



# 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

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COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

## AGENDA

### STUDY SESSION Monday, June 3, 2019

6:00 P.M.

**David Atchison**  
Mayor

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

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

**Sonya Brown**  
Mayor Pro-Tem  
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**  
Council Member  
6<sup>th</sup> Precinct

**Scott Kipp**  
Interim City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. ROLL CALL
- III. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Discussion Ad hoc Committee for Workforce Development
  - B. Rental Certification
- IV. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- V. CITY MANAGER REPORT
- VI. MAYOR AND COUNCIL MEMBER COMMENTS
- VII. ADJOURN

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.

# 2019 ALBION CITY COUNCIL

## SHORT- & LONG-TERM GOALS BY PRIORITY

Council Study Sessions will be held at 6 PM on the dates indicated.

Discussion of:

1. Define “successful outcome”.
2. Establish milestone objectives with dates.
3. Identify obstacles to achieving the goal.
4. Propose city policies to achieve the goal.
5. Identify incentives to facilitate achieving the goal.
6. Assign responsibilities.
7. Identify resources required and source(s) of funding.
8. Identify Council Lead

### SHORT-TERM GOALS:

#1	Hire City Manager	23 May 2019
#2	Rental Certification	3 June 2019
#3	Establish a More Active Recreation Program	17 June 2019
#4	2 <sup>nd</sup> Grocery Store	29 May 2019
#5	Create an Ad hoc Committee for a Workforce Development Program	3 June 2019

### LONG-TERM GOALS:

#1	Establish Comprehensive/Integrated Infrastructure Management Program	1 July 2017
#2	Senior/Affordable Housing	29 May 2019
#3	Code Enforcement/City Clean-Up	17 June 2019

## 2019 City Council Goal Setting Worksheet

Goal: \_\_\_\_\_

Definition of Successful Outcome: (How will success be measured?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Milestone - "Enabling" Objectives: (Specific tasks with estimated dates.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Obstacles - possible negative outcomes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible city policies to achieve the goal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible incentives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goal: \_\_\_\_\_

Who is responsible for what: \_\_\_\_\_

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What resources are required & possible sources of funding: \_\_\_\_\_

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Council Lead: \_\_\_\_\_

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# **RENTAL REGISTRATION / RENTAL CERTIFICATION**

**MAY 23, 2019**

DRAFT

## **Rental Registration January through December 2020:**

- Registration of single, two and multiple family rental units. Approx. 600 to 700?
- Parcel addresses of record and additional apartment addresses not on record.
- Enforcement of required address numbers. Numerous address numbers missing on parcel of record and on apartments not of record.
- Schedule four training/informational city-landlord meetings, quarterly during year. Give's landlord's opportunity to learn what will be required and landlord feedback.
- Allows landlords who have properties that have health and safety violations to correct before inspections begin. NOTE: during this time city will still respond to complaints made by renters regarding health and safety issues.
- Fee for registration as established by council.

## **Rental Certification January through December 2021:**

- First half of registered apartments and single family rental dwellings to be inspected.
- Re-inspections as may be needed.
- If a permit is required for correction of health and safety violation under building, electrical, mechanical and / or trade code, permit will be required to be obtained and paid for by owner, owner's agent or contractor. This is same process as used now for owner occupied, rentals and commercial properties.
- Make adjustments to system as needed.
- Rental registrations as required.
- Rental Certification Inspections contracted out. Would not be subsidized by tax payers.
- Schedule minimum of two training/informational meetings for landlords (increase number if needed).
- Information packets for renters.

## **Rental Certification January through December 2022:**

- Second half of registered apartments and single family rental dwellings to be inspected.
- Re-inspections as may be needed.
- If a permit is required for correction of health and safety violation under building, electrical, mechanical and / or trade code, permit will be required to be obtained and paid for by owner, owner's agent or contractor. This is same process as used now for owner occupied, rentals and commercial properties.
- Make adjustments to system as needed.
- Rental registrations as required.
- Rental Certification Inspections contracted out. Would not be subsidized by tax payers.

- Schedule minimum of two training/informational meetings for landlords (increase number if needed).
- Information packets for renters.

**Type of Inspection:** Inspections to be based on International Property Maintenance Code as reference by State of Michigan Residential Code and Adopted by City. Currently 2015 International Property Maintenance Code.

NOTE: International Property Maintenance Code has been adopted by city for a number of years and has been used since approx. 2003 for owner occupied, rental and commercial property.

**Evaluation:**

- Assess Rental Registration Certification based on number of actual rental units, inspections performed, health and safety provided.
- Feedback from tenants, landlords, adjacent property owners and citizen comments.
- Complaints.
- If needed, make adjustments to program.
- Evaluate as to keeping inspections contracted out or brought in house. Meeting expected health and safety results and cost.

**To be determined:**

If rental does not have or have minor violations and are abated, set re-inspection for every:

- Two years.
- Three years.
- Other.

DRAFT

**NOTE Factors to consider having effect on rentals and owner occupied dwellings:**

- Lead based paint, Calhoun County Health Department / Calhoun County Lead Task Force.
- Lead and copper. Water supply line from city water main to structure. Possible replacement of potable water lines within structure. DEQ.

**City Ordinances to be enforced separate from Rental Certification:**

- Zoning.
- Solid Waste. Required refuse storage and pick-up, littering and related refuse violations.
- Noxious Vegetation.
- Snow & Ice removal.
- Abandoned Vehicles (A.D.P.S.).
- Parking Violations (A.D.P.S.).