



# 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 4, 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
  - A. Proclamation Honoring Dr. Curtis
  - B. Proclamation Honoring Mr. Robert Holt
  - C. Proclamation Celebrating Mother's Day
  - D. Proclamation Celebrating National Teacher Appreciation Day
- 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 Study Session Minutes, April 20, 2020
  - B. Approval Regular Session Minutes, April 20, 2020
  - C. Request Approval Lion's Club White Cane Event
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval to Adopt Resolution No. 2020-18, Approving the Employment Agreement Form as Required by Sec. 2-27(c) of the City of Albion Code of Ordinances



# CITY OF ALBION

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- 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
  - 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
  - D. Request Approval Resolution # 2020-21, A Resolution to Adopt Principles Supporting Effective City Council/Manager Relations
  - E. Discussion 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and Wild & Hartwell Street Repairs
  - F. Discussion/Approval to Move Forward with Rental Certification
  - G. Discussion Neighborhood Improvement Grant for Precincts 1 & 4
  - H. Discussion-Council Involvement in the Community
  - I. Update on Sidewalk Committee Recommendations
  - J. Discussion-State Report on How Many Properties were Not Re-Connected
  - K. Discussion Economic Impact of COVID19
  - L. Request Approval to Set Date for Study Session for City Manager Goals
  - M. Request Approval of Mechanical Amusement Device Licenses:
    - Albion College
    - Leisure Hour Club
    - Redbox Automated
    - Spartan Stores/Family Fare
  - N. Request for Censure of the Mayor
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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XVIII. ADJOURN

City of Albion  
Study Session Minutes  
April 20, 2020

**PLEASE TAKE NOTICE** that the meeting of the City of Albion Study Session scheduled for **April 20, 2020 starting at 6:00 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 opened the study session at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. 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; Jill Domingo, City Clerk and Scott Kipp, Chief Public Safety

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. City Manager 6-Month Performance Review

Mayor Atchison stated City Manager McClary received an overall average of 2.9 which is a little less than satisfactory. Nine (9) of the eighteen (18) goals he received a 3.0 and nine (9) of the eighteen (18) goals he received a 2.9 or below. He would like to focus on the areas of improvement.

City Manager McClary stated he appreciated Council's feedback and looked forward to hearing from the Council this evening.

Mayor and Council Comments were as follows:

Council Member Clark-(Precinct 1) comments:

- Appreciates that the City Manager is a procedural person
- More visual in the community
- Appreciates patience with the COVID19 pandemic
- Council and City Manager need to become familiar with each other's strategies
- Has not received any complaints and she doesn't have any complaints
- Looks forward to moving the community forward

Council Member Reid-(Precinct 2) comments:

- Wants everyone to work together
- Stronger leadership
- Would like to see the City Manager more visible in the community
- More town hall meetings
- Would like packets delivered to Council earlier

Council Member Smith-(Precinct 3) comments:

- Enjoys weekly meetings with City Manager McClary
- Need to become accustomed to his leadership style
- Would like to see more communication
- City Manager needs to make Council aware of his needs/need to find checks and balances
- Need to remain on the same team

Council Member Lawler-(Precinct 4) comments:

- Working together for the greater good of Albion
- Albion is unique and everyone needs to become accustomed to one another
- He came during a difficult time in Albion
- City Manager should make Council aware of any difficulties
- Thanked City Manager McClary for choosing Albion

Council Member Spicer-(Precinct 5) comments:

- Appreciates City Manager McClary coming to Albion during a difficult time
- He has hit the ground running
- Appreciates his efforts
- Per Charter-the Mayor is the face of Albion
- If Council wants the City Manager to be out in the community, Council needs to direct him

- Doing a good job with the COVID19 pandemic

Council Member Williamson-(Precinct 6) comments:

- Would like more communication
- More visible in the community whether it be the City Manager or a representative of the City
- Nice to have structure
- Partner with community groups
- Will be setting up a regular meeting schedule with the City Manager

Mayor Atchison-(Mayor) comments:

- Take more risks
- Better communication
- Engagement in the community
- More hands-on
- Improve quality of services

City Manager McClary stated he appreciated all of Council comments and suggestions. He is willing to be more visible in the community and feels Council will see an improvement after working together. He also would like to see the following commitment from Council moving forward:

- Improved method of compensation for recruiting and maintaining quality employees
- Open to new ideas and risks
- Acknowledge and support risk takers
- Realistic goals and deadlines
- Allow time to re-build basic operations
- City Manager is willing to become more visible in the community but is a subordinate to Council but does not want to be in front of Council

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

- V. 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; Representative Haadsma and Sonya Brown, 713 Orchard Drive.

- VI. CITY MANAGER REPORT-None

- VII. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Mayor Atchison

VIII. ADJOURNMENT

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

Mayor Atchison adjourned the Study Session at 7:05 p.m.

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Date

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Jill Domingo  
City Clerk

City of Albion  
Council Session Minutes  
April 20, 2020

**PLEASE TAKE NOTICE** that the meeting of the City of Albion Council Meeting scheduled for **April 20, 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 7:10 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Lenn Reid (2) joined the meeting at 7:25 p.m. due to computer/connectivity issues.

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)

Mayor Atchison asked to add Agenda Item: Discussion/Approval to Direct City Manager and City Attorney to Hire a Consultant from the MML, ICMA or Other Organization to Help Council Work Together More Collaboratively.

Council Member Smith asked to remove Item B- Receive and File February 2020 and March 2020 Revenue and Expense Reports from the agenda.

Atchison moved, Williamson supported, CARRIED, to Approve the Agenda with the above corrections. (6-0, vv)

VI. PRESENTATIONS-None

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 O'Neal Warnsley, 1213 2<sup>nd</sup> St and Garrett Brown, 1016 S. Superior St.

IX. CLOSED SESSION- None

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

A. Approval Regular Session Minutes, April 6, 2020

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

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval 2<sup>nd</sup> Reading & Adoption Ordinance # 2020-04, An Ordinance to Amend Chapter 14, Article II to Add Division V, Sections 14-12 to 14-115, Humane Treatment of Dogs

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

Williamson moved, Spicer supported, CARRIED, to Approve 2<sup>nd</sup> Reading & Adoption Ordinance # 2020-04, An Ordinance to Amend Chapter 14, Article II to Add Division V, Sections 14-12 to 14-115, Humane Treatment of Dogs as presented. (7-0, rcv)

B. Discussion-Definition of Essential/Non-Essential Employees Under Governor's Order 2020-21

City Manager McClary stated the City is operating under Governor's Order # 2020-42 "Stay Home-Stay Safe" which is a temporary requirement to

suspend activities that are not necessary to sustain or protect life. Workers that meet the essential employee requirement must maintain social distancing requirements. Currently Public Safety, Public Services, Finance Department and Planning, Building and Code Enforcement are providing City services and are maintaining social distancing and providing only essential services provided by the Governor's order. The City is consistently identifying and re-identifying essential workers.

Comments were received from Council Member Spicer

- C. Discussion/Approval to Direct City Manager and City Attorney to Conduct an Internal Investigation into Potential Violations of State, County and Local Laws, Regulations, Statutes, Ordinances, the City of Albion Charter, Local City Ordinances and Internal City Policies and Procedures Associated with the Operation of the City of Albion's Tree Dump

Comments were received from Council Members Smith and Williamson; City Manager McClary, Interim Director of Public Services Lohrke and Mayor Atchison.

Smith moved, Atchison supported, CARRIED, to Direct City Manager and City Attorney to Conduct an Internal Investigation into Potential Violations of State, County and Local Laws, Regulations, Statutes, Ordinances, the City of Albion Charter, Local City Ordinances and Internal City Policies and Procedures Associated with the Operation of the City of Albion's Tree Dump as presented. (5-1, rcv) (Spicer dissenting) (Clark was not available to vote)

- D. Discussion/Approval to Direct City Manager and City Attorney to Conduct an Internal Investigation into Potential Violations of the City Charter, Local City Ordinances and Internal City Policies and Procedures Associated with the Tree Trimming Services Provided to the City of Albion by Private Entities or Other Non-Municipal City Employees

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

Smith moved, Atchison supported, CARRIED, to Direct City Manager and City Attorney to Conduct an Internal Investigation into Potential Violations of the City Charter, Local City Ordinances and Internal City Policies and Procedures Associated with the Tree Trimming Services Provided to the City of Albion by Private Entities or Other Non-Municipal City Employees as presented. (7-0, rcv)

E. Discussion-Contaminated Compost Removal from Tree Dump and Deposited on City Property, Including Rieger Park

City Manager McClary acknowledged that compost removed from the tree dump should not have been removed and deposited in Rieger Park. Interim Director Lohrke is working with Granger on removal and disposal of the material as it cannot be taken back to the tree dump. Once the services and pricing have been identified, a contact will be brought to Council for approval.

Mayor Atchison asked for a list of locations and how many loads were deposited on these sites. He also asked if City workers could remove the metal/plastic that was in the compost deposited at Rieger Park.

City Manager McClary stated the metal could be removed as it is a safety and health issue.

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

City Attorney Harkness advised that Council must determine whether Council Member Lawler is able to vote on this agenda item based on substantial direct or indirect financial interest. It is up to each individual Council Member to determine what is considered substantial.

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

Smith moved, Atchison supported, **FAILED**, Council Member Lawler Should Not Be Able to Vote on the Modifying City Ordinance # 2019-09, Ethics to Specify it is Unethical for Any City Elected Official to Serve as a City Poll Worker During Any Election Due to Substantial Direct or Indirect Financial Interest. (2-4, rcv) (Spicer, Williamson, Clark and Reid dissenting).

Smith moved, Atchison supported, **FAILED**, To Approve Modifying City Ordinance # 2019-09, Ethics to Specify it is Unethical for Any City Elected Official to Serve as a City Poll Worker During Any Election as presented. (3-4, rcv) (Lawler, Spicer, Williamson and Clark dissenting).

G. To Approve the Necessary FY 2020 Budget Amendments to the Appropriate General Fund Revenue and Expense Line Items for Revenues in the Amount of \$5,160.00 and Expenses in the Amount of \$5,160.00 for the Coding and Testing of Ballot Tabulators for the March 2020 Presidential Primary Election; and to Waive Competitive Bidding Requirements due to Sole Source Supplier and to Approve the Payment of \$5,160.00 to Election

Source of Grand Rapids, Michigan, for the Coding and Testing of Ballot Tabulators for the March 2020 Presidential Primary Election, and Direct the City Clerk to Seek Reimbursement for these Expenses from the State of Michigan

Comments were received from Council Member Smith, Mayor Atchison, Clerk Domingo and City Manager McClary

Williamson moved, Reid supported, CARRIED, To Approve the Necessary FY 2020 Budget Amendments to the Appropriate General Fund Revenue and Expense Line Items for Revenues in the Amount of \$5,160.00 and Expenses in the Amount of \$5,160.00 for the Coding and Testing of Ballot Tabulators for the March 2020 Presidential Primary Election; and to Waive Competitive Bidding Requirements due to Sole Source Supplier and to Approve the Payment of \$5,160.00 to Election Source of Grand Rapids, Michigan, for the Coding and Testing of Ballot Tabulators for the March 2020 Presidential Primary Election, and Direct the City Clerk to Seek Reimbursement for these Expenses from the State of Michigan as presented. (7-0, rcv)

H. Request Approval of Mechanical Amusement Device Licenses:

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

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

Williamson moved, Spicer supported, CARRIED, To **TABLE** Approval of Mechanical Amusement Device Licenses for Albion College; Leisure Hour Club; Redbox Automated and Spartan Stores/Family Fare as presented. (7-0, vv)

I. Request Approval of Garbage Licenses:

- Republic Waste
- Waste Management
- Granger Container Service

Comments were received from Mayor Atchison, City Attorney Harkness and City Manager McClary.

Williamson moved, Spicer supported, CARRIED, To Approve Garbage Licenses for Republic Waste; Waste Management and Granger Container Service as presented. (7-0, rcv)

- J. Request Approval Resolution # 2020-16, A Resolution to Approve a Temporary Moratorium on the Imposition of Late Fees for Untimely Water Payments Imposed Pursuant to Ordinance 86-137

Comments were received from Mayor Atchison.

Spicer moved, Williamson supported, CARRIED, To Approve Resolution # 2020-16, A Resolution to Approve a Temporary Moratorium on the Imposition of Late Fees for Untimely Water Payments Imposed Pursuant to Ordinance 86-137 as presented. (7-0, rcv)

- K. Request Approval of Resolution # 2020-17, A Resolution Approving Submission of 2023 Local Bridge Program Grant Application for North Albion Street Bridge Reconstruction Project

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

Williamson moved, Smith supported, CARRIED, To Approve Resolution # 2020-17, A Resolution Approving Submission of 2023 Local Bridge Program Grant Application for North Albion Street Bridge Reconstruction Project as presented. (7-0, rcv)

- L. Discussion-Street Millage Renewal

City Manager McClary stated the street renewal millage will expire at the end of this year. It was approved in 2015 for five (5) years for three (3) mills. Due to the headlee rollback the amount collected was 2.9 mills. Council will need to approve ballot language for the August 2020 Primary Election. If the renewal fails in August, it can be re-submitted for the November 2020 General Election.

Mayor Atchison asked if the number of mills could be increased?

City Attorney Harkness will review and let Council know at the next meeting.

Council Member Lawler asked if the infrastructure committee was notified that the millage would be expiring.

City Manager McClary stated he just became aware of the millage expiring as has not had time to notify the Infrastructure Committee.

#### M. Discussion-Grant Writer

Council Member Clark and Reid feel it is necessary for the City to have a grant writer. Grants and monies are available that the City may be missing out on due to not having a designated person to facilitate grant writing for the City.

Council Member Williamson asked if grant writing is already in someone's job description and whether it would be possible for the City to partner with other entities in the community that also use grant writers. He also stated that we should not pay per grant. He has offered his assistance in facilitating partnering the City with entities that would be able to assist with grant writing.

Mayor Atchison stated it is the City Manager's discretion of how to handle the grant writing responsibilities but he would like the City Manager to submit a plan on how this process will be handled.

Council Member Lawler asked if the City can add the salary cost of a grant writer to the grants that are submitted.

City Manager McClary stated administrative costs can sometimes be added to a grant but it depends on the project and funding. He also stated that grant administration has been added to the Assistant City Manager position.

#### N. Discussion/Approval to Direct the City Manager and City Attorney to Hire a Consultant from the MML, ICMA or Other Organization to Help Council Work Together More Collaboratively

Comments were received from Council Member Lawler and Spicer.

Atchison moved, Smith supported, CARRIED, To Approve Directing the City Manager and City Attorney to Hire a Consultant from the MML, ICMA, or Other Organization to Help Council Work Together More Collaboratively. (7-0, rcv)

City Manager McClary stated he will look into services and prices and bring recommendations back to Council for approval.

## XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Council Member Clark asked for an update on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and Wild street repairs
- Council Member Lawler asked for the following:
  1. Rental Certification
  2. Update on 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and Wild street repairs
  3. Update on Clark St. Project
  4. Approval of City Managers request for commitment from Council for
    1. Improved compensation for recruiting and retaining quality employees
    2. Open to ideas/risks
    3. Acknowledge and support risk takers
    4. Realistic goals and deadlines
    5. Allow for reestablishment of basic operations
    6. City Manager is to manage the organization and provide high quality services to citizens
  5. Hire consultant for Council Procedures
  6. Neighborhood Improvement Grant that was previously submitted for Precincts 1 & 4
- Council Member Williamson asked for Approval of Fundraiser for Lions Club
- Council Member Spicer asked for Discussion on Council being more involved in the community
- Mayor Atchison asked for the following:
  1. Update on Sidewalk Committee recommendations
  2. Street Millage Renewal
  3. Report to the State on how many properties were not re-connected
  4. Discussion-Economic Impact of COVID19
  5. Study Session/Special Meeting for City Manager Goals

Comments were received from Council Member Smith

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

Comments were received from Calhoun County Commissioner Tompkins and Council Members Lawler and Spicer.

XIV. CITY MANAGER REPORT

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

- COVID19 Update
- The City is currently operating under the following Governor's Orders: 2020-26

2020-28  
2020-36  
2020-38  
2020-41  
2020-42  
2020-48

- Status of City Staffing
- Streets Division Building Break-In
- Damaged Sidewalk at 604 Sycamore St
- Damaged Pavement at Catch Basin-South Dalrymple St and Mechanic Streets
- Irwin Avenue Reconstruction Project
- North Clark Street Reconstruction Project
- Haven Road Utility Extensions
- Other Projects
- Web Site Redesign
- Sidewalk Program Fund Review & Code Enforcement Review Committees

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Smith, Lawler, Spicer 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

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

Mayor Atchison adjourned the Regular Session at 10:07 p.m.

Date

Jill Domingo  
City Clerk

From: Mary Slater

Sent: Tuesday, March 31, 2020 8:07 PM

To: Shane Williamson <[shanedwilliamson@gmail.com](mailto:shanedwilliamson@gmail.com)<mailto:[shanedwilliamson@gmail.com](mailto:shanedwilliamson@gmail.com)>>

Cc: Dave Atchison <[datchison@cityofalbionmi.gov](mailto:datchison@cityofalbionmi.gov)<mailto:[datchison@cityofalbionmi.gov](mailto:datchison@cityofalbionmi.gov)>>

>>; Peg Griggs <[lionpeggriggs@yahoo.com](mailto:lionpeggriggs@yahoo.com)<mailto:[lionpeggriggs@yahoo.com](mailto:lionpeggriggs@yahoo.com)>>

Subject: Albion Lions Club

Hi Shane, Since you are my precinct representative to City Council, and since I cannot make an in-person request, I am writing to you for the following request. On behalf of the Albion Lions Club, I would like to submit a petition for our annual White Cane Fundraiser to be held June 5 and 6, 2020, outside Family Fare and Citgo/PS Mart. This White Cane Fundraiser has been held at roughly the same time for many years, and this year's request is the same as previous years. If there is something else I should do, please let me know. Thanks, Mary Slater

--

Shane Williamson  
Principal Consultant

(517) 499-6457

[shanedwilliamson@gmail.com](mailto:shanedwilliamson@gmail.com)<mailto:[shanedwilliamson@gmail.com](mailto:shanedwilliamson@gmail.com)>

[<https://drive.google.com/uc?id=10v7iq2l5CQdG4-QjDD8BBMyxQtMsOLV-&export=download>]

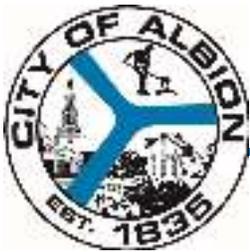
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Shane Williamson  
Principal Consultant

(517) 499-6457

[shanedwilliamson@gmail.com](mailto:shanedwilliamson@gmail.com)





# Council Action Summary Sheet

|                               |  |
|-------------------------------|--|
| <b>Agenda Item #:</b>         |  |
| <b>Agenda Item Title:</b>     | <i>REQUEST TO APPROVE EMPLOYMENT AGREEMENT FORM PURSUANT TO SEC. 2-27(c) OF CITY CODE OF ORDINANCES</i>  |
| <b>Meeting Date:</b>          | May 4, 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<br><input type="checkbox"/> Finance Director/Treasurer<br><input type="checkbox"/> City Attorney<br><input checked="" type="checkbox"/> 4 City Manager |

## Background Brief:

City council is being requested to adopt a resolution approving the employment agreement form to be used by the city for the City Manager's employment agreement or an employment agreement with any person appointed by the City Manager.

Sec. 2-27 of the City of Albion Code of Ordinances requires the City Manager to enter into employment agreements with any person appointed by the manager and further requires the mayor to enter into an employment agreement with the City Manager after council confirmation. The employment agreements are to be in substantially the same form as that approved by resolution of the city council. There is no evidence that city council ever approved an employment agreement form.

Attached is a copy of the employment agreement form that has been utilized by the city for many years. The City Attorney and City Manager recommend that the city council approve the form pursuant to Sec. 2-27(c) of the city code.

## Alternatives Analysis:

Do nothing. If the city council opts to take no action, such lack of action by the city council would be contrary to city code. The ability of the City Manager to appoint and set the terms and conditions of employment for his or her appointees would be hindered. Furthermore, the mayor



and city council committee charged with negotiating future City Manager employment agreements would have no guidance on the general form for such contracts. Employment agreements would lack uniformity and consistency in general provisions and could lead to difficulty in managing and complying with contracts and in employment provisions that may be contrary to general city policy.

Approve the employment agreement form as presented or with modifications. If the city council approves the employment agreement form, the city would be able to promote uniformity and consistency in employment agreement provisions, ease in management and compliance with contract provisions, and assurance of compliance with general city employment policies.

**Summary of Previous Council Action:**

None

**Financial Impact:**

None

**Recommended Motion(s):**

To adopt Resolution No. 2020-18 approving the employment agreement form as required by Sec. 2-27(c) of the City of Albion Code of Ordinances.

**Attachments:**

Proposed Employment Agreement Form



CITY OF ALBION  
COUNTY OF CALHOUN  
STATE OF MICHIGAN

**CITY COUNCIL RESOLUTION NO. 2020-18**

**A RESOLUTION APPROVING THE GENERAL EMPLOYMENT AGREEMENT FORM FOR EMPLOYMENT OF THE CITY MANAGER OR APPOINTEES OF THE CITY MANAGER AS REQUIRED BY SEC. 2-27(c) OF THE CITY OF ALBION CODE OF ORDINANCES.**

**WHEREAS**, pursuant to the provisions of Sec. 2-27 of the City of Albion Code of Ordinances, the City Manager, on behalf of the city, is required to enter into an employment agreement with any person whom the City Manager appoints; and

**WHEREAS**, under the same code, the Mayor, on behalf of the city after council confirmation, is required to enter into an employment agreement with the City Manager; and

**WHEREAS**, any such agreements must be in substantially the same form as the city council has approved by resolution, provided, however, that the City Manager or Mayor may vary the terms of such agreement after consultation with the City Attorney;

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Sec. 2-27(c) of the City of Albion Code of Ordinances, the Albion city council does hereby approve the employment agreement form recommended by the City Attorney and City Manager, which is attached hereto and incorporated herein by reference; and

**BE IT FURTHER RESOLVED** that the Albion city council does hereby direct that a copy of the employment agreement form be available on file in the office of the City Clerk for public inspection.

Yes:

No:

Abstain:



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**CERTIFICATION**

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

---

Jill Domingo  
City Clerk



**EMPLOYMENT AGREEMENT**

\_\_\_\_\_

THIS AGREEMENT, made and entered into on this \_\_\_\_\_ day of \_\_\_\_ 20\_\_, by and between the City of Albion, State of Michigan, a Municipal Corporation, hereinafter called "City", and \_\_\_\_\_, hereinafter called "Employee", both of whom understand as follows:

WITNESS:

WHEREAS, the City Manager has been empowered to appoint and remove all employees and officers who have been provided for by the Council, including the Department of \_\_\_\_\_; and

WHEREAS, the City, through the City Manager, desires to employ the services of \_\_\_\_\_, as the \_\_\_\_\_; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, it is the desire of the City to:

1. Secure and retain the services of the Employee and to provide inducement for him/her to remain in such employment;
2. To make possible full work productivity by assuring the Employee's morale and peace of mind with respect to certainty of employment conditions;
3. To act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee;



4. To provide a means for termination of the Employee's service, at such time as the Employee may be unable to fully discharge his/her duties due to disability, or when the City may otherwise desire to terminate the Employee's employment; and

WHEREAS \_\_\_\_\_ desires to accept employment as the \_\_\_\_\_;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. DUTIES.

The City of Albion hereby agrees to employ \_\_\_\_\_ as the \_\_\_\_\_, to perform the functions and duties of the office as set forth in the job description for said position attached and made a part hereto and fully incorporated by reference, and to perform other legally permissible duties and functions as the City Manager or his or her designated representative shall assign. The Employee shall devote his/her full attention and effort to the office, and perform the aforementioned duties and functions in a professional manner.

Section 2. STATUS AND TERM.

(a) The Employee shall serve at the pleasure of the City Manager, and is an at-will and non-union employee of the City. The parties herein agree that the effective date of this agreement and Employee's start date of employment shall be \_\_\_\_\_, 20\_\_.

(b) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Manager to terminate the employment of the Employee at any time.



(c) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his/her position with the City, subject only to the provisions set forth in Section 4, paragraph (d), of this Agreement.

(d) The Employee agrees to remain in the exclusive employment of the City for the term of this Agreement, and shall neither accept other employment nor become employed by any other employer without the prior written approval of the City Manager until notice of resignation is given.

The term "employed" shall include employment by another legal entity or self-employment; however, it shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on the Employee's time off. Prior written notification of these activities shall be given to the City Manager.

### Section 3. ADMINISTRATIVE LEAVE.

The City Manager may place the Employee on Administrative Leave, with or without full pay and benefits, at any time during the term of this Agreement.

### Section 4. TERMINATION AND SEVERANCE PAY.

(a) In the event the City Manager terminates the employment of the Employee and he or she is capable of performing his or her work duties, then the City shall pay to the Employee a severance payment equal to salary payments which the Employee would have received over a \_\_\_\_ (\_\_\_) week period at his/her current rate of pay, in effect on the day prior to the date of termination. No other or additional benefits shall be provided upon termination of the Employee.

(b) The severance pay set forth in Section 4(a) is conditioned upon the Employee executing to the City a full release from liability from any known or unknown causes of action against the City, including but not limited to any and all claims under any statutory or common law



theory, including all claims under the Elliot-Larsen Civil Rights Act, the Handicapper's Civil Rights Act, the Bullard-Plawecki Employee Right to Know Act, the Whistleblower's Protection Act, and the Americans with Disabilities Act, in addition to claims alleging wrongful discharge, retaliatory discharge, age discrimination, sex discrimination, racial discrimination, discrimination for utilizing rights under the Workers' Disability Compensation Act, and any other claims. The Employee's severance pay is consideration for the release.

(c) In the event that the City, at any time during the term of this Agreement, reduces the salary of the Employee from its then current year level, except as part of an across-the-board reduction for all similarly situated employees of the City, or in the event the City refuses, following written notice, to extend to the Employee any non-salary benefit customarily available to all other employees of equal status or, in the event the Employee resigns following a suggestion, whether formal or informal, by the City Manager that he or she resign, then the Employee may, at their option, be deemed to be "terminated" at the date of such reduction or such refusal to extend or such suggestion of resignation within the meaning and context of the severance pay provision in paragraph (a) above, provided that such option to be deemed terminated must be exercised by written notice from the Employee to the City Manager within ten (10) working days of notification of such reduction or suggestion of resignation. In such an event, the severance payment shall be calculated from the date the Employee exercises the option to be deemed terminated.

(d) In the event the Employee voluntarily resigns his or her position, the Employee shall give the City written notice at least four (4) weeks prior to their last workday, unless the City Manager and Employee otherwise agree. Unless there is an agreement to the contrary, if the Employee fails to provide such notice to the City Manager any right to accrued benefits shall be terminated.



(e) It is understood that after notice of termination in any form, the Employee and the City will cooperate to provide for an orderly transition. Specific responsibilities during such a transition may be specified in a written separation agreement.

Section 5. DISABILITY.

If the Employee is ill or suffers an injury requiring absence from work and all paid time off credits have been exhausted, the employee will, on written application supported by a physician's certificate as to the necessity for leave, be granted sick leave of absence. In addition to the three months provided for under FMLA, a health care benefit paid, total leave may be extended up to a total of one (1) year (9 months without pay or benefits). In the event the illness is subject to worker's compensation, the City will maintain the Employee's medical benefit for up to one year. If the Employee is unable to return to work at that time, the City shall have the option to terminate the employment of the Employee, subject to the requirements imposed on the City by Section 4, paragraph (a).

Employee may be required, when returning from sick leave of absence, to furnish a physician's statement as to his or her unlimited or unrestricted fitness for the work to which he or she will be assigned.

Section 6. PERFORMANCE EVALUATION.

The City Manager shall review and evaluate, in writing, the performance of the Employee after six months and thereafter on a regular basis. This review and evaluation shall be in accordance with specific criteria outlined in the Employee's job description. Said criteria may be added or deleted as the City Manager determines. This evaluation process shall not be construed to change this "at will" employment contract to a "just cause" employment contract, and is for gauging professional development only. The City Manager shall complete an initial review following \_\_\_\_\_ ( ) months of the \_\_\_\_\_'s employment with the City.



Section 7. SALARY.

The City agrees to pay the Employee for his or her services rendered pursuant hereto at the rate of \_\_\_\_\_ (\$\_\_\_\_\_) dollars per year. The Employee shall be paid at the same intervals as all other City employees. The Employee shall be eligible for his/her first salary increase to the rate of \_\_\_\_\_ (\$\_\_\_\_\_) dollars per year after \_\_\_\_\_, contingent upon successful completion of a performance evaluation and the receipt of a satisfactory rating. Thereafter, the Employee, based upon satisfactory performance of her job functions, will receive annual increases effective with the general salary increases and other enhancements for non-union personnel.

Section 8. PROFESSIONAL DEVELOPMENT.

The Employee may receive paid leave, plus registration, travel, and reasonable expenses, for short courses, conferences, and seminars that are necessary for professional development, and which are for the good of the City, as judged by the City Manager. These benefits are subject to budget limitations and established travel policies, as well as procedures of the City.

Section 9. OTHER BENEFITS.

All applicable benefit provisions of the "City of Albion Employee Policies & Procedures Handbook" for full-time employees, as adopted June, 2000, and subsequent amendments, shall apply to the Employee as they would to other employees of the City, except as the terms and conditions of this Agreement may preclude or modify them. It is acknowledged that the Employee shall be entitled to set, subject to the ultimate control of the City Manager, a flexible work week hourly schedule. Additionally, in recognition of the many hours worked beyond the normal work week, the City Manager may, from time to time, authorize additional paid leave to be taken by the Employee.



(a) The Employee shall be provided \_\_\_\_\_ (\_\_\_\_) hours of vacation up-front, available for immediate use. Thereafter, the Employee shall accrue hours of vacation time in accordance with his or her employment seniority (length of employment with the City) as set forth in the City of Albion Employee Handbook, as amended.

(b) The Employee's only pension will be the MERS Defined Contribution Plan into which the City will contribute seven (7%) percent of his/her salary.

(c) The Employee shall accrue sick time in accordance with the City of Albion Employee Handbook, as amended.

(d) Employee shall have the right to make certain written application for leave of absence without pay for a period of up to \_\_\_\_ (\_\_\_\_) calendar \_\_\_\_\_, for a personal reason of persuasive nature, which shall be stated in the application. Granting of such leave shall be in the City's discretion alone. If the leave is granted, seniority shall be retained and accumulated during the period of leave.

(e) The City and the Employee agree that the matter of leave of absence for Employee during the period of her military service with the Armed Forces of the United States, and of her reinstatement thereafter, shall be governed by applicable statutes and Court interpretation thereof. If Employee is granted military service leave of absence with the Armed Forces Reserves and/or National Guard in response to a call to active duty (other than at their own request) will be paid the difference between the amount she receives from military service and the amount she would have received had she worked her scheduled time for the period of the military leave but not to exceed the first ten (10) working days thereof, not to exceed a total of ten (10) days in any calendar year. To be eligible to receive this wage supplement, Employee must give the City notice of her call to active duty as promptly as practical, and must provide the CITY satisfactory evidence of her performance of the military service and her military pay.



(f) In addition to the paid time off for sick and vacation time described herein, Employee shall receive forty (40) hours of administrative time per year pursuant to the City of Albion Employee Handbook, as amended. Employee shall receive pro-rated administrative time upon commencement of Employee's employment. Employee shall thereafter receive administrative leave time each January 1st.

Section 10. RESIDENCY.

The Employee shall be required to live within twenty (20) miles of the City limits.

Section 11. FINANCIAL DISCLOSURE.

The Employee shall report to the City Manager any ownership interest in real property within the City of Albion, excluding his or her personal residence. Also, the Employee shall report to the City Manager any financial interest greater than \$1,000 in value in any firm presently doing work for the City, or from whom the City intends to make a purchase. Such reporting shall be made in writing by the Employee within thirty (30) calendar days of the execution of this agreement, and further within thirty (30) calendar days of acquisition of said interest in real property. Additionally, the Employee shall report, in writing, to the City Manager any financial interest greater than \$1,000 in value in any future firm doing work for the City, or from whom the City intends to make a purchase, immediately upon notice of the intended work or purchase.

Section 12. IDEMNIFICATION.

The City shall defend, hold harmless, and indemnify the Employee against any action, including but not limited to: any tort, professional liability claim or demand, or any other noncriminal legal, equitable, or administrative action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Employee's duties as an employee or officer of the City, other than an action brought by the City against the Employee, or an action filed against the Employee. The City shall be responsible for and have authority to



compromise and settle an action with or without prior consultation with the Employee, and pay the amount of any settlement or judgment rendered thereon.

The Employee shall cooperate fully with the City in the settlement, compromise, preparation of defense, or trial of any such action.

Section 13. BONDING.

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 14. NOTICES.

Notices pursuant to this Agreement shall be considered given by depositing into the custody of the United States Postal Service certified mail, postage prepaid, addressed to the City Manager's Office, 112 West Cass Street, Albion, Michigan 49224, and to the Employee's home address, on file in the Human Resources Department. Alternatively, notice required pursuant to this Agreement may be personally served or served in the same manner as is applicable to civil suits in the State of Michigan. Notice shall be deemed given as of the date of personal service, or as of the date of deposit of such written notice into the course of transmission in the United States Postal Service.

Section 15. GENERAL PROVISIONS.

- (a) The text herein shall constitute the entire Agreement between the parties.
- (b) This Agreement shall become effective commencing on the day of its signing by both parties.
- (c) If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, and shall not be affected and shall remain in full force and effect.



(d) This Agreement is to be construed in under the law of the State of Michigan.

(e) Any and all disputes, lawsuits, or litigation arising out of this agreement shall be brought in the 10th District Court or the 37th Circuit Court, for the County of Calhoun, State of Michigan, whichever Court has proper jurisdiction.

(f) No amendment of this Agreement shall be effective unless in writing and signed by both parties hereto.

(g) The effective date of this agreement is \_\_\_\_\_;

IN WITNESS WHEREOF, THE CITY OF ALBION has caused this Agreement to be signed and executed on its behalf by its City Manager, \_\_\_\_\_ and duly attested by its City Clerk, \_\_\_\_\_ and approved by its City Attorney, \_\_\_\_\_, and \_\_\_\_\_, the Employee has signed and executed this Agreement, both in duplicate the day and year first above written.

THE CITY OF ALBION:

\_\_\_\_\_

\_\_\_\_\_/   
 By: \_\_\_\_\_   
 City Manager

\_\_\_\_\_/   
 By: \_\_\_\_\_   
 Employee

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_/   
 By: \_\_\_\_\_   
 City Clerk

\_\_\_\_\_/   
 By: \_\_\_\_\_, City Attorney

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

**PURPOSE AND FINDING:** As the Council is aware, the Council has had previous discussions on the topic of allowing adult use (recreational) marihuana facilities in the City. At present, the City has opted out of adult use marihuana entirely. The City has, to date, elected to wait to authorize those facilities as recreational marihuana was new statewide and many municipalities have had issues with facilities, the ambiguity in the state law, and crafting ordinances. One of the current medical marihuana facilities in the City has approached the City and requested that the City opt in to adult use and craft an ordinance to allow the same.

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Albion City Council hereby directs the City Attorney to draft an Ordinance for Adult Use Marihuana Growers, Processors, Secure Transport, and Safety Compliance Facilities for review by the City Council.

I hereby certify that the above resolution was adopted on May 4, 2020 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

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

May 4, 2020

**Resolution #2020-20**

TO APPROVE BALLOT LANGUAGE TO RENEW A TAX LEVY OF 3 MILLS FOR FIVE YEARS TO FURTHER REHABILITATE AND RECONSTRUCT ALBION STREETS

**Purpose and Finding:** As the council is aware, several streets in the City of Albion have seriously deteriorated over time creating hazardous conditions for both vehicles and foot traffic. The City of Albion is responsible for maintaining its streets in reasonable repair. Regularly levied millage and collected tax revenues continue to be inadequate to rehabilitate and reconstruct the streets. For the past five years the City has continued to levy three mills for the reconstruction and rehabilitation of streets only. In order to obtain the necessary resources to continue to rehabilitate and reconstruct the streets, the voters of the City of Albion must vote to tax themselves three (3) mills for an additional five (5) years to rehabilitate and reconstruct the streets only. Taxes within the Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA) districts will be distributed as prescribed by law. It is in the best interests of the citizens of the City of Albion for the City Council to approve ballot language for the August 4, 2020 election, to approve the renewal of a millage levy of three (3) mills for five years on all of the taxable property in the City of Albion for street rehabilitation and reconstruction only. Additionally, the City Council should note that, pursuant to the Headlee Amendment, even if the City Council and the citizens approve the three (3) mills, the amount actually levied may be less as a result of required rollbacks.

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

**RESOLVED**, that the following ballot proposal shall appear on the ballot for the August 4, 2020 election as follows:

Shall the City of Albion renew a levy of three mills (\$3.00 per \$1,000.00) on taxable value of property located in the City of Albion for five years beginning with the 2021 tax levy year and running through the 2026 tax levy year (inclusive), which will raise in the first year of such tax levy an estimated revenue of Two Hundred Seventy Five Thousand Nine Hundred Fifty-Three Dollars (\$275,953.00) to be used for the specific purpose of rehabilitating and reconstructing Albion's streets? Taxes within the Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA) districts will be distributed as prescribed by law. If approved this would be a renewal of an existing millage.

Date: May 4, 2020

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

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

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

I certify that this resolution was adopted by the City Council of the City of Albion on May 4, 2020.

---

Jill Domingo  
City Clerk

Shall the City of Albion renew a levy of three mills (\$3.00 per \$1,000.00) on taxable value of property located in the City of Albion for five years beginning with the 2021 tax levy year and running through the 2026 tax levy year (inclusive), which will raise in the first year of such tax levy an estimated revenue of Two Hundred Seventy Five Thousand Nine Hundred Fifty-Three Dollars (\$275,953.00) to be used for the specific purpose of rehabilitating and reconstructing Albion's streets? Taxes within the Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA) districts will be distributed as prescribed by law. If approved this would be a renewal of an existing millage.



# Council Action Summary Sheet

|                               |  |
|-------------------------------|--|
| <b>Agenda Item #:</b>         | XI. B.   |
| <b>Agenda Item Title:</b>     | <b><i>APPROVAL OF CITY MANAGER'S REQUEST FOR COUNCIL SUPPORT</i></b>   |
| <b>Meeting Date:</b>          | May 4, 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<br><input type="checkbox"/> Finance Director/Treasurer<br><input type="checkbox"/> City Attorney<br><input checked="" type="checkbox"/> 4 City Manager |

## Background Brief:

During a study session held on April 20, 2020, the city council conducted a six-month evaluation of the City Manager's performance. During that session, council discussed areas of satisfaction and concern, and the City Manager presented suggestions for council support that would assist the manager in achieving success in key areas. Those suggestions include:

### Human Resources Management

- City council commitment and support in developing a comprehensive, competitive classification and compensation plan for all city positions
- City council commitment and support for low-cost, creative ways to attract and retain employees

### Anticipating Problems and Developing Effective Solutions

- City council commitment and support for innovative and creative ideas and suggestions and reasonable risk taking by the City Manager and staff

### Achieving Council Adopted Goals

- City council commitment and support in completing a comprehensive, community-wide strategic planning process to identify the city's mission, create a vision for the community, identify the city's values, and establish clear and measurable goals and tasks for the council and administration, and in providing the resources to complete this process
- City council commitment and support for realistic and achievable goals, priorities, and deadlines and providing adequate resources to achieve the goals and priorities, understanding that the City Manager must still be able to manage the daily, routine operations of the city



- City council commitment and support for allowing the City Manager to reestablish basic operations, processes, and policies as the first priority before moving to higher goals and priorities
- City council understanding that city staffing is very limited and that the assignment of new tasks and priorities at each council meeting means diverting an equal amount of time and attention away from previously established goals and priorities

#### Maintaining Good Relations with the Community and Media

- City council commitment to clarify the roles and expectations of the council relating to the mayor's responsibility for managing public affairs as required by the city charter in relation to the City Manager's responsibility to engage and communicate with the community, media, and other governmental units and partners
- City council commitment to identify and clearly communicate to the City Manager those events that council feels are important for the manager to actively participate in and be visible at and to assist the manager in being visible at those events (accompanying the City Manager and introducing him to constituents)

#### Establishing an Effective Council/Manager Relationship and Providing General Support

- City council commitment and support for engaging independent consultants well versed in the council/manager form of government at least biennially to facilitate a positive, supportive, and effective relationship between the city council and City Manager and between council and administration and for providing the resources for this program
- City council commitment and support to hold quarterly work sessions with The City Manager and administrative staff just to discuss items of general concern and to permit staff to provide feedback on their needs from council
- City council commitment and support in understanding that city staff are hired by, report to, and take direction from, and serve at the pleasure of the City Manager; the City Manager and City Attorney are city council's only employees
- City council commitment and support in understanding that the city charter prohibits council members from engaging in conversations directly with city employees on employee grievances and concerns and to redirect city employees to their supervisors, department directors, and City Manager to have those concerns addressed; city council's role is not to manage the City Manager's employees or to direct administrative operations
- City council commitment and support to meet with the City Manager regularly when council members have concerns about the City Manager's performance and allow the City Manager to address those concerns instead of waiting until the performance review
- City council commitment and support for the role of the City Manager in reporting to, and taking direction from, the city council as a body rather than individual council members and the inability of the City Manager to carry out the direction of individual council members if it is contrary to established policy



- City council commitment and support for being positive in everything we do, even in addressing the most difficult challenges and issues; interacting with staff at all times in a respectful and supportive manner; understanding and acknowledging that city council and administration are part of the same team working cooperatively to achieve the same purpose: to provide the highest quality core municipal services for our citizens as cost effectively as possible
- City council commitment and support in trusting its team; always assume that city staff are working to do the right thing and to do their best unless there is clear evidence to the contrary; refrain from immediately assuming that staff's motives or actions have bad intent

**Alternatives Analysis:**

Take no action. If the city council opts to take no action in expressing its commitment and support for these principles, the City Manager will continue to struggle to succeed in an environment that is divisive, disruptive, and a diversion from leading the city forward in achieving the mission, vision, values, and goals of the community. The community will suffer as a result.

Adopt the principles recommended by the City Manager or as modified. If the council opts to adopt the principles recommended by the City Manager, with or without modification, the City Manager will have clear long term direction on how to lead the organization and community in achieving the city's mission, vision, values and goals. The City Manager and city staff will enjoy the support from council that we need to do our jobs effectively, maintain a team approach to problem solving, foster dedication and commitment to quality municipal services and programs, and attract and retain outstanding talent to serve our community.

**Summary of Previous Council Action:**

04/20/2020 – City council conducted an interim 6-month review of the City Manager's performance and identified areas of satisfaction and concern. Council received feedback from the City Manager on his suggestions for assisting the City Manager in being successful in his administrative duties.

**Financial Impact:**

None to adopt the principles

**Recommended Resolution(s):** Move the adoption of the following Resolution No. \_\_\_\_ stating as follows: (SEE ATTACHED)

**Attachments:**

Resolution #2020-\_\_



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

**CITY COUNCIL RESOLUTION #2020-\_\_**

**A RESOLUTION TO ADOPT PRINCIPLES SUPPORTING EFFECTIVE CITY COUNCIL/MANAGER RELATIONS AND AN ENVIRONMENT FOR SUCCESSFUL CITY MANAGER PERFORMANCE FOR FY 2020.**

**WHEREAS**, the Albion city council completed a six-month interim evaluation of the performance of the City Manager and identified areas of satisfaction and areas of concern; and

**WHEREAS**, the City Manager shared with the city council his concerns about impediments to his successful performance and his need for support from the city council in key areas to help achieve success; and

**WHEREAS**, the city council understands that success in achieving the long term mission, vision, values, and goals of the city organization and community depend on the success of the City Manager; and

**WHEREAS**, the city council desires to adopt principles of support and commitment as recommended by the City Manager to help ensure his successful performance;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Albion city council does adopt the following principles of support and commitment to help ensure the successful performance of the City Manager and to promote an effective and positive relationship between the city council and city administration:

Human Resources Management

- City council commitment and support in developing a comprehensive, competitive classification and compensation plan for all city positions
- City council commitment and support for low-cost, creative ways to attract and retain employees

Anticipating Problems and Developing Effective Solutions

- City council commitment and support for innovative and creative ideas and suggestions and reasonable risk taking by the City Manager and staff



### Achieving Council Adopted Goals

- City council commitment and support in completing a comprehensive, community-wide strategic planning process to identify the city's mission, create a vision for the community, identify the city's values, and establish clear and measurable goals and tasks for the council and administration, and in providing the resources to complete this process
- City council commitment and support for realistic and achievable goals, priorities, and deadlines and providing adequate resources to achieve the goals and priorities, understanding that the City Manager must still be able to manage the daily, routine operations of the city
- City council commitment and support for allowing the City Manager to reestablish basic operations, processes, and policies as the first priority before moving to higher goals and priorities
- City council understanding that city staffing is very limited and that the assignment of new tasks and priorities at each council meeting means diverting an equal amount of time and attention away from previously established goals and priorities

### Maintaining Good Relations with the Community and Media

- City council commitment to clarify the roles and expectations of the council relating to the mayor's responsibility for managing public affairs as required by the city charter in relation to the City Manager's responsibility to engage and communicate with the community, media, and other governmental units and partners
- City council commitment to identify and clearly communicate to the City Manager those events that council feels are important for the manager to actively participate in and be visible at and to assist the manager in being visible at those events (accompanying the City Manager and introducing him to constituents)

### Establishing an Effective Council/Manager Relationship and Providing General Support

- City council commitment and support for engaging independent consultants well versed in the council/manager form of government at least biennially to facilitate a positive, supportive, and effective relationship between the city council and City Manager and between council and administration and for providing the resources for this program
- City council commitment and support to hold quarterly work sessions with The City Manager and administrative staff just to discuss items of general concern and to permit staff to provide feedback on their needs from council
- City council commitment and support in understanding that city staff are hired by, report to, and take direction from, and serve at the pleasure of the City Manager; the City Manager and City Attorney are city council's only employees
- City council commitment and support in understanding that the city charter prohibits council members from engaging in conversations directly with city employees on employee grievances and concerns and to redirect city employees to their supervisors,



department directors, and City Manager to have those concerns addressed; city council's role is not to manage the City Manager's employees or to direct administrative operations

- City council commitment and support to meet with the City Manager regularly when council members have concerns about the City Manager's performance and allow the City Manager to address those concerns instead of waiting until the performance review
- City council commitment and support for the role of the City Manager in reporting to, and taking direction from, the city council as a body rather than individual council members and the inability of the City Manager to carry out the direction of individual council members if it is contrary to established policy
- City council commitment and support for being positive in everything we do, even in addressing the most difficult challenges and issues; interacting with staff at all times in a respectful and supportive manner; understanding and acknowledging that city council and administration are part of the same team working cooperatively to achieve the same purpose: to provide the highest quality core municipal services for our citizens as cost effectively as possible
- City council commitment and support in trusting its team; always assume that city staff are working to do the right thing and to do their best unless there is clear evidence to the contrary; refrain from immediately assuming that staff's motives or actions have bad intent

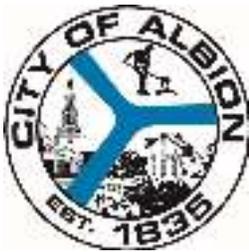
**BE IT FURTHER RESOLVED** that the Albion city council does determine that it is the responsibility and obligation of each and every member of the city council to uphold these principles in all of his or her conduct as a council member.

#### 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\_\_.

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Jill Domingo  
City Clerk



# Council Action Summary Sheet

|                               |  |
|-------------------------------|--|
| <b>Agenda Item #:</b>         |  |
| <b>Agenda Item Title:</b>     | <i>MSHDA NEP Grant Program</i>   |
| <b>Meeting Date:</b>          | May 4, 2020  |
| <b>Submitted by:</b>          | Haley Snyder, Interim Assistant City Manager Deputy Clerk/Treasurer  |
| <b>Contact Information:</b>   | <a href="mailto:hsnyder@cityofalbionmi.gov">hsnyder@cityofalbionmi.gov</a> – (517) 629-7863  |
| <b>Agenda Item Approvals:</b> | <input type="checkbox"/> City Clerk<br><input type="checkbox"/> Finance Director/Treasurer<br><input type="checkbox"/> City Attorney<br><input checked="" type="checkbox"/> 4 City Manager |

**Background Brief:** The City of Albion 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 City would use the NEP grant monies to assist seniors living in precincts one (1) and four (4). Enhancing senior’s homes and stabilizing the neighborhoods in which they live has been vocalized as some of the City’s most critical needs, from local leaders, City Councilmembers, and residents alike.

The City of Albion was awarded \$50,000 through MSHDA’s NEP grant program. City Council adopted Resolution 2019-24 to approve NEP grant funds. Interim Assistant City Manager, Haley Snyder and Community Development Fellow, Linda LaNoue attended a required MSHDA training for the grant program. Through this 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 process and delay involvement in the program until a later round. It was apparent the City would be unable to implement the required elements for the program. Please note, seven (7) municipalities/organizations were selected in our region. At the completion of the program, only two (2) municipalities/organizations completed the entire program.

The application deadline for the current MSHDA NEP program was January 17<sup>th</sup>, 2020.

## Alternatives Analysis:

Do Nothing: At this time, the City does not move forward and reapply for MSHDA’s NEP grant program. With limited staffing within the City’s Department of Planning, Building & Code Enforcement, and the demanding requirements of the NEP program, it would be in the City’s best interest to not move forward with another grant application until additional staff can be obtained.



Reapply for MSHDA's NEP grant program: The City reapplies during the next round of MSHDA's NEP grant program. There are three (3) eligible neighborhood components through the program: 1) Beautification, 2) Neighborhood Public Amenity Enhancements; and 3) Housing Enhancements to owner-occupied single family homes. City administration will review the three (3) eligible neighborhood components and determine which component aligns best with the City's Capital Improvement Plan.

**Summary of Previous Council Action:** The City Council adopted Resolution 2019-24 to approve the MSHDA NEP funds. The City withdrew from the program before the funds were released to the City.

**Financial Impact:** There is no financial impact on the City for the MSHDA NEP grant application itself – no match required. However, due to the demanding nature of the grant program, the City would need to hire additional Finance and Planning, Building & Code Enforcement staff to oversee and administer the grant.

**Recommended Motion(s):** To direct administration to review the three (3) eligible neighborhood components through the NEP program: 1) Beautification, 2) Neighborhood Public Amenity Enhancements; and 3) Housing Enhancements to owner-occupied single family homes and determine which component best fits the needs of the city and reapply during the next grant round.

**Attachments:** 2019 MSHDA NEP Grant Application



# CITY OF ALBION

♦ 112 West Cass Street ♦ Albion, MI 49224

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MSHDA – Housing Initiatives Division

Attn: Tonya Young, Neighborhood Enhancement Team Manager

735 East Michigan Avenue

Lansing, MI 48912

April 23, 2019

Please see enclosed:

- Attachment 1: Cover Letter
- Attachment 2: Local Letter of Interest
- Attachment 3: Letters of Support
  - Calhoun County Land Bank Authority
  - Calhoun County Senior Services
  - Community Action
  - Forks Senior Center
- Attachment 4: Sworn Statement

Not included within this packet, Pictorial Overview. Please see additional attachment.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
HOUSING INITIATIVES DIVISION (HID)

STATEWIDE MSHDA NEIGHBORHOOD ENHANCEMENT PROGRAM "RURAL/DIRECT - ROUND 4" COVER LETTER

INTERESTED PARTY INFORMATION:

|  |   |
|--|---|
| <b>Agency Name:</b> City of Albion   | <b>Phone:</b>   |
| <b>Address:</b> 112 W. Cass Street   | <b>Fax:</b>   |
| <b>City, County, State:</b> Albion, Calhoun County, Michigan                 | <b>Zip:</b> 49224   |
| <b>Main Contact Name/Title:</b> Haley Snyder – Acting Assistant City Manager | <b>Email:</b>   |
| <b>If Applicable - MSHDA Org #:</b>  |   |
| <b>Applicant Type:</b> Local Government Municipality                         |   |
| <input type="checkbox"/> Nonprofit - 501c3 (attach certificate)              | <input checked="" type="checkbox"/> Local Unit of Government less than 50,000 in population |
| <b>Community Population:</b>   |   |

Note: Rural is defined as less than 5,000 in population for NEP ROUND 4. Anticipated Funding Availability is \$1 Million Initially up to \$500,000 is being reserved for Rural and \$500,000 for Direct Funding contingent upon submissions.

- A  0-500 Residents..... Eligible Rural MSHDA Funding Request Up To \$10,000
- B  501-1000 Residents..... Eligible Rural MSHDA Funding Request Up To \$20,000
- C  1001-2000 Residents..... Eligible Rural MSHDA Funding Request Up To \$30,000
- D  2001-5000 Residents .....Eligible Rural MSHDA Funding Request Up To \$40,000
- E  5001 – 49,999 Residents.....Eligible for Direct Funding Request Up To \$50,000
- F  50,000 Residents Or More.....Eligible for Direct Funding Request Up To \$50,000 – Non Profits Only

NEP FUNDING REQUEST TOTAL DOLLAR AMOUNT: \$

**MSHDA AMOUNT IS LIMITED TO THRESHOLDS IDENTIFIED ABOVE WHICH CAN INCLUDE ADMINISTRATION**  
 NEP PROJECT DOLLARS REQUEST \$50,000  
 NEP ADMINISTRATIVE DOLLARS REQUEST \$2,500 WHICH IS 5% OF TOTAL NEP REQUEST  
 Administrative dollars cannot exceed 10% of NEP requested. Example: \$50,000 NEP REQUEST/ADMIN CAP IS \$5,000  
 Note: Admin isn't automatically disbursed. Disbursement is incrementally made contingent upon actual project dollar expenditures.

| Component(s) Type:  | Requested Amt(s) by Type: | Proposed # Units | Leveraged Funds |
|---|---------------------------|------------------|-----------------|
| <input checked="" type="checkbox"/> Housing Enhancement (Required)<br>Minimum of 50% of Request | <u>\$37,500</u>           | <u>5</u>         | <u>\$0</u>      |
| <input type="checkbox"/> Beautification   | <u>\$N/A</u>              | <u>N/A</u>       | <u>\$N/A</u>    |
| <input checked="" type="checkbox"/> Public Amenity Enhancement                                  | <u>\$10,000</u>           | <u>2 Lots</u>    | <u>\$0</u>      |

ANTICIPATED OTHER FUNDING SOURCES: N/A (HIGHLY ENCOURAGED BUT NOT REQUIRED)  
 WHICH IS      % OF \$      TOTAL PROJECT COST

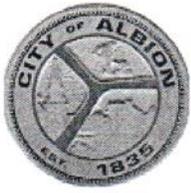
If applicable, for each source, complete the table below based on the status definitions:  
 Secured – has a formal executed agreement and/or source documentation stating the dollar amount, source, effective date, and identifies the eligible activities that can be funded.

Committed – has an executed pending commitment letter and/or source documentation stating the anticipated dollar amount, tentative effective date (not greater than 90 days) and identifies the eligible activities that can be funded.

Other – No formal commitment and/or executed secured agreement for proposed leverage dollars.

| Source | Activity Being Funded | Status  | Amount |
|--------|-----------------------|---|--------|
|        |                       | <input type="checkbox"/> Secured <input type="checkbox"/> Committed <input type="checkbox"/> Other<br>(Attach applicable explanation/documentation) |        |





## CITY OF ALBION

♦ 112 West Cass Street ♦ Albion, MI 49224

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MSHDA – Housing Initiatives Division

Attn: Tonya Young, Neighborhood Enhancement Team Manager

735 East Michigan Avenue

Lansing, MI 48912

Re: City of Albion – Local Letter of Interest

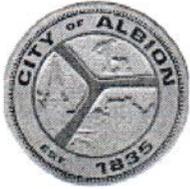
April 23, 2019

Dear Ms. Young,

The City of Albion is applying for MSHDA's Neighborhood Enhancement Program (NEP) to increase the quality of life for low to moderate income residents, primarily through home enhancements. In 2017, the City of Albion's Comprehensive Plan was updated and within it, strengthening and beautifying the city's neighborhoods was emphasized as a major goal. The City is currently focusing on assisting seniors living in precincts one and four, which are almost entirely residential neighborhoods. Enhancing senior's homes and stabilizing the neighborhoods where they live have been vocalized as some of the city's most critical needs, from local leaders, city councilmembers, and residents alike.

Approximately 61% of households in the City of Albion either live in poverty or below the income level required to meet basic needs, according to a recent study conducted by the United Way. There is one grocery store and the local schools were recently annexed with a neighboring district. The neighborhoods targeted for this program lie within precincts one and four, which have the highest concentrations of people living in poverty and some of the greatest needs in the city. There is a pronounced need for stabilization in these neighborhoods that have been marked by blight and demolition. The proposed projects would make a clearly visible impact and increase community morale.

The City of Albion was selected as a Project Rising Tide community in 2018 and housing was immediately identified as a critical component of the city's revitalization that needed to be addressed. The City and community members have continued to be highly engaged in the process of improving Albion's needs throughout the PRT process. The City is also located within an Opportunity Zone and the Albion Economic Development Corporation (AEDC) is working diligently to cultivate and promote Albion's economic capacity to developers willing to invest in the City's comeback. The president of AEDC recommended the City apply for the NEP grant and fully supports the plan to improve the homes of



## CITY OF ALBION

♦ 112 West Cass Street ♦ Albion, MI 49224

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seniors living in precincts one and four. The Albion Community Foundation's strategic goals also closely align with the City's proposed NEP activities, by improving the aesthetic of the main corridors within precinct one that funnel most of Albion's vehicle traffic.

### Project Components:

While home enhancements are a clear need when viewing the neighborhoods of Albion, specific needs pertaining to accessibility and safety have been identified by working in partnership with the local Community Action (CA) office, the Calhoun County Land Bank (CCLBA), and the Forks Senior Center, which serves many of the community's seniors. The City anticipates using the NEP funds for home enhancements including improvements to doors, windows, railings, light fixtures, concrete steps, exterior paint, ramps, and support for the enhancement or replacement of roofs. These projects would be highly visible and impactful to the residents within precincts one and four. The projects are also implementation-ready through the City's partnerships with CA and CCLBA.

The City is also applying for the NEP's Public Amenities component, in partnership with CCLBA, to further their efforts already anticipated in precinct one. CCLBA is planning to do beautification treatments in two empty lots within precinct one. Additional funds through the NEP would increase CCLBA's efforts by providing benches and drinking fountains to increase community engagement in public spaces. This work is part of ongoing efforts the City has supported for neighborhood stabilization.

While there are no direct leveraged funds for the proposed projects, the anticipated partnerships with CCLBA and CA provide leveraged technical assistance and increase the partner's efforts through collaboration. Additionally, each organization has already invested significant financial support in the community and planned much more financial contribution to be offered in the neighborhoods identified for the NEP projects. CCLBA alone has invested over \$2.1 million dollars in blight removal throughout the entire community, which is only four square miles.

### Implementation - Staff and Partnerships:

The NEP application process has already garnered support from several organizations to assist with implementation. The primary staff overseeing the program will be Haley Snyder, Acting Assistant City Manager and Deputy Clerk/Treasurer and Linda LaNoue, Community Development Fellow for Project Rising Tide – Albion. Direct support and assistance with implementation will be provided by



## CITY OF ALBION

◆ 112 West Cass Street ◆ Albion, MI 49224

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Chuck Asher, Director of Programs, Community Action; Chief Scott Kipp, Interim City Manager and Chief of Public Safety; John Tracy, Director of Planning, Building, and Code Enforcement; and Amy Rose Robinson, Program Coordinator, Calhoun County Land Bank Authority. In addition to providing general support and information, Community Action (CA) has agreed to assist in connecting the City with eligible seniors in need of home enhancements. CA currently has a waiting list for seniors living in Albion in need of home repair assistance and relationships with local, licensed contractors to implement the projects. Lastly, Albion's Forks Senior Center and the Calhoun County Senior Millage Funded Services have offered an enormous amount of information and initiated connections to further support the City's efforts in implementing the NEP.

### Neighborhood Efforts Underway:

Aforementioned, improving and stabilizing Albion's neighborhoods is an immense undertaking that has been underway in various ways for years. Community organizations, including the Vision of Life Community Center and Albion Community Gardens, Inc. play a key role in rebuilding neighborhood aesthetic, in precinct one particularly. Their renewal efforts have grown significantly over the last three years, increasing residential engagement and providing easier access to healthy, fresh foods.

Additionally, leaders across the community have begun to emphasize the importance of revitalizing the two thoroughfares within Precinct one, Austin Avenue and Eaton Street. Support for such efforts is included in the Albion Community Foundation's recently updated strategic plan and minority business owners located on Austin Avenue. Lastly, CCLBA has undertaken immense blight removal throughout the city, with precincts one and four seeing a sizable number of demolitions. All of this work has laid a strong foundation for the City of Albion to implement MSHDA's Neighborhood Enhancement Program.

  
\_\_\_\_\_  
Scott Kipp, Interim City Manager  
Chief of Public Safety

4/23/19  
Date



April 23, 2019

MSHDA - Housing Initiatives Division  
Attn: Tonya Young, Neighborhood Enhancement Team Manager  
735 East Michigan Avenue  
Lansing, MI 48912

RE: Letter of Support for the City of Albion's Neighborhood Enhancement Program (R4) Application

Dear Ms. Young,

The Calhoun County Land Bank Authority (CCLBA) is enthusiastically submitting this letter of support for the City of Albion's application to Round 4 of the Neighborhood Enhancement Program (NEP) grant. In its application, the City seeks funding to facilitate home improvements as well as improve public amenities. The City and the CCLBA have been partners for several years, most notably working on blight elimination efforts and rethinking how vacant land could be reused.

The City's application builds on past work conducted by many organizations, including the CCLBA. The CCLBA's blight elimination effort, supported through the CDBG and Hardest Hit programs, was the first step in stabilizing the city's neighborhoods. The municipal staff would now like to focus on preserving the remaining housing stock, and specifically ensuring the safety of privately owned senior homes. Much of the housing stock in Albion is older and expensive to maintain, the city's goal with this grant is to improve housing by addressing accessibility and safety concerns. Senior housing has been an important topic in the community for the past few years, and if awarded, this grant would serve as a significant investment in assisting this vulnerable population.

In addition, the city is also seeking funds to support public amenities, and this is directly related to a beautification project being undertaken by the CCLBA. The CCLBA received a confidential grant to beautify four lots along corridors in the city that would cover a portion of the project's needs; the collaboration on this application includes additional funding for that same project. In addition to installing vegetative enhancements, we would also like to include amenities such as benches and water fountains. This effort builds on past efforts to redefine how vacant lots impact surrounding properties. In 2014, we partnered with the City and others to build "Collaboration Corner" a pocket park that serves as a connection between the city and the Albion College Campus. Likewise, in 2016 we began working with two community gardening groups that have since purchased and reimagined several vacant parcels throughout the city. This corridor beautification project is a pilot program that already has local support and we hope will soon have MSHDA support.



In closing, the CCLBA is supportive of the Albion's efforts in this grant application, and we look forward to continuing the momentum of past investments, but also to building new momentum in the areas of senior housing and corridor beautification.

Sincerely,



Krista Trout-Edwards  
Executive Director

cc: Scott Kip, Interim City Manager  
Haley Snyder, Interim Assistant City Manager  
Linda Lanoue, Community Development Fellow



# Calhoun County Senior Services



315 West Green Street  
Marshall, MI 49068  
[www.calhouncountymi.gov/seniorservices](http://www.calhouncountymi.gov/seniorservices)

269-781-0846

Helen Guzzo, MSW  
Senior Services Manager  
[hguzzo@calhouncountymi.gov](mailto:hguzzo@calhouncountymi.gov)

April 23, 2019

Michigan State Housing Development Authority (MSHDA)  
735 E. Michigan Avenue  
Lansing, MI 48912

To Whom It May Concern:

Calhoun County Senior Services administers over \$2.6 million annually in Senior Millage funding supporting 21 programs run by 11 trusted nonprofit and government organization. Senior Millage is an active partner with the revitalization efforts in the City of Albion. Senior Millage is a funder for the Forks Senior Center in Albion which has over 300 members and the funder of Community Action's Senior Minor Repair program. The Minor Home Repair program provides up to \$3,500 in health and safety related repairs for low-income seniors, age 60 and over. The Minor Home Repair program operates county-wide but has made the following repairs for Albion seniors:

|      |                          |
|------|--------------------------|
| 2017 | 7 home repairs           |
| 2018 | 5 home repairs           |
| 2019 | 2 completed year to date |

The condition of homeowner housing and the visual appearance of neighborhoods is a concern raised by many Albion residents. Community Action's Minor Home Repair program is in the process of receiving supplemental funding to more than double the \$150,000 annual funding for the Minor Home Repair to serve the waitlist and to expand the availability of housing repair funding.

Calhoun County Senior Services supports the City of Albion's application for a Neighborhood Improvement grant and the opportunity to partner with Community Action's Minor Home Repair program to help improve housing conditions for low-income senior homeowners.

Thank you for your consideration. Please contact me for further information through the contact details given above.

Sincerely,

Helen H. Guzzo, LMSW  
Manager, Calhoun County Senior Services



Director of Programs  
Tel: (269) 441-1336  
Email: charlesa@caascsm.org

Ms. Tonya Young  
MSHDA - Housing Initiatives Division  
735 East Michigan Avenue  
Lansing, MI 48912

Dear Ms. Young:

April 22, 2019

The City of Albion is committed to strengthening and beautifying its neighborhoods, evinced in its recently updated 2017 Comprehensive Plan. In particular, seniors have been identified as a group in need of critical home enhancement support. According to the Community Input Survey conducted to update the City's plan, adequate and accessible housing is a concern for many residents. Project Rising Tide in Albion has accepted the task of improving living conditions for seniors by utilizing existing resources, developing partnerships, seeking new funding sources for housing improvements and exploring options to leverage other funding sources. As this initiative grows the potential to positively impact the living conditions for seniors in Albion should improve significantly.

Community Action has a long history of providing assistance with housing repairs for seniors throughout our service area. Community Action provides a Minor Home Repair program in Calhoun County that is funded by the Senior Millage. The goal of this program is to address health and safety issues in the home and to resolve code violations through repair. Community Action manages this program with experienced staff and a roster of contractors. In the past five years alone 223 projects have been completed throughout the county with 21 projects in the City of Albion. The funding for each Senior Millage Minor Home Repair project is capped so when the need arises Community Action will leverage other funding sources to complete a repair. Typical partners in this have been USDA Rural Development, the City of Battle Creek's Minor Home Repair Program and the Department of Energy's Weatherization Assistance Program.

Additionally Community Action manages the DOE Weatherization Assistance Program in South Central Michigan. This is a long standing program that is provided throughout the service area and has weatherized in excess of 1,500 homes since 2010. This program is available to seniors and nearly 200 residences have been weatherized in Albion during this time frame.

Utilizing established connections with seniors in need of housing enhancements, Community Action is excited about the prospect of partnering with Rising Tide in Albion on the Neighborhood Enhancement Program whenever and wherever possible. The shared goal of improving senior housing will be easier to achieve through the collaboration of all interested parties.

Sincerely,

Chuck Asher  
Director of Programs



101 N. Albion Street • P.O. Box 944 • Albion, MI 49224 • Ph:(517) 629-3842 • Fax:(517) 629-5827

April 22, 2019

Ms. Tonya Young  
Housing Initiatives Division  
Michigan State Housing Development Authority  
735 East Michigan Avenue  
Lansing, Michigan 48912

Re: City of Albion Neighborhood Enhancement Program

Dear Ms. Young:

I am writing in support of the City of Albion's Neighborhood Enhancement Program grant. As the director of the Forks Senior Center, a senior center located within the City of Albion with 350 members who are 60 years of age or older, I see on a regular basis the need to support and maintain safe, secure and accessible housing for older adults. Many seniors live on limited incomes which do not allow for home maintenance repairs or modifications to make them safe and accessible.

In 2015 the Albion Community Input Survey identified 545 households with struggling retirees who live on Social Security and/or small pensions. Nearly all of these older adults are living in substandard housing. Many of those seniors live in the targeted neighborhood identified by this program.

Most older adults want to remain in their own homes to age in place. This becomes difficult when they are no longer able to maintain their own homes or make the modifications necessary to make them safe. This grant would allow more older adults to remain in their homes and reside in safer living conditions.

Forks Senior Center has worked in partnership with the City of Albion and Community Action in the past to better serve older adults in our community. We look forward to the opportunity to promote and support this critical need in our community for the many seniors who reside here.

Sincerely,

A handwritten signature in blue ink that reads "Luann J. Sommers". The signature is written in a cursive style.

Luann J. Sommers  
Executive Director



## CITY OF ALBION

♦ 112 West Cass Street ♦ Albion, MI 49224

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April 22, 2019

**Ms. Tonya Young**  
MSHDA – Housing Initiatives Division  
735 East Michigan Avenue  
Lansing, MI 48912

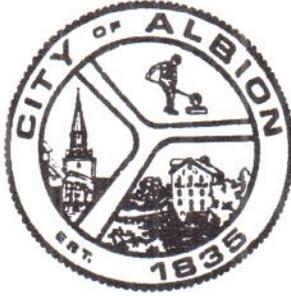
**Dear Ms. Young:**

The City of Albion is governmentally exempt from any local, county, state or federal taxing jurisdiction property, income, or business taxes.

Sincerely,

A handwritten signature in cursive script that reads "Thomas R. Mead".

Thomas R. Mead  
Finance Director/Treasurer  
City of Albion



## City of Albion

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

April 8<sup>th</sup>, 2020

Michigan Department of Environment, Great Lakes, and Energy  
Via Email: [EGLE-assist@michigan.gov](mailto:EGLE-assist@michigan.gov)

To Whom It May Concern:

The City of Albion has approximately 2,700 residential and commercial water services within the city. I am responding to Governor Whitmer's Executive Order 2020-28 with the following;

A. The city billing records as of April 2<sup>nd</sup>, 2020 indicated that there were one hundred and twenty (120) water services that did not have water service.

B. There were eight (8) occupied residential homes in the City of Albion without water service due to non-payment. Water services was restored to the (8) occupied residential homes on April 2<sup>nd</sup>, 2020. **\*See attached outline\***

C. One hundred and eleven (111) other residences are vacant and were physically visited and/or neighbors talked to and confirmed home is vacant. **\*See attached outline\***

D. The City of Albion billing records indicate that there are one hundred and twelve (112) total water accounts off. One hundred and eleven (111) due to vacant and one (1) due to an un-working customer shut off valve. This individual also has a major leak so unable to turn on at this time. **\*See attached outline\***

E. I hereby certify that the City of Albion has, through its best efforts, determined which occupied residences within the service area did not have water service and reinstated that service on April 2<sup>nd</sup>, 2020 without creating a risk to public health. Further, I certify that the City of Albion will continue to provide a safe and secure water supply for all its residents.

Sincerely,

Jonathon Loomis  
Water Foreman

**"Our Main Street is Superior"**

### Restored Services

| Acct #    | Address          |
|-----------|------------------|
| 23-070-06 | 413 S Clinton St |
| 33-164-03 | 115 Austin Ave   |
| 34-072-01 | 616 Williams St  |
| 32-231-03 | 1011 N Albion St |
| 12-211-03 | 505 N Ionia St   |
| 14-077-03 | 901 Sheridan Ct  |
| 22-032-08 | 405 Crandall St  |

### Still Off Due To Leak

| Acct #    | Address      |
|-----------|--------------|
| 21-096-01 | 119 E Elm St |

### Vacant

| Acct #    | Address             |
|-----------|---------------------|
| 11-058-14 | 1207 Jackson St     |
| 11-105-01 | 304 E Michigan Ave  |
| 12-023-03 | 512 N Superior St   |
| 12-025-00 | 106 E Chestnut St   |
| 12-040-00 | 201 E Chestnut St   |
| 12-051-01 | 200 E Pine St       |
| 12-142-02 | 915 N Ionia St      |
| 12-178-04 | 710 N Superior St   |
| 12-184-01 | 705 N Ionia St      |
| 13-091-00 | 810 Barnes St       |
| 13-102-01 | 412 Fitch St        |
| 13-209-00 | 315 N Clark St      |
| 13-253-05 | 902 N Clark St      |
| 14-119-00 | 1201 E Broadwell St |
| 14-162-08 | 711 Division St     |
| 14-205-04 | 702 E Broadwell St  |
| 14-207-01 | 1021 Hall St        |
| 14-340-00 | 1206 Maple St       |
| 15-009-13 | 707 Prospect St     |
| 15-016-02 | 809 Prospect St     |
| 15-049-01 | 917 N Berrien St    |
| 15-256-00 | 812 Huntington Blvd |
| 21-038-06 | 903 S Superior St   |
| 21-050-04 | 112 River St        |
| 21-052-02 | 118 River St        |
| 21-074-01 | 405 S Ionia St      |
| 21-089-06 | 310 S Ionia St      |
| 21-195-03 | 610 Irwin Ave       |
| 21-232-02 | 608 Orchard Dr      |
| 21-240-00 | 613 Cherry St       |
| 21-257-05 | 604 Sycamore        |
| 22-026-08 | 515 Crandall St     |

|           |                      |
|-----------|----------------------|
| 22-165-02 | 514 S Eaton St       |
| 22-195-03 | 407 Mechanic St      |
| 23-014-04 | 112 W Oak St         |
| 23-039-07 | 111 W Elm St         |
| 23-042-07 | 103 W Elm St         |
| 23-055-00 | 314 W Elm St         |
| 23-079-00 | 209 W Erie St        |
| 23-093-16 | 405 S Dalrymple St   |
| 23-107-04 | 925 W Erie St        |
| 23-209-01 | 1615 E Michigan Ave  |
| 23-239-05 | 1217 Burns St        |
| 24-047-05 | 502 Linden Ave       |
| 24-206-07 | 410 Linden Ave       |
| 31-008-12 | 216 W Mulberry St    |
| 31-009-01 | 208 W Mulberry St    |
| 31-014-02 | 219 W Chestnut St    |
| 31-021-04 | 713 N Clinton St     |
| 31-057-01 | 612 N Eaton St       |
| 31-058-00 | 512 N Eaton St       |
| 31-084-01 | 919 N Eaton St       |
| 31-092-06 | 321 Hartwell St      |
| 31-106-03 | 1102 N Eaton St      |
| 31-118-01 | 1204 N Eaton St      |
| 31-122-01 | 1207 N Eaton St      |
| 31-147-01 | 1215 Second St       |
| 31-165-01 | 1109 Carson St       |
| 31-185-04 | 1005 Chauncey St     |
| 32-007-12 | 105 S Eaton St       |
| 32-013-04 | 102 S Pearl St       |
| 32-032-02 | 105 N Albion St      |
| 32-048-01 | 922 W Erie St        |
| 32-057-00 | 208 S Albion St      |
| 32-063-01 | 104 S Albion St      |
| 32-074-11 | 408 W Center St      |
| 32-079-06 | 218 W Center St      |
| 32-090-02 | 518 W Cass St        |
| 32-140-04 | 407 Austin Ave       |
| 32-141-01 | 507 Austin Ave       |
| 32-154-11 | 912 Jefferson St     |
| 32-159-01 | 1208 Mallory St      |
| 32-179-01 | 934 Austin Ave       |
| 32-190-01 | 12746 27 Mile Rd     |
| 32-208-01 | 404 N Albion St      |
| 32-308-00 | 26730 W Michigan Ave |
| 33-036-02 | 214 W Erie St        |
| 33-042-00 | 410 W Erie St        |
| 33-053-05 | 205 S Albion St      |
| 33-055-01 | 618 W Center St      |
| 33-068-02 | 219 S Dalrymple St   |
| 33-079-01 | 415 W Center St      |
| 33-098-06 | 309 W Center St      |
| 33-099-13 | 208 S Eaton St       |
| 33-104-09 | 215 W Center St      |

|           |                     |
|-----------|---------------------|
| 33-118-00 | 210 W Porter St     |
| 33-161-00 | 703 N Superior St   |
| 33-167-00 | 118 Austin Ave      |
| 33-175-00 | 821 N Superior St   |
| 33-195-16 | 1005 N Clinton St   |
| 34-006-01 | 902 N Clinton St    |
| 34-010-00 | 818 N Clinton St    |
| 34-014-04 | 202 Austin Ave      |
| 34-022-04 | 205 Austin Ave      |
| 34-033-01 | 118 W Vine St       |
| 34-036-05 | 200 N Clinton St    |
| 34-041-00 | 314 W Chestnut St   |
| 34-051-00 | 624 N Ann St        |
| 34-071-01 | 612 Williams St     |
| 34-075-01 | 617 Williams St     |
| 34-086-01 | 517 W Chestnut St   |
| 34-176-02 | 1510 Cooper St      |
| 34-192-05 | 1509 Dean Dr        |
| 34-214-00 | 1418 Dean Dr        |
| 34-232-04 | 1007 Industrial Ave |
| 21-019-00 | 223 S Superior St   |
| 21-105-04 | 406 S Superior St   |
| 21-108-07 | 412 S Superior St   |
| 21-109-04 | 414 S Superior St   |

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

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

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

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

**TOTAL # OF DEVICES:**

1

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

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box \_\_\_\_\_ \$75/Device/Year

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

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

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

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

City of Albion Use Only

DATE PAID: 1-31-2020 CLERK'S SIGNATURE:  CITY OF ALBION  
 DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_ Date 01/31/2020 9:10:32 AM  
 LICENSE YEAR: April 1, 2020 to March 31, 2021 Ref: MECHANICAL AMUSEMENT DEVICE  
 Receipt # 40138899  
 Amount \$75.00

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

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

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

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

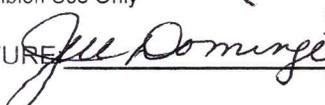
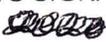
| <u>MUSICAL DEVICE</u> | <u># MUSICAL DEVICES</u> | <u>ANNUAL FEE</u> |
|-----------------------|--------------------------|-------------------|
| Juke Box              | <u>1</u>                 | \$75/Device/Year  |

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

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

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

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

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

CITY OF ALBION  
Business Location Application  
Application for Mechanical Amusement Devices

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

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

**TOTAL # OF DEVICES:** 1

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

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

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

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

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

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

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

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

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

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

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

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

**TOTAL # OF DEVICES:**

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

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box \_\_\_\_\_ \$75/Device/Year

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

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

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

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

City of Albion Use Only

DATE PAID: 1-16-2020 CLERK'S SIGNATURE: *Jill Domingo*

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

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

**FOR INFORMATION ONLY**

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

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

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

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

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

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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 % Fiscal Year Completed: 16.39

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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 % Fiscal Year Completed: 16.39

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

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

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

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

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

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

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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 % Fiscal Year Completed: 16.39

| GL NUMBER                         | DESCRIPTION | 2019                |                     | YTD BALANCE       |                   | 2020              |               |
|-----------------------------------|-------------|---------------------|---------------------|-------------------|-------------------|-------------------|---------------|
|                                   |             | AMENDED BUDGET      | NORMAL (ABNORMAL)   | NORMAL (ABNORMAL) | NORMAL (ABNORMAL) | ORIGINAL BUDGET   | % BGD<br>USED |
| Fund 277 - ABA SEC 8 MAPLE GROVE  |             |                     |                     |                   |                   |                   |               |
| 000 - GENERAL                     |             | 438,279.00          | 460,966.79          | 36,238.82         |                   | 376,250.00        | 9.63          |
| TOTAL REVENUES                    |             | <u>438,279.00</u>   | <u>460,966.79</u>   | <u>36,238.82</u>  |                   | <u>376,250.00</u> | <u>9.63</u>   |
| 701 - ABA SEC 8 MAPLE GROVE       |             | 849,503.00          | 782,311.23          | 38,981.05         |                   | 345,950.00        | 11.27         |
| 905 - DEBT SERVICE - BONDS        |             | 61,750.00           | 61,500.00           | 0.00              |                   | 0.00              | 0.00          |
| TOTAL EXPENDITURES                |             | <u>911,253.00</u>   | <u>843,811.23</u>   | <u>38,981.05</u>  |                   | <u>345,950.00</u> | <u>11.27</u>  |
| Fund 277 - ABA SEC 8 MAPLE GROVE: |             |                     |                     |                   |                   |                   |               |
| TOTAL REVENUES                    |             | 438,279.00          | 460,966.79          | 36,238.82         |                   | 376,250.00        | 9.63          |
| TOTAL EXPENDITURES                |             | 911,253.00          | 843,811.23          | 38,981.05         |                   | 345,950.00        | 11.27         |
| NET OF REVENUES & EXPENDITURES    |             | <u>(472,974.00)</u> | <u>(382,844.44)</u> | <u>(2,742.23)</u> |                   | <u>30,300.00</u>  | <u>9.05</u>   |

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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 % Fiscal Year Completed: 16.39

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

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 % Fiscal Year Completed: 16.39

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

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

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

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

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

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

**PRELIMINARY**

FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

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

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

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

# PRELIMINARY

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

# PRELIMINARY

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

# PRELIMINARY

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

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

# PRELIMINARY

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

# PRELIMINARY

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

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

# PRELIMINARY

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

# PRELIMINARY

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

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

# PRELIMINARY

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

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

# PRELIMINARY

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

# PRELIMINARY

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

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

# PRELIMINARY

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

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

# PRELIMINARY

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

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

# PRELIMINARY

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

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