92			
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		1,586,375.00	1,564,696.99		292,011.36	1,502,984.00	19.43			
Fund 590 - SEWER FUND:										
TOTAL REVENUES		1,464,512.00	1,501,150.66		447,541.94	1,277,500.00	35.03			
TOTAL EXPENDITURES		1,586,375.00	1,564,696.99		292,011.36	1,502,984.00	19.43			
NET OF REVENUES & EXPENDITURES		(121,863.00)	(63,546.33)		155,530.58	(225,484.00)	68.98			

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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31 NUMBER	DESCRIPTION	2019 AMENDED BUDGET	END BALANCE 12/31/2019 NORMAL (ABNORMAL)	YTD BALANCE 04/30/2020 NORMAL (ABNORMAL)	2020 ORIGINAL BUDGET	% BDET & USED
Fund 591 - WATER FUND						
000 - GENERAL		960,455.00	988,746.28	302,963.11	963,650.00	31.44
TOTAL REVENUES		960,455.00	988,746.28	302,963.11	963,650.00	31.44
536 - WATER UTILITY OPERATIONS		1,222,628.00	1,150,505.36	245,111.37	1,182,230.00	20.73
540 - WELLSHEAD 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		1,460,051.00	1,167,078.50	245,111.37	1,182,730.00	20.72
Fund 591 - WATER FUND:						
TOTAL REVENUES		960,455.00	988,746.28	302,963.11	963,650.00	31.44
TOTAL EXPENDITURES		1,460,051.00	1,167,078.50	245,111.37	1,182,730.00	20.72
NET OF REVENUES & EXPENDITURES		(499,596.00)	(178,332.22)	57,851.74	(219,080.00)	26.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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HL NUMBER	DESCRIPTION	2019		END BALANCE		YTD BALANCE		2020	
		AMENDED BUDGET	NORMAL	(ABNORMAL)	(ABNORMAL)	NORMAL	(ABNORMAL)	ORIGINAL BUDGET	% BGET USED
Fund 661 - EQUIPMENT POOL FUND									
000 - GENERAL		303,087.00		327,608.42		28,180.89		327,525.00	8.60
TOTAL REVENUES		303,087.00		327,608.42		28,180.89		327,525.00	8.60
770 - EQUIPMENT POOL		332,081.00		320,377.41		87,615.47		325,595.00	26.91
965 - TRANSFER OUT		31,528.00		31,528.43		0.00		17,850.00	0.00
TOTAL EXPENDITURES		363,609.00		351,905.84		87,615.47		343,445.00	25.51
Fund 661 - EQUIPMENT POOL FUND:									
TOTAL REVENUES		303,087.00		327,608.42		28,180.89		327,525.00	8.60
TOTAL EXPENDITURES		363,609.00		351,905.84		87,615.47		343,445.00	25.51
NET OF REVENUES & EXPENDITURES		(60,522.00)		(24,297.42)		(59,434.58)		(15,920.00)	373.33
TOTAL REVENUES - ALL FUNDS		9,532,041.28		9,685,633.47		1,953,263.96		10,012,249.00	19.51
TOTAL EXPENDITURES - ALL FUNDS		10,710,934.97		9,792,290.74		2,185,204.03		10,039,123.00	21.76
NET OF REVENUES & EXPENDITURES		(1,178,893.69)		(106,657.27)		(231,940.07)		(26,874.00)	808.89