



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

AGENDA

COUNCIL MEETING

Monday, August 7, 2017

7:00 P.M.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIRMENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. EDC 2nd Quarter Update-Amy Deprez
 - B. Albion District Library Update-Cindy Stanczak
 - C. Redevelopment Ready Community-3rd Qtr. Update-Danielle Nelson
 - D. Precinct Bowling Tournament-Michael Trotter Jr.
- VII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
 - A. Approval Study Session Minutes, July 13, 2017
 - B. Approval Regular Session Minutes-July 17, 2017
 - C. Approval Study Session Minutes, July 24, 2017
 - D. Assembly Permit & Use of Amplification Equipment for Greater Albion Chamber of Commerce & Visitors Bureau-Festival of the Forks
 - E. Approval of Amusement and Entertainment Application for Family Fun Tyme Amusements LLC (Festival of the Forks)



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- F. Approval to Close City Hall on Friday, August 25, 2017 from 1:00 to 5:00 p.m. for Employee Picnic

IX. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval Resolution # 2017- 33, To Approve Intergovernmental Agreement with the City of Marshall for Continued Operation of the Albion-Marshall Connector (RCV)
- B. Discussion-EDC Plan for Parking Lot on Austin Avenue and Albion Street
- C. Discussion-Update on Rieger Park Swimming Hole
- D. Request Approval of Boards & Commissions Appointment
 - George Harvey, Albion Economic Development Corporation, Initial Appointment, Term to Expire 7-1-2022

X. City Manager Report

XI. Future Agenda Items

XII. Motion to Excuse Absent Council Member(s)

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

XIV. ADJOURN



Quarterly Update - 2nd Qtr 2017

Mission: Retain, expand and recruit business and industry to the greater Albion area and strengthen and revitalize the local economy.

Business Development, Attraction & Retention

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD
Retention Contacts	5	3			8
Prospect RFP	9	21			30
Prospect Activity	3	19			22
Entrepreneurship - Small Business	25	13			38

Community Development

Development Contacts	25	78			103
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Highlights:

Retention of Existing Businesses

- 3 events hosted by AEDC for existing businesses
 - 4/11 Business Resource Summit - Reinvesting energy savings into your business
 - 5/17 Business Resource Summit - Workforce Assistance
 - 5/22 Using the Capital within your Community to fund projects
- Received re-certification of the Albion Industrial Park
- Hired Danielle Nelson as Economic Development Project Manager, starting 7/17/2017 with a primary focus on finalizing the RRC certification

Community Development

- Participated in a Brownfield Training event
- Wrote and submitted a project request for assessment funds from the MDEQ.
- Completed the CDBG application with the City for the Peabody Project to receive up to \$800,000 in grant funds.
- Participated in a Community Visioning Celebration event with the City to garner input from the community on several targeted areas and redevelopment sites
- Continue to work on the Economic Development Strategic Plan for the City of Albion, including implementation of a Steering Committee
- Toured sites or provided property information to several developers interested in development projects in the greater Albion area

Albion Food Hub

- Hired Caitlyn Bernard as the Albion Food Hub Manager & AEDC staff spent considerable time in the development of the Albion Food Hub
- Installed new signage for the Albion Food Hub and implemented the AFH logo and branding strategy
- Conducted several meetings with potential clients of the AFH that are at various stages of readiness to start their business
- Developed and approved an application process, rate sheet and other processes to be implemented immediately
- Received approval to modify the USDA Grant to allow for the change in staffing and structure

Attraction / Prospects

- Project Chance: Completed a full day tour and meetings with this international CNC machine producer and received notice that Albion made the cut from 5 locations to 3. Consultant and Company C Level will visit Albion in August to further discuss incentives and negotiate a site agreement. AEDC Staff will be assisting the Company with hiring a local manager in the near term.
- Project Grow: Worked with City Manager to ascertain City's stance on this project and identified sites that would fit the need provided the City wants to move forward with discussions.
- Toured sites with several companies and provided proposal and/or follow up information for their review
- Project 6000: This project is in a waiting stage until a building that suits there needs better can be identified, after touring and eliminating the existing properties that fit their needs. They need 6,000 sf of office space for a service office in the medical field.

Marketing & Public Relations

- 3 presentations given on the mission, developments and strategic plan of the AEDC
 - 4/18 PEC
 - 5/23 AALL
 - 6/22 Rotary
- Community Marketing Group: Continue to work toward a branding strategy for the Community to share

Albion Reinvestment Corporation (ARC)

- Continue to work on a strategic redevelopment plan for the Downtown with a goal to have it approved by the ARC Board by the end of August
- Continue to work on an Economic Development Strategic Plan for ARC that complements the City of Albion's plan and Master Plan
- Met and toured the downtown with an MEDC representative to discuss the possibility of a transformational project to revitalize the downtown

City of Albion
Study Session Minutes
July 13, 2017

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:00 p.m.

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney and Jill Domingo, City Clerk.

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

Comments were received from Nancy Boltz, 103 Irwin Avenue; Doris McCracken, 108 Valley View Drive; Wilma Patrick, 306 W. Erie Street; Vicki Neville, 103 Irwin Avenue; Jay Loomis, 408 W. Ash Street; Richard Lindsey, Oaklawn Hospital all who spoke in favor of continuing the Albion-Marshall Connector service. Additional comments were received from Council Member Brown.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Albion-Marshall Connector

Elizabeth Renault, Director Albion-Marshall Connector stated a \$30,000 contribution would be needed to continue the Albion-Marshall Connector service. This contribution would provide service from September 2017 through June 2018.

Questions/Comments from the Council were as follows:

- Concern was expressed with the City providing funding for a program that was limited in scope.
- What can be done to sustain the Albion-Marshall Connector until 2020 when a county wide transportation option can be put in place so the City does not have to make yearly contributions? ***One sustainability option may be a ½ mill millage which would create about \$45,000 in revenue to be used for the Albion-Marshall Connector service. You may also be able***

to include additional services such as local stops in Albion and include rides to other communities.

- Would like to see transportation options expanded to include rides within the City.
- Is the City of Marshall helping to support the Albion-Marshall Connector and is this an actual partnership? **Marshall has a .9393 millage for their Dial a Ride program and a portion of that is leveraging the support through staff and fleet service for the Albion-Marshall Connector.**
- The Albion-Marshall Connector has been in place since 2014. This program began as a means of transporting seniors and those with disabilities to Oaklawn Hospital and Marshall for doctor's appointments.
- The program was initially a grant funded project and has been supported with state and federal funding. There were also donations made for the original project.
- The need is recognized for those needing rides for doctor and hospital visits.
- How was the Albion-Marshall Connector bus purchased and what will happen if this program is discontinued? **The bus was purchased with grant funding and if the program were discontinued, the bus would be absorbed into the Marshall Dial A Ride fleet.**
- Would it be possible to solicit funding from businesses in Marshall that benefit from the use of the Albion-Marshall Connector? **The City of Marshall does not have the manpower to support solicitation of funding for the Albion-Marshall Connector.**
- There is discussion of a county wide transportation system. What is the timeline for this? **It would be at least two more likely three years for a county wide transportation system to be put in place**
- Concern was expressed as to what would happen with the Albion-Marshall Connector if a county wide transportation were put in place.
- If the bus were only used for seniors and those with disabilities, would there be a decrease in cost? **This is a public transportation system so it would be difficult to monitor usage for particular groups.**
- Is there anything that can be done to cut expenses for the Albion-Marshall Connector service? **The budget is bare bones and very tight. They are always looking for ways to save money and there is a \$15,000 decrease in the City's contribution from last year.**
- With the original grant, was anything spelled out pertaining to sustainability? **The grant required a percentage of handicap riders and because this was not met, there was no sustainability for additional grant funding.**
- Approximately how many people ride the Albion-Marshall Connector?
 - **Generally the first run from Albion to Marshall is 8:00-8:20 am and have about 6-7 riders**
 - **There is about 5-6 people per run**
 - **Approximately 15 to 40 riders per day.**
- How many seats are there on the bus? **There are 18 seats.**
- How much is collected from the actual ridership of the bus? **Approximately 8% revue is collected.**

- What is the money collected from ridership used for? ***The funds collected from ridership along with state and federal funding are used strictly for the Albion-Marshall Connector expenses.***
- Funding for the City to have its own bus system would be triple the cost of the Albion-Marshall Connector and would require a longer term agreement.
- What are the revenue sources for the Albion-Marshall Connector?
 - ***State & Federal funding-57.5 %***
 - ***City of Albion-34.5%***
 - ***Passenger fares-8%***
- Can the baseline rate be based on destination? **No**
- What types of businesses are Albion residents working in Marshall? **A few of the businesses are the Marshall House, Applebee's and Tuffy. Unfortunately Albion residents are not working in the Marshall Industrial Park which may have provided some additional funding.**
- Would like to see other entities help support the \$30,000 needed to continue the Albion-Marshall Connector. ***Becky Jones, Marshall Public Schools recognizing the student use of the Albion-Marshall Connector committed to a \$10,000 contribution for this year and is also willing to help with sustainability for the next couple of years. Richard Lindsay, Oaklawn Hospital committed a \$5,000 contribution to the Albion-Marshall Connector for this year but would like to see a sustainability option moving forward.***
- Would like to see a joint committee for sustainability of the Albion-Marshall Connector.
- **The \$30,000 funding sources for the Albion-Marshall Connector service from September of 2017 through June 2018 would be:**
 - **\$15,000 - City of Albion-taken from fund balance**
 - **\$10,000 - Marshall Public Schools**
 - **\$5,000 - Oaklawn Hospital**

Comments were received from Council Members Lawler, Reid, Spicer and Brown; Mayor Brown; City Manager Mitchell; Becky Jones, Director of Business Operations Marshall Public Schools and Richard Lindsay, Oaklawn Hospital.

- 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 Richard Lindsay, Oaklawn Hospital, Lester Edmond, 301 W. Erie Street and Gary Thompkins, Calhoun County Commissioner.

- VI. ADJOURNMENT

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

Mayor Brown adjourned the Study Session at 8:00 p.m.

Date

Jill Domingo
City Clerk

City of Albion
City Council Meeting
July 17, 2017

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

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

V. Mayor & Council Member's Comments

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

VI. Public Hearing-Michigan Community Development Block Grant (CDBG) Funding for Peabody Block Project

A. Request Approval Resolution # 2017-32, Michigan Community Development Block Grant (CDBG) Funding for Peabody Block Project (RCV)

Mayor Brown opened the Public Hearing at 7:04 p.m.

Public comments were received from Amy Deprez, EDC Director who gave a brief overview of the project as follows:

- Project is located at 400 S. Superior Street.
- The first floor is 3,000 square foot commercial business space
- The second and third floor will have two 2 bed/ 2 bath apartments
- Complete rehabilitation of the entire building
- An elevator will be added
- Commercial area will be white-box so it is ready for any type of business
- Grant needs local support for approval
- DDA Tax Sharing Agreement-this will be finalized once the project is complete and a value is assessed. This was important to owners and investors as they wanted the project to be a benefit to the community
- The tax sharing agreement will be a 6-8 year process. The first few years a higher percentage will go to owners. Breakdown will be as follows:
- Year 1 & 2 80% owners -20% DDA

- Year 3 & 4 60% owners - 40% DDA
- Year 5 & 6 40% owners- 60% DDA
- Year 7 & 8 20% owners- 80% DDA

Additional comments were received from Council Member Brown and Mayor Brown.

Mayor Brown closed the Public Hearing at 7:11 p.m.

French moved, Spicer supported, CARRIED, To Approve Resolution # 2017-32, Michigan Community Development Block Grant (CDBG) Funding for Peabody Block Project as presented. (7-0, rcv)

VII. Presentations

A. Albion Housing Commission Update

Ann Kemp, Executive Director Albion Housing Commission gave the following update:

- Albion Housing Commission has 220 total units. There are currently 98% occupied with only eight (8) vacancies.
- As of March 15th, 2017 all units went smoke-free. Because the Commission was pro-active in setting this policy, they did need to make an amendment from 15 feet away from a building to 25 feet away from a building per HUD's actual smoke-free ruling.
- The Albion Housing Commission has received their capital funding which will allow all parking lots to be clean, re-surfaced and striped. Windows and doors will be replaced at Northview Homes at a cost of \$238,123.00. The paperwork will go to HUD on August 2nd, 2017 for approval and once approved will go out for bids sometime in October, 2017.
- The capital funding for 2016 were used for new roofs on Grandview Heights units in October 2016, architect fees for the roof project and new carpet in the administrative office.

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

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.)

Comments were received from Bill Dobbins, 15901 E. Michigan Avenue who thanked the Council for their continued support of the Peabody Project and City Manager Mitchell and Amy Deprez, EDC Director for all of their hard work with the grant process.

IX. Consent Calendar (VV)

A. Approval Regular Session Minutes – July 5, 2017

French moved, Brown supported, CARRIED, to approve the Consent as presented. (7-0, vv)

X. Items for Individual Discussion

A. Discussion-Update on the Status of the Rural Health Network Grant

City Manager Mitchell stated this was requested by Mayor Brown. Email from Elizabeth Carey at Starr Commonwealth indicate: SAMHSA– the federal department under which the Rural Healthcare Grant opportunity was offered, has not issued any awards for this grant as of yet. We have been pressuring the Department and our legislators to find out more information. Announcements should have been made in May with a June 1st deadline, but alas, no announcements. Starr's lobbyists have shared that many of the key appointments that need to be made to run the federal departments have not been made and thus awards of grants are not being processed. Starr remains hopeful that someday soon we will receive notice of acceptance or at least formal news about the grant status. But we truly have heard nothing.

Comments were received from Council Member French who stated the Governor has approved the State's budget which included a line item of \$850,000 to bring health care to Albion.

B. Approval of Council Member Selections for the EDC Advisory Board (RCV)

Mayor Brown recommends Council Member Spicer for the EDC Advisory Board.

Comments were received from Council Members Barnes and Spicer; Amy Deprez, EDC Director; City Attorney Harkness; City Manager Mitchell and Mayor Brown.

Point of order was called several times by Mayor Brown and Council Members Spicer and Brown.

Council Member Brown called the question.

French moved, Spicer supported, CARRIED, to Call the Question. (6-1, rcv) (Barnes dissenting).

French moved, Reid supported, CARRIED, to Approve Council Member Spicer to the EDC Advisory Board as presented. (6-1, rcv) (Barnes dissenting).

C. Discussion-Water Tower Replacement

City Manager Mitchell stated the City is in the process on putting together a USDA grant application towards the repair/replacement of the Water Tower and upgrades in the water system. Additional 500,000 gallons of capacity is needed. Direction is needed from the City Council on the direction in which to proceed. City engineering firm has provided pros/cons for each scenario:

- Repair existing and add 500,000 gallon tank \$2,522,000
- Replace with a 1 million gallon tank \$2,810,000
- Repair existing and add a 1 million gallon tank \$3,332,000

Questions/Comments from the Council were as follows:

- Repairing the existing tank and adding a 1 million gallon tank would allow the City the capacity to plan for future expansion

- A high priority is making the community aware of impending costs for the water tower
- How much is the City's match for the grant?
- A water rate increase is required to obtain the USDA grant as current rates are not at median level.
- Would like to see an excel spreadsheet with anticipated costs that can be shared with community members
- City Manager Mitchell is currently working with Mickey Bittner, City Engineer on educational pieces for the water tower
- Where will the funding for the grant match come from?
- The water fund balance will cover repairing the existing tank and also some of the grant match.

The consensus of the Council is to move forward with the grant process to repair existing tank and add a 1 million gallon tank at a cost of \$3,332,000.

D. Discussion/Approval Funding for Ash Street Parking Lot (RCV)

City Manager Mitchell stated the City of Albion applied for an USDA – Rural Development grant for the Ash Street Parking Lot. This project is for the reconstruction of the existing parking lot and alleyway located at 110 W. Ash Street. The work will consist of removing the existing asphalt surface, grading, sand subbase, aggregate base, leach basins, storm sewer piping, new hot mix asphalt surface, abandonment of existing driveway onto W. Ash Street, sidewalk repairs and replacement at drive entrances, driveway replacement to alley between parking lot and commercial buildings, curb and gutter, and landscaping consisting of bushes, trees, plantings, and other vegetation. The project includes drainage improvements to reduce surface water near the rear entrances of the downtown buildings. The grant request was for \$118,000 (Engineering: \$18,880 and Site Improvements: \$99,120). Resolution #2017-05 authorized the grant application with a \$18,900 local match from the City Maintenance and Sewer Funds. The USDA has responded that the grant for \$59,050 for the W. Ash Street Parking Lot improvements.

USDA needs a response by July 21st on our decision to either:

- Accept the grant and city is responsible for the balance of \$58,950
- Reject the grant
- Adjust to project – must meet the initial match of \$18,900 --- so a total project of \$77,950. This would remove approximately \$15,000 from the project for curb and gutter. This is not recommended by the City Engineer.

City Manager Mitchell has discussed this with the DDA Board and they do not have funding available for this project. Additional options for the increased costs are cost sharing and fund raising.

Questions/Comments from the Council were as follows:

- Many additional needs in the community with a higher priority
- Installing parking meters may help to recoup cost of parking lot repairs
- Would the fund balance be drastically reduced if we did this project
- Conservative use of fund balance as we may have unforeseen issues
- Fund balance should be used for these types of projects

- A commitment of support was made to the owners of the Brewery
- What is the estimated timeframe of the opening of the Brewery
- The Brewery is planning to open in January, 2018
- No anticipation of the grant being approved for only 50% versus the 90% that was applied for

Comments were received from Council Members French, Spicer, Brown, Lawler, Reid and Barnes, Mayor Brown and Planning, Building & Code Enforcement Director Tracy.

French moved, Barnes supported, CARRIED, to Call the Question. (7-0, rcv)

French moved, Barnes supported, CARRIED, to Approve Funding for Ash Street Parking Lot with the Additional Funding Taken from Fund Balance. (6-1, rcv) (Mayor Brown dissenting).

XI. City Manager Report

City Manager Mitchell gave the following City Manager Report:

Annual Employee Picnic- this annual event is being scheduled for Friday, August 18th and is to be held at the Victory Park Picnic Shelter.

MDOT UPDATE

Week of July 17, 2017

- **M-99 (Superior St) Closed from Ash Street to Michigan Ave**
- **Cass Street to Remain CLOSED**
- **Erie Street to Remain Open**
- Pedestrians to Cross at Erie Street
- Maintain Access to Business' with Pedestrian Barricades
- Complete Storm Sewer Cass Street to River
- Grade and Install Curb and Gutter Ash Street to Erie Street
- Install Concrete Valley Gutter and Bridge Deck Approach
- Gravel Base Course Installation and Grading
- Grade for Sidewalk

Week of July 24, 2017

- **M-99 (Superior St) Closed from Ash Street to Michigan Ave**
- **Cass Street to Remain CLOSED**

- **Erie Street to Remain Open**
- Pedestrians to Cross at Erie Street
- Maintain Access to Business' with Pedestrian Barricades
- Gravel Base Course Installation
- Grade for Sidewalk
- Concrete Base Course Installation

Community Forum with Public Safety – “Driving While Black – Policing While White” – Tuesday, July 18th at 6pm at Bethel Baptist Church, 523 Washington St.

Calhoun County Land Bank Authority

Land Bank & County Treasurer issued the partial notice to commence demolition for Dalrymple today. They will have to complete the water system cut and cap before they can issue the full notice. Homrich requested and received the permit from SAFEBuilt this morning, and demo moved forward today as planned.



Calhoun County Health Dept.

- A new Health Officer has been hired – Eric Pessell. Eric has been employed by Kent County since 2013 as the Environmental Health Director, and has also previously served as the Environmental Health Director for both Barry-Eaton and Jackson Counties. He has a Bachelor of Arts degree from Olivet College, with a major in Biology and a minor in Environmental Science. In addition, he has experience with a wide variety of public health programs and extensive experience with both state and national accreditation.

Resilient Communities – Cronin Project

- Held a community picnic on Saturday at Holland Park.

Festival of the Forks – Scheduled for Sept. 14 – 17. Plans include using Reiger Park.

Planning Commission – the July 18th meeting has been cancelled.

Labor Negotiations – will be commencing shortly

Community Clean up – Saturday, July 22nd – Clean ups, electronics, tires

LOCATIONS FOR DISPOSAL

1. Ketchum Field – corner of North Street and N. Clark Street.
2. Harris Field – corner of W. Cass Street and Gale Street.

XII. Future Agenda Items

- Council Member Barnes requested EDC plan for the parking lot on Austin and Albion Street be added to the next agenda.
- Council Member Spicer asked for an update on the Rieger Park swimming hole to be added to the next agenda.
- Council Member Brown asked about the City Manager's evaluation.
- Mayor Brown stated the evaluation form needed to be updated as part of the contract. The consensus of the Council is to hold a study session on Monday, July 24, 2017 at 7:00 p.m. to review the evaluation process and revisions/updates to the evaluation form. He also asked Council Members to return completed City Attorney evaluation forms at the study session.

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

No action was necessary as all members were present.

XIV. 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 Elrarene Showers, 805 ValHalla Dr, Alfredia Dysart-Drake, 1016 S. Superior Street and Mayor Brown.

XIV. Adjournment

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

Mayor Brown adjourned the meeting at 8:45 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session Minutes
July 24, 2017

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:00 p.m.

II. ROLL CALL

PRESENT: Council Members Lenn Reid (2), Marcola Lawler (4) Jeanette Spicer (5), Andrew French (6) and Mayor Brown. Council Member Sonya Brown (3) was absent and Council Member Maurice Barnes (1) arrived at 7:35 p.m.

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney and Jill Domingo, City Clerk.

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

No public comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Evaluation Process-Review/Amend Evaluation Form

Mayor Brown stated as a part of the City Manager's contract, the evaluation process needed to be reviewed and perhaps allow internal and external communications (i.e. community members, stakeholders, employees) to be added as part of the review process.

Questions and Concerns from the Council were as follows:

- How would we obtain the information from the community, stakeholders and employees? Would they be asked to complete the same evaluation form as what the Council completes?
- Would it be possible to create a form with a few questions, a narrative letter or a ranking system versus completing the current evaluation form for external reviews?
- Albion College follows a similar process. The external evaluations would be advisory in nature and would be shared with members of the Council. The Council would still complete evaluations on the City Manager and those would be the basis for any decisions made pertaining to the contract.
- External evaluations may make the process longer and more complicated.

- Are we setting a precedence for future City Managers and Councils that may not be interested in obtaining external evaluations?
- A resolution would need to be passed to make changes to the City Manager evaluation process. It may be worded as such at the discretion of the City Manager, five external members may be chosen to participate in the evaluation process which would allow future City Managers and Councils a choice of whether or not they choose to use this process.
- Is the Council or City Manager dissatisfied with the current evaluation form? Do we need a more detailed evaluation form that allows additional questions?
- How would the external list be formed and who would be asked to participate?
- The external list would have guidelines and be created by the City Manager. Included would be people whom she has work related contact with, such as local businesses; Greater Albion Chamber of Commerce & Visitors Bureau, Albion Economic Development Corporation; Calhoun County Land Bank; Elected Officials; Members of the community or work in the community; City of Albion Management staff and Calhoun County staff. The Council would choose from the City Managers list whom they would like to participate in the review process.
- Would like to see Council responsible for City Manager review and not add external evaluations to the process.
- Why can't the Council create the list and choose who they would like to participate in the external review process?
- Does an instrument need to be developed that will be a more effective tool to evaluate the City Manager?
- If City Department heads were to be included in the external evaluation process, how would confidentiality be maintained so they may speak freely? **The City Manager would sign a waiver form stating she will not review the department head reviews and only Council would see the evaluation forms completed by department head employees.**
- Does not feel subordinates should review the City Manager.
- Check with MML and other cities to see who they handle City Manager reviews.
- Would like to see input from community members on how they feel the City Manager is performing. Would need to create a separate form for the community as the current evaluation form would be too cumbersome.
- External evaluations should only be considered if the Council feels it would be helpful to them in evaluating the City Manager.
- Need to be cautious in obtaining feedback from the community.
- What is the time frame for the City Manager's review? **Must be complete the first week of September.**
- If changes are made to the evaluation form at a later date, they need to be made in a timely manner.

The consensus of the Council is to continue using the existing City Manager evaluation form and to keep the process the same with only the Albion City Council completing the City Manager Evaluation form.

City Manager Mitchell asked that the goals be clearly outlined with the dates of completion for the upcoming evaluation.

Council Member Reid left at 8:35 p.m.

- 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 Jay Loomis, 408 W. Ash St. and Mayor Brown.

- VI. ADJOURNMENT

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

Mayor Brown adjourned the Study Session at 8:45 p.m.

Date

Jill Domingo
City Clerk



City of Albion

William L. Rieger Municipal Building
112 West Cass Street, Albion, Michigan 48224 (517)
629-5535 Fax (517) 629-4188

PARKS RESERVATION APPLICATION

I, Greater Albion Chamber of Commerce request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities:

Woyd's Park

(Park and Park area requested)

Date(s)	Beginning time(s)	Ending time(s)
On <u>Friday, Sept 15</u> from <u>1 PM</u> to <u>9 PM</u>		
On <u>Saturday, Sept 16</u> from <u>5 AM</u> to <u>9 PM</u>		
On _____ from _____ to _____		

Description of events or functions: Festival of the Forks Music Stage

Number of people expected to attend? 500 - 3,500

Non-profit organization? Yes No

Will amplified sound be used? Yes No

Will electricity be required? Yes No

Has your organization conducted this event in the requested area before?

No Yes If yes, when: Every Fest of Forks

Number of tables needed (allow 8 persons per table)? 6

Responsible Party Information:

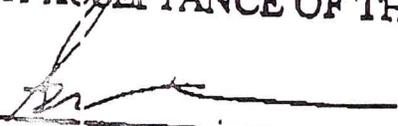
Name: Great Alton Choke off Runners

Phone: (517) 629-5533

Address: 310 S. Superior St

It shall be unlawful for any city department or any city official, his or her agent or employees, for and on behalf of the city, to discriminate against any persons within the City of Alton regarding employment, housing, public accommodations, and public services on the basis of actual or perceived age, color, disability, education, familiarly status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight.

I HAVE READ AND UNDERSTAND THE RULES, GUIDELINES AND CONDITIONS OR RESERVING A PARK FACILITY AND UNDERSTAND THAT ACCEPTANCE OF THEM IS A CONDITION OF APPROVAL.



(SIGNATURE)

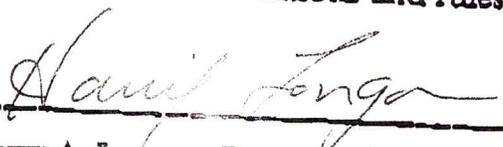
7/24/17

(DATE)

NOTE:

- The City may require additional information or references.
- A copy of the park rules and regulations is attached for your information.
- A fee will be assessed if the grounds are not cleaned of any litter or any major damage occurs during the use of the City facilities.
- Each year, the last reservation date for all parks is September 30.

.....
Approval is hereby granted for the purpose specified above and is contingent upon acceptance of all conditions and rules stated herein.



Harry A. Longon, Deputy Director of Public Services



City of Albion

William L. Rieger Municipal Building
112 West Cass Street * Albion, Michigan 49224
(517) 629-5535 * Fax (517) 629-2238

ASSEMBLIES FOR PARK RESERVATION FACILITIES OVER 100 OR MORE

ASSEMBLIES: Festival of the Forks

DATE: Saturday, Sept 16, 2017

FACILITIES: Lloyds Park

NUMBER OF
PEOPLE(S): 500 - 3,500

CONTACT PERSON: Greater Albion Chamber of Commerce

INSURANCE: Auto Owners Prop; Liab Acct # 9800823 800-288-8790
Local Contact: Mike Tymkew

PHONE NUMBER: (517) 629-5533



City of Albion

William L. Rieger Municipal Building
112 West Cass Street Albion, Michigan 49224 (517)
829-5535 Fax (517) 829-4188

PARKS RESERVATION APPLICATION

1. Greater Albion Chamber of Commerce request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities:

Reiger Park, entire park
(Park and Park area requested)

Date(s)	Beginning time(s)	Ending time(s)
On <u>Wed - 9/13/17</u>	from <u>4 PM</u>	to <u>9 PM</u> (Wed - 4 - 9 PM)
On <u>Thurs - 9/14/17</u>	from <u>4 PM</u>	to <u>9 PM</u> (Thurs - 4 - 9 PM)
On <u>Friday - 9/15/17</u>	from <u>4 PM</u>	to <u>9 PM</u> (Fri - 4 - 9 PM)
On <u>Sat - 9/16/17</u>	from <u>11 AM</u>	to <u>9 PM</u> (Sat - 11 AM - 9 PM)
On <u>Sun - 9/17/17</u>	from <u>9 AM</u>	to <u>4 PM</u> (Sun - 9 - 4 PM)

Description of events or functions: Carnival as part of Festival of the Forks

Number of people expected to attend? 500 - 3,500

Non-profit organization? Yes No

Will amplified sound be used? Yes No

Will Electricity be required? Yes No

Has your organization conducted this event in the requested area before?
Yes No If yes, when: _____

Number of tables needed (allow 8 persons per table)? 4 tables

Responsible Party Information:

Name: Gracie Albion Chelver

Phone: (517) 629-5533

Address: 310 S. Superior St

It shall be unlawful for any city department or any city official, his or her agent or employees, for and on behalf of the city, to discriminate against any persons within the City of Albion regarding employment, housing, public accommodations, and public services on the basis of actual or perceived age, color, disability, education, familiarly status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight.

I HAVE READ AND UNDERSTAND THE RULES, GUIDELINES AND CONDITIONS OR RESERVING A PARK FACILITY AND UNDERSTAND THAT ACCEPTANCE OF THEM IS A CONDITION OF APPROVAL.

[Handwritten Signature]

7/19/17

(SIGNATURE)

(DATE)

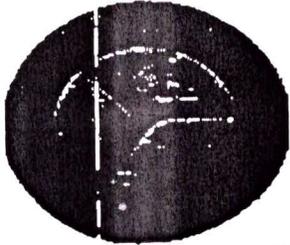
NOTE:

- The City may require additional information or references.
- A copy of the park rules and regulations is attached for your information.
- A fee will be assessed if the grounds are not cleaned of any litter or any major damage occurs during the use of the City facilities.
- Each year, the last reservation date for all parks is September 30.

.....
Approval is hereby granted for the purpose specified above and is contingent upon acceptance of all conditions and rules stated herein.

[Handwritten Signature: Harry Longon]

Harry A. Longon, Deputy Director of Public Services



SP: -
**ASSEMBLIES FOR PARK RESERVATION
FACILITIES OVER 100 OR MORE**

ASSEMBLIES: Festival of the Funks Carnival @ Reiger Park
9/14 - 9/16/17

DATE: Thurs: 4-9 PM, Friday: 4-9 PM, Saturday 11-9 PM

FACILITIES: Reiger Park

NUMBER OF
PEOPLE(S): 500 - 3,500

CONTACT PERSON: Greater Albion Chamber of Commerce

INSURANCE: Auto-Owners Prop; Liability Acct # 9800823 800-288-8740
local contact: Mike Tymkew

PHONE NUMBER: (577) 629-5533



City of Albion

William L. Rieger Municipal Building
112 West Cass Street Albion, Michigan 49224 (517)
629-5535 Fax (517) 629-4188

2238

PARKS RESERVATION APPLICATION

I, Greater Albion Chamber of Commerce request permission from the
(Responsible Party/Organization)

City of Albion to use the following park facilities:

Stuffer Plaza under the covered "enclosure"
(Park and Park area requested)

Date(s)	Beginning time(s)	Ending time(s)
On <u>Friday Sept 15</u>	from <u>1 PM</u>	to <u>9 PM</u>
On <u>Saturday Sept 16</u>	from <u>9 AM</u>	to <u>9 PM</u>
On _____	from _____	to _____

Description of events or functions: Food vending during Festival of the Forks

Number of people expected to attend? 500 - 3,500

Non-profit organization? Yes No

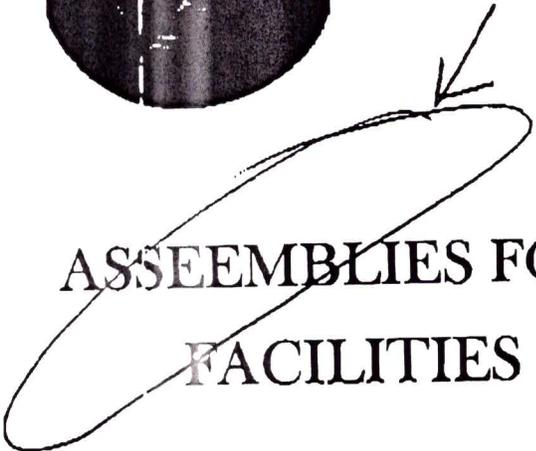
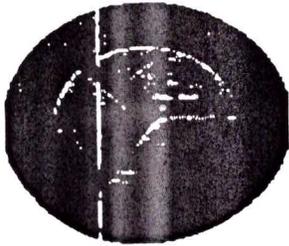
Will amplified sound be used? Yes No

Will Electricity be required? Yes No

Has your organization conducted this event in the requested area before?

Yes No If yes, when: Every Festival of the Forks

Number of tables needed (allow 8 persons per table)? 5-8, as is typically arranged for eating



ASSEMBLIES FOR PARK RESERVATION FACILITIES OVER 100 OR MORE

ASSEMBLIES: Festival of the Funks, Stoffer Plaza

DATE: Friday: 3-9 PM, Sat 7-9 PM 9/15/17 - 9/16/17

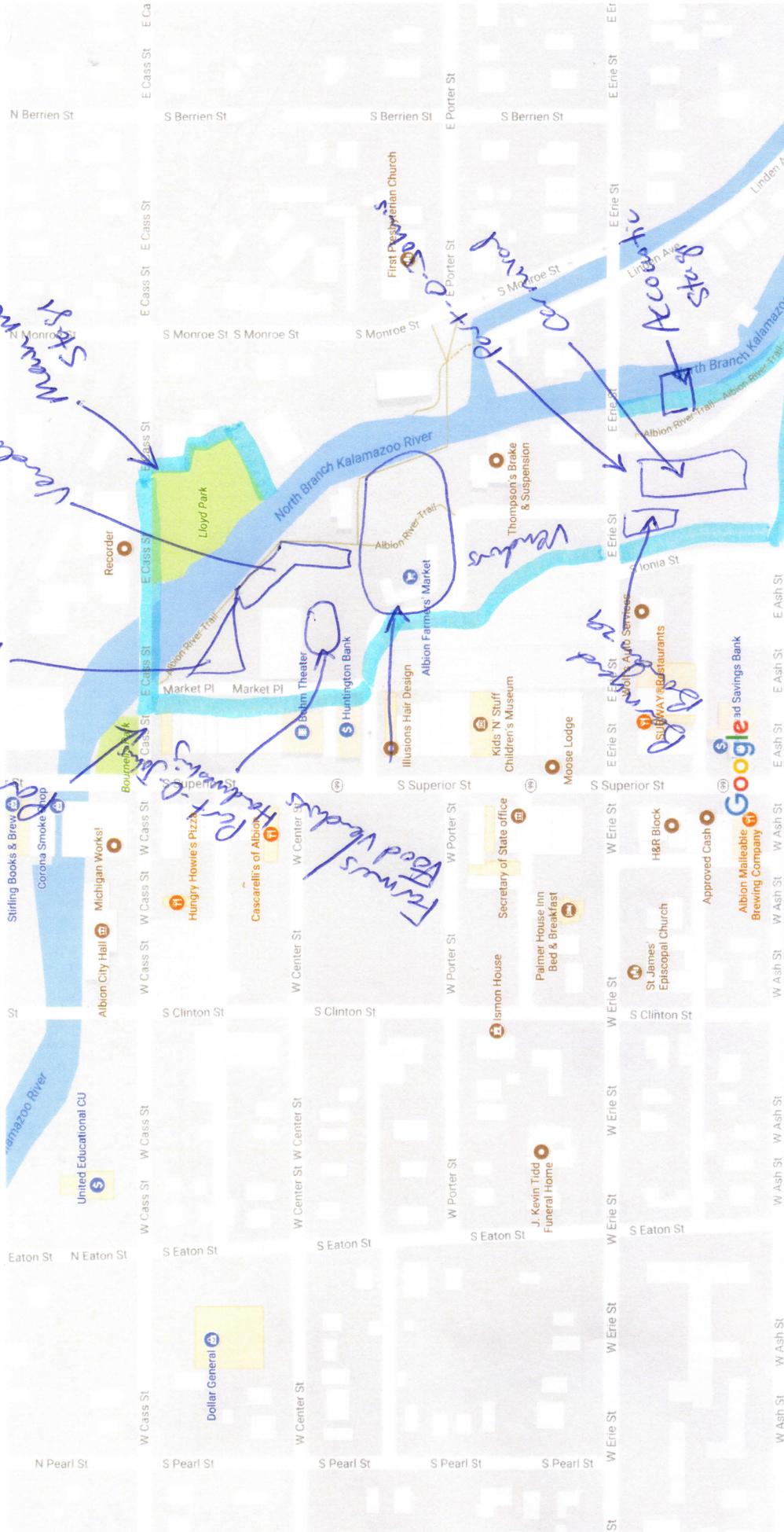
FACILITIES: Stoffer Plaza covered / farmer's market stalls

NUMBER OF PEOPLE(S): 500 - 3,500

CONTACT PERSON: Greta Alb. in Charge of Commerce

INSURANCE: Auto-Owners Prop: Liability Acct # 98 00823 800-258-87
Local contact: Mike Tymkew

PHONE NUMBER: (517) 629-5533



CITY OF ALBION
Amusement and Entertainment Application

Business Name:	<u>Family Fun Time Amusements LLC</u>
Business Address:	<u>2340 S. 44th Galesburg, MI 49053</u>
Telephone:	<u>269-317-3578</u>
Owner Name or Company Representative:	<u>Robert Hall Fay</u> <small>2340 S. 44th SE Galesburg, MI 49053 DOB- 1-5-45</small>
Address:	<u>Same</u>
Telephone:	
Email:	<u>BHALLIFAY@AOL.COM</u>

EVENT DATE: Sept 14-16 2017

APPLICATION FEE: N/C

<u>MECHANICAL AMUSEMENT DEVICES</u>	<u>NUMBER OF DEVICES</u>
(PLEASE LIST DEVICE TYPE)	
1. <u>Ferris Wheel</u>	<u>1</u>
2. <u>Swing</u>	<u>1</u>
3. <u>Heart Flip</u>	<u>1</u>
4. <u>Many Go Round</u>	<u>1</u>
5. <u>Fun House</u>	<u>1</u>
6. <u>Public House</u>	<u>1</u>

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

Applicant's Signature: [Signature] Date: 8-1-17

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: _____ CLERK'S SIGNATURE: [Signature]

DATE OF CRIMINAL BACKGROUND CHECK: 8-2-17

DATE ELECTRICAL PERMIT (IF REQUIRED) APPROVED: (in process)

DATE APPROVED BY CITY COUNCIL: _____

DATE OF LICENSE: 9-14-17 to 9-16-17

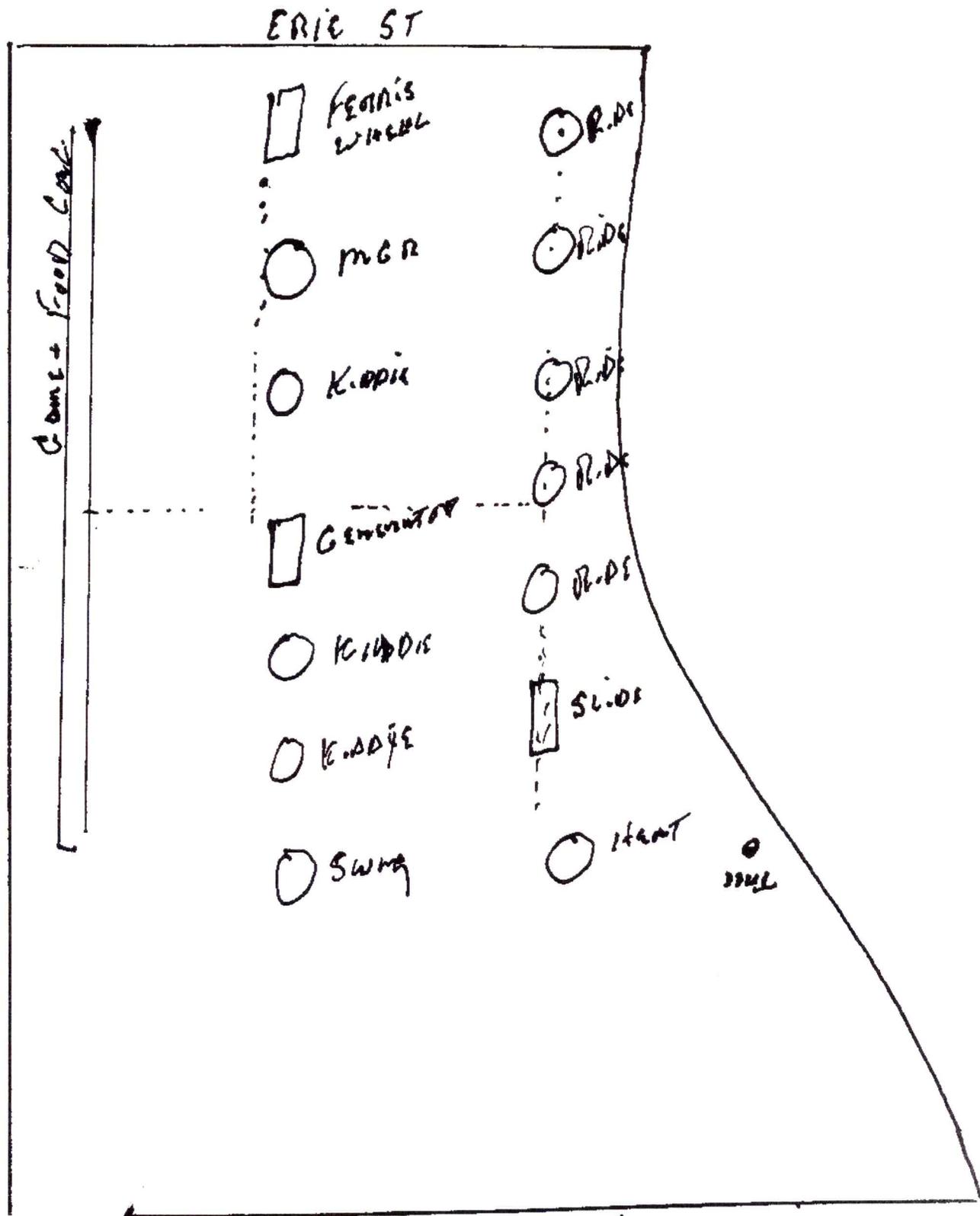
CARNIVAL/AMUSEMENT PERMIT

Permanent ID Number: 2001000292✓

Family Fun Tyme
2340 44th
Galesburg MI 49053

<u>Ride Name</u>	<u>Permanent ID Number</u>
Ferris Wheel 210-20	2005011393✓
Sky Fighter	2005012445✓
Rio Grand Train RG22F0140594	2005012897✓
Heart Flip HF772M15	2005012974✓
Jitter Bug Swing 1H9AP10214G3256025	2005013037✓
Gladiator 00076	2005013604✓
Dizzy Dragon 45T-00	2005013911✓
Wave Runner NT6946AMCY00200	2005013912✓
Merry Go Round - M6 340	2005013966✓
Red Barron MJ06R089US97	2005013967✓

VALID: 03/01/2017 to 02/28/2018



PROPOSED LAY OUT FEST ALBION

STATE RIDE
 LINDA CLEGG
 517-335-6073

----- ELECTRONIC WINE

FAMILY FUN TIME



Please contact Specialty Insurance if you suspect tampering 203-931-7095

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/01/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specialty Insurance, LTD. P.O. Box 16901 West Haven, CT 06516 http://specialtyinsuranceltd.com	CONTACT NAME: Thomas Plouffe / Michael Plouffe PHONE (A/C, No, Ext): 203-931-7095 E-MAIL ADDRESS: tom@specialtyinsuranceltd.com / mplouffe79@gmail.com	FAX (A/C, No): 203931-0682
	INSURER(S) AFFORDING COVERAGE	
INSURED Family Fun Tyme Amusements, LLC 2340 44th Gales Burg , MI 49053	INSURER A: United States Fire Insurance	NAIC # 21113
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** USP236141 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	SRPGP-101-0716	4/11/17	4/11/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES
The Greater Albion Chamber of Commerce and City of Albion, Michigan are added as additional insureds but only with the respects to the operations of the named insured during the policy period.
September 14-17, 2017

CERTIFICATE HOLDER Greater Albion Chamber of Commerce 310 S Superior St Albion, MI 49224	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Thomas Plouffe
--	--

EMPLOYEE PICNIC

Friday, August 25th

1:00 p.m.—5:00 p.m.

Victory Park Picnic Shelter

Bring a dish to pass.

Table service, drinks, burgers & hot dogs will be provided.

City Hall will be closed during the picnic to allow all employees to attend.



CITY OF ALBION
Office of the City Manager
Sheryl L. Mitchell

112 West Cass Street ♦ Albion, MI 49224
517.629.7172 ♦ smitchell@cityofalbionmi.gov

MEMO

TO: Honorable Mayor and City Council
FR: Sheryl L. Mitchell, City Manager
DA: August 7, 2017
RE: **Agenda Summary**

ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval Resolution #2017-33. To Approve Intergovernmental Agreement with the City of Marshall for Continued Operation of the Albion-Marshall Connector.** City Council held a Study Session on July 13, 2017 to discuss the Albion-Marshall Connector. Although expenditures were reduced by \$15,000, there remains a \$30,000 shortfall to continue the service through June 2018. The Marshall Public Schools has committed \$10,000 and Oaklawn Hospital has committed \$5,000. The City of Albion's commitment would be the remaining \$15,000 from the General Fund. City Manager recommends approval
- B. Discussion – EDC Plan for Parking Lot on Austin Avenue and Albion Street.** In response to a request from Council Member Barnes, the Albion EDC has provided an update on the properties along Austin Avenue.
- C. Discussion – Rieger Park Swimming Hole.** The beach area is closed as a health and safety precaution. The valve is broken and would require extensive costs in order to make the necessary repairs. Staff is investigating if DNR and/or DEQ would approve any chemicals to address the algae growth, as there is not any circulation in the swimming hole.
- D. Request Approval of Boards & Commissions Appointment.** The Mayor is recommending the appointment of George Harvey to the Albion Economic Development Corporation, for the term expiring July 1, 2022. This is a first time appointment and fills the seat vacated by Arthur Kale.

Resolution #2017-33

To Approve the Intergovernmental Agreement with City of Marshall for Continued Operation of the Albion-Marshall Connector

Purpose and Finding: The Albion-Marshall Connector currently provides curb to curb public transportation between Albion and Marshall to the residents of both municipalities. The Connector has continued to be popular as a form of public transportation and Albion citizens have begun to rely upon increasingly more for travel to work, doctor's appointments, and events in each municipality. Due to budgetary issues the Connector is again in danger of being forced to cease operations. The continued operation of the Albion-Marshall Connector is in the city's best interests as it has become an essential public transportation service to citizens. The City previously approved the release of \$45,000.00 from the City's fund balance for the continued operation of the Albion-Marshall Connector via Resolution 2016-35. It is now recommended that the intergovernmental agreement for continued operation of the AMC be approved with the release of \$30,000.00 from the City's fund balance. Furthermore, the Marshall Public Schools and Oaklawn Hospital have agreed to share a combined total of \$15,000.00 of the required \$30,000.00.

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

RESOLVED, that the intergovernmental agreement with the City of Marshall for the continued operation of the Albion-Marshall Connector through June 30, 2018 is hereby approved.

BE IT FURTHER RESOLVED, that pursuant to the agreement, any fundraising that results in contributions towards the 2017-2018 operations of the AMC in 2017-2018 shall be used to continue the operations of the AMC;

BE IT FURTHER RESOLVED, that the City of Albion recognizes that the City of Marshall is a public entity and that the provision of public transportation to the citizens of Albion in conjunction with Marshall constitutes a public purpose for the use of public funds, as it provides for the health, safety, and welfare of the citizens of Albion.

I hereby certify that the above resolution was adopted on August 7, 2017, in a special session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Albion City Clerk

Marsh**ALL**

P u b l i c S c h o o l s

To: Albion City Council

From: Marshall Public Schools
Dr. Randall Davis
Rebecca Jones

Date: July 26, 2017

Re: Albion-Marshall Connector

This memo provides as information that Marshall Public Schools, will be contributing \$10,000 to the Albion-Marshall Connector, for the 17-18 fiscal year.

Marshall Public Schools will pay the Albion-Marshall Connector directly for their services.

ALBION-MARSHALL CONNECTOR AGREEMENT

This Agreement is entered into pursuant to the Urban Cooperation Act (hereinafter "UCA"), MCL 124.501 et. Seq., this ____ day of _____, 2017, by and between the City of Albion, a Michigan municipal corporation, with offices at 112 Cass Street, Albion, Michigan 49224 (hereinafter "Albion") and the City of Marshall, a Michigan municipal corporation, with offices at 323 West Michigan Avenue, Marshall, Michigan 49068 (hereinafter "Marshall").

WHEREAS Albion and Marshall are public agencies as defined in the UCA;

WHEREAS Marshall and Albion wish to, pursuant to Section 4 of the UCA, share certain powers which each might exercise separately;

WHEREAS Marshall and Albion, as allowed by the UCA, wish to collaborate in the provision of local public transportation in the form of the Albion-Marshall Connector;

WHEREAS, Marshall, currently administers the Albion-Marshall Connector for the mutual benefit of the citizens of Albion and Marshall; and

WHEREAS, Albion wishes to contract with Marshall for the continued provision of public transportation services as set forth herein;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties hereby agree as follows:

1. Obligations of Marshall.

1.1 The City of Marshall shall provide the following public transportation services to Albion during the term of the Agreement, including the following:

a. Continued operation of the Albion-Marshall Connector, providing transportation for citizens of Albion and Marshall, between the cities of Albion and Marshall;

1.2 Maintain no-fault insurance coverage on any and all vehicles used for the Albion-Marshall Connector;

2. Term.

2.1 This agreement shall be effective for an initial term commencing on August 9, 2017 and shall remain in full force and effect until June 30, 2018 or as long as funds remain available. If the City of Marshall finds that the funds will not extend through June 30, 2018, the City of Marshall will contact the Albion City Manager as soon as possible to discuss the funding situation. This agreement may be extended or renewed upon mutual agreement of the parties.

3. Payment For Services.

3.1 It is expressly understood and agreed that the compensation for the performance of the services set forth in paragraph 1 by Marshall for Albion shall be in an amount not to exceed Thirty Thousand (\$30,000.00) dollars, paid in a lump sum upon signing of this agreement. In the event that the contract is terminated by Albion prior to the completion of the term, Marshall

shall pay to the City of Albion any unused funds after all obligations are paid for and final settlement with MDOT occurs.

3.2 It is further understood and agreed that any new funds, including grants and donations, that are received by Marshall for the operation of the Albion-Marshall Connector shall be used, to the extent allowed by law, to extend this Albion-Marshall Connector service contract past the June 2018 expiration date. For purposes of this agreement "new funds" shall mean, funds other than the MDOT reimbursement, or other revenues, already identified by the City of Marshall in the budget to provide the Marshall-Albion Connector that was adopted by the Marshall City Council at the time the parties signed this Agreement. Both parties agree to pursue new funds after the effective date of this Agreement. Either party may identify funding opportunities that may be pursued jointly, or separately, as may be appropriate, but nothing in this Agreement shall obligate either party to pursue any specific funding opportunity, particularly if pursuing that funding opportunity would result in an additional, direct cost to either party.

4. Termination of Agreement.

4.1 If Marshall fails to fulfill in a timely and proper manner its obligation under this agreement, or shall violate any of the covenants, agreements and stipulations herein, Albion shall give Marshall written notice of such breach, and in the event that Marshall has not remedied such breach within thirty (30) days, Albion, within its sole discretion, shall have the right to terminate this Agreement. Such termination, in the event that the breach has not been remedied, shall take immediate effect upon the expiration of the thirty (30) day notice period.

4.2 Either party may terminate this Agreement at any time, with or without cause, if it is their decision that termination is in the party's best interests. The terminating party will provide no less than thirty (30) days written notice to the other party.

4.3 Payment will be made for all services provided under this agreement up to and including the effective date of the termination of services.

5. General Terms and Conditions.

5.1 This Agreement constitutes the complete expression of the agreement between Marshall and Albion on the subjects contained herein and there are no other oral or written agreements or understandings between the entities concerning these subjects. Any prior agreements or understandings on the matters addressed in this Agreement are hereby rescinded, revoked or terminated.

5.2 This Agreement shall be interpreted under the laws of the State of Michigan. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.

5.3 Any notices pursuant to this Agreement shall be sent to the parties and shall be directed to the persons and addresses stated below:

City of Marshall
City Manager
323 West Michigan Avenue
Marshall, MI 49068

City of Albion
City Manager
112 Cass Street
Albion, MI 49224

5.4 Marshall warrants and represents that its personnel who will perform the services under this Agreement are fully qualified and have all required licenses and/or certifications to perform the services described herein. Marshall further represents and agrees that its relationship to Albion and its performance under this contract is that of an independent contractor. It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of Marshall shall not be deemed or construed to be the employee or agent of Albion for any purpose whatsoever. Marshall employee(s) providing services to Albion hereunder shall not be entitled to compensation in the form of salaries, or any type of fringe benefits by Albion. At all times, the personnel provided by Marshall will be covered by Marshall's workers' compensation coverage.

5.5 Marshall agrees, to the extent allowed by law, to indemnify Albion for any and all claims, actions, damages, liability, costs, and expenses, including attorney fees, incurred primarily as a result of the actions or inactions of Marshall's elected and appointed officials, employees, officers and agents. Albion agrees, to the extent allowed by law, to indemnify Marshall for any and all claims, actions, damages, liability, costs, and expenses, including attorney fees, incurred primarily as a result of the actions or inactions of Albion's elected and appointed officials, employees, officers and agents.

5.6 Marshall and Albion herein agree that this agreement may not be modified except in writing, signed by both parties.

5.7 Marshall, its employees, officers, or agents, shall not discriminate against any persons within the City of Albion regarding employment, housing, public accommodations, and public services on the basis of age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight, pursuant to City Ordinance.

By the signatures executed below, the parties agree to the terms of this Agreement and the signatories represent that they have the authority to execute this Agreement on behalf of the party for which they have signed.

City of Marshall,

City of Albion,

By: _____
City Manager

By: _____
Mayor

By: _____
City Clerk

By: _____
City Clerk

August ____, 2017

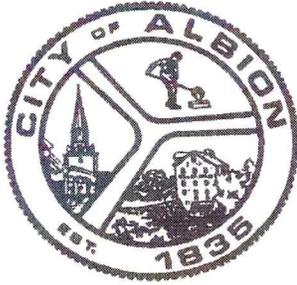
August ____, 2017

Austin Ave. Properties – AEDC



1. 1111 Austin Avenue, parcel: 51-001-722-00 purchased from the Selask family on 3-17-15 for \$9,000.00. This currently has a home and garage on site. Zoned B1.
2. 1105.5 Austin Avenue, parcel: 51-001-721-02 purchased from the Calhoun County Land Bank Authority on 5-21-2012 for \$1.00. Zoned B1.
3. 1105 Austin Avenue, parcel: 51-001-720-00 purchased from the Calhoun County Land Bank Authority on 5-21-2012 for \$1.00. Zoned B1.
4. 1101 Austin Avenue, parcel: 51-001-717-00 purchased from the Jones family on 8-23-1994 for \$27,000.00. Zoned M2P.
5. 941 Austin Avenue, parcel: 51-001-715-01 purchased on 1-1-1995 for \$135,000.00. At the time of purchase, the property had apartments on it. They have since been demolished. Zoned M2P.
6. 971 Austin Avenue, parcel: 51-001-718-00 purchased from LFPR Inc. on 4/27/2000 for \$70,000. This property received a Revitalization Loan from the Michigan DEQ in the amount of \$30,000 in 2001, which the AEDC had to repay. In 2002 the loan was used for environmental reports, the demolition of one structure, and the demolition of a building foundation. Zoned M2P.
7. 619, 617, 611 Austin Avenue, parcel: 51-011-638-00, 51-011-637-00, 51-011-636-00. These properties were Foreclosed upon under the General Property Tax Act 206 of 1893, as amended, and purchased from the Michigan DNR for prices ranging from \$300 to \$1,354.59. Any proceeds from the sale of these properties must be returned to the State's Land Reutilization Fund minus cost incurred by the AEDC for demolition, renovation, or improvement. In May 2017, the AEDC submitted a project proposal to Michigan DEQ for possible site assessment funds for 611, 617, and 619 Austin Avenue. The AEDC is also currently working with a representative from the MDEQ to discuss the Refined Petroleum Funds offered thru the MDEQ and if these parcels would qualify since a gas station, grocery store, and repair shop were once located at these sites. Zoned B1. (NOTE: There has been consideration of developing one or more of these parcels into a parking lot to accommodate growth of Austin Corridor.)

* This parcel is owned by SEMCO.



City of Albion

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

APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk
City of Albion
112 W. Cass Street
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: George Jerome Harvey
(First) (Middle) (Last)

Home Address: 1292 Davis st Telephone #: 313-215-7684

Place of Employment: The Phoenix Group
Business Address: 1304 Davis st, Ypsilanti Mi. Telephone #: 888-252-9976

E-Mail: Jharvey@PGFasteners.net Fax: 248-216-6044

Title/Type of Work: Manufacturing

Length of Residence in City: 60 yrs Own/Rent: Landlord US Citizen: Yes
Educational Background: BBA Eastern Michigan University Ypsilanti, MI. and Dartmouth Graduate School of Tuck Executive Education Program.

Community Activities: Mr. Harvey is a graduate of Eastern Michigan University and Mr. Harvey is a graduate of Eastern Michigan University and Dartmouth College's Tuck Executive Program He serves as a member of the Eastern Michigan College of Business Development Board. Mr. Harvey was initiated into the Ann Arbor-Ypsilanti Chapter of Kappa Alpha Psi Fraternity, Inc.

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

1) EDC 2) _____
Willing to serve at the of pleasure of Mayor. _____

3) _____ 4) _____
Additional information on experience, qualifications, etc.:

Industry contacts in numerous markets, ranging from foundry to High Tech. P& L responsibilities for companies with as few as 10 employees to more then 600. More than 30 years of automotive experience as first tier supply chain management. See attached additional information.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

To assist any way possible the local economic community base. Add in attracting new business to the area.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: N/A

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: N/A

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: N/A

REFERENCES:

Name: Aaron Barfield _____ Relationship: Business Colleague _____

Telephone #: 734-709-0135 _____

Name: Essie Curtis _____ Relationship Family friend _____

Telephone #: 517-629-6867 _____
Application for Membership

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

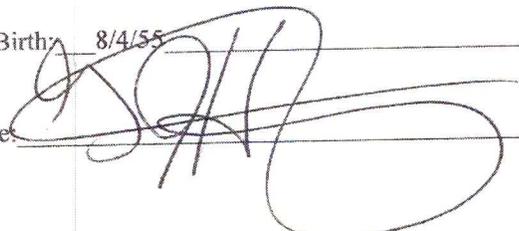
I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, George J Harvey, certify that the information provided
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 8/4/55

Signature: 

Date: 8/1/17

**INFORMATION
ONLY**

July 27, 2017

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Holland, September 13-15, 2017. The League's "Annual Meeting" is scheduled for 1:30 pm on Wednesday, September 13 in Ballroom I & II at the Haworth Inn and Conference Center. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

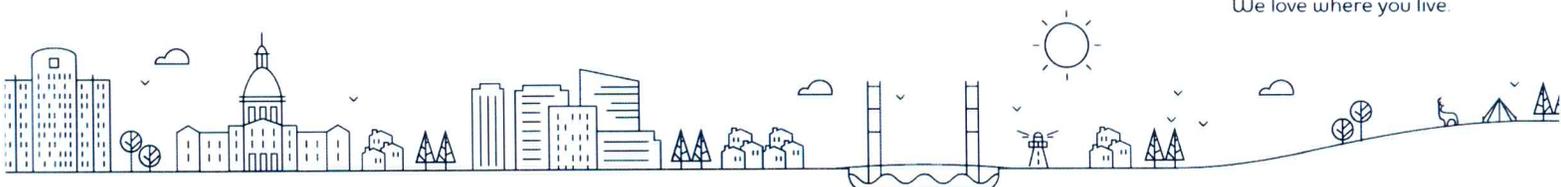
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 14, 2017.**

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 14, 2017.**

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 14, 2017**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”



We love where you live.

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 13 at CityVu Events located on the top floor of CityFlatsHotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Rosalynn Bliss

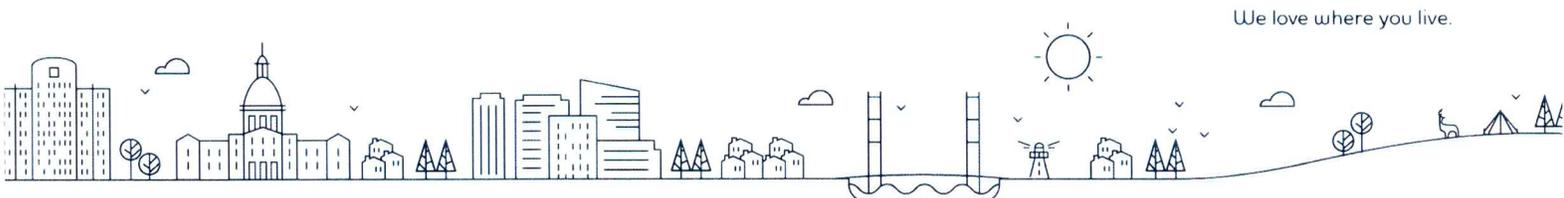
President

Mayor of Grand Rapids



Daniel P. Gilmartin

Executive Director & CEO



We love where you live.