



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

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

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

AGENDA

COUNCIL MEETING

Monday, May 15, 2017

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Proclamation-Tom Gladney-Chief Kipp
 - B. Proclamation-Richard Decker-Chief Kipp
 - C. Oath of Office-Public Safety Officer Bill Lazarus
 - D. Proclamation-National Poppy Day
 - E. Holland Park Presentation-Council Member Reid
 - F. Juneteenth Presentation-Council Member Reid
- VII. PUBLIC HEARING-2017 Sidewalk Exemptions
 - A. Request Approval Resolution # 2017-21, 2017 Sidewalk Exemption Approval (RCV)
- 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. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
 - A. Approval Special Session Minutes, April 27, 2017
 - B. Approval Regular Session Minutes-May 1, 2017
- X. ITEMS FOR INDIVIDUAL DISCUSSION



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

- A. A. Request Approval Resolution # 2017-22, To Authorize the City Clerk to Sign and Submit a Grant Application to the State to Purchase Election Equipment Funded by HAVA and the State of Michigan (RCV)
- B. Request Approval Resolution # 2017-23, A Resolution to Approve Bid and Entry into Agreement with Revitalize, LLC for Administrative Consulting Services as a Third Party CDBG Grant Administrator (RCV)
- C. Discussion-Street Replacement Signs
- D. Discussion-Council Rules of Procedure
- E. Request Approval for Assembly Permit for Salem United Church of Christ Rummage & Bake Sale in Crowell Park (RCV)
- F. Request Approval to Open City Hall at 8:30 a.m. on Wednesday, May 17th, 2017 for an Employee Appreciation Breakfast hosted by First Baptist Church and Homestead Bank (VV)
- G. Request Approval of Temporary Signs for Downtown Businesses (VV)
- XI. City Manager Report
- XII. Future Agenda Items
- XIII. Motion to Excuse Absent Council Member(s)
- XIV. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- XV. ADJOURN

CITY OF ALBION

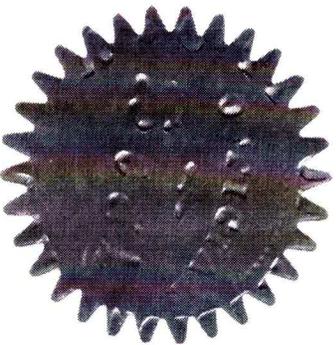
CERTIFICATE OF APPRECIATION

AWARDED TO:

PSO Richard Decker

In recognition of exemplifying outstanding public service as a member of the Albion Public Safety Department for 28 years. Officer Decker received three lifesaving awards, an award for fraud investigation and was involved in the "Shop with a Cop" program during his tenure as an Albion Public Safety Officer. We express our appreciation for your years of service and extend our best wishes on your retirement.

Presented on Behalf of the City of Albion and the Albion Department of Public Safety.



Garrett Brown, Mayor
City of Albion

CITY OF ALBION
NATIONAL POPPY DAY

May 26, 2017

- WHEREAS: Expressing support for the designation of May 26, 2017, as "National Poppy Day" in Albion, Michigan and recognizing the importance of honoring those that have worn our nation's uniform; and
- WHEREAS: Poppies are worn and displayed as a symbolic tribute to our fallen and the future of living veterans and service members; and
- WHEREAS: At the end of World War I, The American Legion adopted the poppy as a symbol of freedom and the blood sacrificed by troops in wartimes ; and
- WHEREAS: The use of the poppy symbolically comes from the poem In Flanders Fields, which movingly begins, "In Flanders Fields the poppies blow, between the crosses, row on row," referring to the poppies that sprang up in the churned earth of battlefields across Belgium and France where soldiers died fighting; and
- WHEREAS: The American Legion Family has long utilized the red poppy as its official flower, symbolizing the blood shed by those who have served in our U.S. military, and it is fitting that as "The American Legion and American Legion Auxiliary approach their 100th anniversaries, they expand the meaning and symbolism of the poppy, mirroring the manner in which the poppy is symbolically showcased in England and Canada in celebratory fashion on their Remembrance Day, also known as Armistice Day and Poppy Day; and
- WHEREAS: Wearing a poppy will unite citizens from across the country who decide to show their patriotism; and
- WHEREAS: May 26, 2017, would be an appropriate date to designate as "National Poppy Day"

NOW, THEREFORE, BE IT RESOLVED, I Garrett Brown, Mayor along with the Albion City Council support the designation of May 26, 2017 as "National Poppy Day" and encourage all citizens, residents and visitors in Albion to join in observing this day to honor every service member who has died in the name of liberty, freedom and democracy while also showing their support for living veterans, service members and their families.

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

Garrett Brown, Mayor

Date



PUBLIC NOTICE

CITY OF ALBION

The Albion City Council will hold a public hearing on Monday, May 15, 2017 at 7:00 p.m. in the City Council Chambers at City Hall, 112 W. Cass St., Albion, MI 49224 to hear new appeals for exemptions to the 2017 special sidewalk assessment for those property without sidewalks, and for which sidewalks are not scheduled for installation this year.

In 2008, the City of Albion held a public hearing regarding the disrepair of sidewalks and the potential liability that these present. According to Chapter 74 of the City Code, individual property owners have the liability to repair the sidewalks that abut their property. In 2008, a ten (10) year special assessment was enacted to address sidewalk repairs and maintenance. The program is funded by a fixed per parcel assessment of \$50.00 annually that generates approximately \$150,000 per year. In 2008, residents were provided the opportunity to be exempted. The 2017 Sidewalk Program has identified the areas for repair, maintenance and improvements. It has been determined that there still remains parcels where sidewalks do not presently exist and the City does not have the resources to allocate towards installation of new sidewalks in these areas at this time. It is in the public interest to allow properties (residential, commercial, industrial) that are without a sidewalk the opportunity to request to be added to the listing of properties with an exemption from the 2017 sidewalk assessment.

An owner or party of interest or their agent may appear in person at the public hearing to seek the exemption to the special assessment or may file their appearance by letter, received before the date of the public hearing, in which case the personal appearance shall not be required. Questions concerning this program may be directed to the City Manager's Office, (517) 629-5535.

Jill Domingo, City Clerk

Resolution #2017-21

Sidewalk Exemption Approval

Purpose and Finding: In 2008, the City of Albion held a public hearing regarding the disrepair of sidewalks and the potential liability that these present. According to Chapter 74 of the City Code, individual property owners have the liability to repair the sidewalks that abut their property. In 2008, a ten (10) year special assessment was enacted to address sidewalk repairs and maintenance. The program is funded by a fixed per parcel assessment of \$50.00 annually that generates approximately \$150,000 per year. In 2008, residents were provided the opportunity to be exempted. The Sidewalk Program has identified the areas for repair, maintenance and improvements. It has been determined that there still remains parcels where sidewalks do not presently exist and the City does not have the resources to allocate towards installation of new sidewalks in all of these areas at this time. Resolution #2016-27 established that it is in the public interest to allow properties (residential, commercial, industrial) that are without a sidewalk the opportunity to request to be added to the listing of properties with an exemption from the 2016 sidewalk assessment.

A public notice was posted and a public hearing is being held on May 15, 2017 regarding requests for exemptions have been received by the City for the 2017 assessment year for those parcels which presently have no sidewalk. It is recommended that those exemptions, received prior to or at the public hearing, be granted for the 2017 assessment year.

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

RESOLVED, that the request(s) for exemptions from the City of Albion 2017 Sidewalk Assessment, which were received prior to or at the public hearing on May 15, 2017, for those properties which meet the criteria set forth in Resolution 2016-27, are hereby granted;

I hereby certify that the above resolution was adopted on May 15, 2017, in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Albion City Clerk

LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	TELEPHONE	EMAIL	Notes
Atkins	Lewis	1100 Crescent Dr	Albion	MI	49224	(517) 629-8691		
Barbour	Valerie	208 Ford Road	Albion	MI	49224	(517) 629-3274		
Barting	Gertrude	914 N. Monroe St	Albion	MI	49224	(517) 629-3494		
Barton	George	704 Val Halla Dr	Albion	MI	49224			
Brown	Robert & Lillie	1237 Highland Ave	Albion	MI	49224	(517) 630-8230		
Chopper	Chris & Leslie	903 Haven Rd	Albion	MI	49224	(517) 442-8015		
Chopper	Chris & Leslie	906 Locust Ln	Albion	MI	49224	(517) 442-8015		
Davis	Arthur	901 Huntington Blvd	Albion	MI	49224	(517) 250-3714		V
Davis	Tony	1229 Highland Ave	Albion	MI	49224	(517) 629-8834		
Fourn	Ken	701 Val Halla Dr	Albion	MI	49224			
Gell	Donald	702 Val Halla Dr	Albion	MI	49224			
Hancock	James	801 Val Halla Dr	Albion	MI	49224			
Lewis	Clarissa	703 ValHalla Dr	Albion	MI	49224	(517) 629 - 4915		
McGear	Ester	314 Burr Oak St	Albion	MI	49224	(517) 203-6084		emcgear@att.net
Nichols, Jr.	Walter	804 Val Halla Dr	Albion	MI	49224			
Parker	Ronnie & Kay Knight	933 W. Erie	Albion	MI	49224	(517) 629-7210		
Rice	Emerson & Sharon	707 Val Halla Dr	Albion	MI	49224			
Roberts	Ramona	705 Val Halla Dr	Albion	MI	49224			
Roth	Ron	1230 Highland Ave	Albion	MI	49224	(517) 392-6016		
Roth	Ron	1234 Highland Ave	Albion	MI	49224	(517) 392-6016		
Shaffer	Rex	1098 Crescent Dr	Albion	MI	49224			
Showers	Elvarene	110 Gale St	Albion	MI	49224			
Showers	Elvarene	803 Val Halla Dr	Albion	MI	49224			
Showers	Elvarene	805 Val Halla Dr	Albion	MI	49224			
Sloane	Brian	1215 S. Dalrymple	Albion	MI	49224	(517) 414-4347		
Smith	Albert & Carol	1209 Adams St	Albion	MI	49224	(517) 465-7134		
		1214 Crescent Dr; parcel #						
		13-51-014-537-00 and						
Thomas	Perry	parcel # 13-51-017-542-00	Albion	MI	49224			
Wainwright	Keith	809 Val Halla Dr	Albion	MI	49224			
Weeks	LaVeda	917 Luther Dr	Albion	MI	49224	(517) 629-6694		

City of Albion
City Council Special Meeting
April 27, 2017

I. Call To Order

Mayor Pro Tem Sonya Brown opened the special session at 7:00 p.m. in the Mayor's Conference Room.

II. Roll Call

PRESENT: Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4) Jeanette Spicer (5), Andrew French (6), and Mayor Brown *arrived at 7:07 p.m.*

ABSENT: Maurice Barnes (1).

Staff Present: Sheryl Mitchell, City Manager; Lauren Elster, City Attorney; Stacey Levin, Assistant City Manager; Jim Lenardson, Director of Public Services

III. 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 Mike Bearman, 11016 29 Mile Rd; and Bill Dobbins, 15901 E. Michigan Avenue.

IV. Items for Individual Discussion

A. Request Approval Resolution # 2017-19, A Resolution to Request Approval of Reconstructions of City of Albion Watermain Replacement Upgrade. (RCV)

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

Mayor Brown arrived at 7:07 p.m.

Motion to adjourn the meeting in the Mayor's Office to reconvene in Council Chambers.

Brown moved, Lawler supported, CARRIED, to adjourn the special session. (6-0 vv)

Mayor Brown adjourned the meeting at 7:08 p.m.

Mayor Brown reconvened the meeting in Council Chambers at 7:13 p.m.

V. Roll Call

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

ABSENT: Maurice Barnes (1)

Staff Present: Sheryl Mitchell, City Manager; Lauren Elster, City Attorney; Stacey Levin, Assistant City Manager; Jim Lenardson, Director of Public Services

- VI. Public Comments (Persons addressing the City Council shall limit their comments to agenda items only and to no more than three (3) minutes. Proper decorum is required.)

No comments were received.

- VII. Items for Individual Discussion

- A. Request Approval Resolution # 2017-19, A Resolution to Request Approval of Reconstructions of City of Albion Watermain Replacement Upgrade. (RCV)

Comments were received from Council Members Brown, Spicer, Reid, and Lawler; Mayor Brown; City Manager Mitchell and Public Services Director Lenardson.

French moved, Lawler supported, CARRIED, to approve Resolution # 2017-19, A Resolution to Request Approval of Reconstruction of City of Albion Watermain Replacement Upgrade as presented. (6-0, rcv)

- VIII. 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 Bill Dobbins, 15901 E. Michigan Avenue and Jay Loomis, 408 West Ash Street.

- IX. Adjournment

Brown moved, French supported, CARRIED, to adjourn council session. (6-0 vv)

Mayor Brown adjourned the meeting at 7:49 p.m.

Prepared by:

Date

Stacey Levin
on behalf of City Clerk

Signed:

Date

Jill Domingo
City Clerk

City of Albion
City Council Meeting
May 1, 2017

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Stacey Levin, Assistant City Manager; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety; Jason Kern, Deputy Chief of Public Safety and Tom Mead, Finance Director.

V. Mayor & Council Member's Comments

Comments were received from Council Members Brown and French.

VI. Presentations

A. EDC Quarterly Update-Amy Depez-(see attached presentation)

Comments were received from Council Members Lawler, Barnes, Spicer and Brown.

B. Oaklawn Hospital Update-Richard Lindsay

Richard Lindsay presented the following update on Oaklawn Hospital:

- Oaklawn Hospital held their 2017 Benefit Auction in March and raised \$100,000
- May 20th, 2017 they will host the Oaklawn Hospitality Classic // 10k - 5k - Fun Run
- Oaklawn Facebook page features a virtual tour link
- WWMT is producing weekly "Health Matters" segments in conjunction with Oaklawn
- Approval of the Rural Health Grant is still pending. If approved, meetings may be held at the Washington-Gardner school building.

- Job opportunities are available at Oaklawn and may be viewed online at www.oaklawnhospital.org
- The Dialysis Center in Albion is up and running. Previous issues with insurance and transportation have been resolved.

C. Albion-Marshall Resilient Communities Project-Linda LaNoue

Linda LaNoue and Steven Houtshilt presented the following information to the Mayor and Council on the Albion-Resilient Communities:

- The project was born out of the work done within the schools over the past four years as Albion and Marshall Students began to attend school together. This is to help the adults in our communities to enter into dialogue with one another to aid in the process of healing.
- The project will include a variety of opportunities throughout the year for people to engage one another through field trips, movie screenings, book discussions, fellowship, the arts, workshops and community conversations.
- The goal is to cultivate a culture of understanding, respect and dignity for one another. In doing so, we will transform our communities into a vibrant place where all children and families can flourish.
- Some of the events scheduled are:
 - Community Conversations-Thursday, May 11th, 2017 and Thursday, June 1st, 2017 from 6:30-8:30 p.m. Ludington Center, 101 N. Superior St.
 - Guided Tour of the Charles H. Wright Museum of African American History- Saturday, May 13th, 2017 8am-5pm (transportation and lunch provided)
 - Free movie screening-"Traces of the Trade"-Tuesday, May 16th, 2017 from 6-9 p.m. at the Bohm Theatre.
 - Free guided field trip to the Holocaust Memorial Center, Farmington Hills (transportation provided) Wednesday, June 17th, 2017 from 8:30 a.m. – 5:30 p.m.

Comments were received from Council Members Brown, Lawler and Spicer.

D. Proclamation for 2017 National Day of Prayer-Pastor Steve Williams

Mayor Brown read aloud the 2017 National Day of Prayer and presented to Pastor Steve Williams, Grace Temple Church.

Pastor Steve Williams stated the National Day of Prayer will be held on the steps of City Hall on Thursday, May 4th, 2017 from 12:00 until 1:00. He thanked the local pastors, Mayor and City Council for their support.

Comments were received Council Member French.

- E. History of Cass Street and Renaming Request-Allison Harnish (see attached presentation)

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

- 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.)

Comments were received from Wayne Arnold, 906 Hall Street.

Brown moved, French supported, CARRIED, to Table Agenda Items to Allow Comments from Calhoun County Commission Gary Tompkins. (7-0, vv)

Comments were received from Calhoun County Commissioner Gary Tompkins.

French moved, Spicer supported, CARRIED, to Bring Agenda Items Back. (7-0, vv)

- VIII. Consent Calendar (VV)

- A. Approval Study Session Minutes – April 12, 2017
- B. Approval Regular Session Minutes-April 17, 2017
- C. Approval Study Session Minutes-April 17, 2017
- D. Approval Study Session Minutes-April 22, 2017
- E. Approval Study Session Minutes-April 24, 2017

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

- IX. Items for Individual Discussion

- A. Discussion Former Albion Malleable/Harvard Site

Council Member Barnes asked to defer this agenda item until which time the Council is able to see a video presentation on the above stated sites.

- B. Request Approval Resolution # 2017-20, A Resolution to Approve Shipping Costs of Free Equipment and Vehicles Acquired Through the Law Enforcement Support Office (LESO), Department of Defense, Disposition Logistics Agency (RCV)

Comments were received from Council Members Lawler, French, Reid and Brown; City Manager Mitchell; Mayor Brown and Deputy Chief Jason Kern.

French moved, Barnes supported, CARRIED, to approve Resolution # 2017-20, A Resolution to Approve Shipping Costs of Free Equipment and Vehicles Acquired through the Law Enforcement Support Office (LESO), Department of Defense, Disposition Logistics Agency as presented. (7-0, rcv)

C. Request Approval of Council & City Manager Goals (RCV)

Comments were received from Mayor Brown.

Brown moved, French supported, CARRIED, to Approve Council & City Manager Goals as presented. (7-0, rcv)

D. City Manager Report (see attached City Manager Report)

Comments were received from Council Members French and Brown.

E. Future Agenda Items

- ❖ Council Member Brown would like the Council Rules of Procedure added to the next agenda.
- ❖ Council Member Brown would like the renaming of Cass Street added to a future agenda.
- ❖ Council Member Spicer would like street replacement signs added to the next agenda.
- ❖ Council Member Reid would like Holland Park and Juneteenth presentations added to the next agenda.
- ❖ Mayor Brown suggested creating a sub-committee for the Council Rules & Procedures.

Comments were received from Council Members Lawler, French and Barnes requesting clarification on the sub-committee for the Council Rules & Procedures.

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

No action was necessary as all members were present.

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

Comments were received from Mary Slater, 517 E. Michigan Avenue; Stacey Levin, Assistant City Manager; Mike Bearman, 11016 29 Mile Rd; Richard Lindsay, Marshall, Michigan; Mayor Brown and City Manager Mitchell.

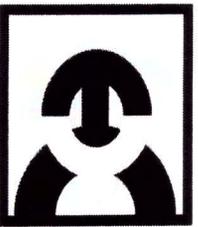
XI. Adjournment

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

Mayor Brown adjourned the meeting at 8:50 p.m.

Date

Jill Domingo
City Clerk



Quarterly Update - 1st 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				5
Prospect RFP	9				9
Prospect Activity	3				3
Entrepreneurship - Small Business	25				25

Community Development

Development Contacts	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD
	25				25

Highlights:

- Partnership with SBDC, offering 1 on 1 free counseling in Albion 1-2 days a month
- Partnership with SBDC and sponsorship by Homestead Savings, held a Starting a Restaurant or Food Business Workshop (33 registered)
- Marketing:
 - Developed asset sheets for marketing and a document highlighting the recent developments, the programs leveraged and the community involvement.
 - Organized a Community Marketing Group with an initial focus on shared branding with community partners.
 - Started development of customized pitch packet to proactively attract grocery store
 - Joint EPA Application for environmental assistance for Harvard site.
 - Peabody Project received letter of interest for CDBG for approximately \$800,000
- Albion Food Hub:
 - Website and logo development underway, target to be completed within 60 days.
 - Submitted 2 grant applications to supplement Farmer's Market and Aggregation Exchange system.
 - 4 re-occurring clients at various stages of business growth or development.
- Applied for re-certification for the Albion Industrial Park.
- Updated the 2017 Albion Industrial Guide.
- Toured redevelopment sites and corridors with John Tracy.
- AEDC Board championed Eaton Street Corridor, sub-committee met to develop strategy.
- Worked with City on the Comprehensive Plan, Redevelopment Ready Certification and the Capital Improvement Plan.
- Albion Redevelopment Corporation
 - Developing a strategic redevelopment plan for Downtown Albion to be presented to ARC Board of Directors within 45 days including funding sources.
 - Defined a process for commercial businesses interested in leasing ARC space in the Downtown. Process includes a Development Review Board that the City would participate in.

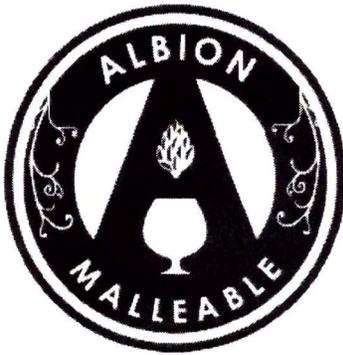
Albion Embraces Redevelopment

Vibrant and resilient, Albion is eager to partner on your growing your business.

Coming soon....

The Peabody Project

Local residents, Bill & Karen Dobbins, have introduced to the community a **\$1.7 million mixed-use development project** in one of the oldest buildings in downtown Albion. The building was named after the first settlers and was erected in 1852. The Dobbins have put in place a team of experts to revitalize the vacant building into first floor commercial space and market rate apartments on the second and third floor. The City of Albion is supportive of this project and has received a letter of interest from the MEDC for up to \$800,000 in Community Development Block Grant funds as part of the project financing. Additionally, the community will enter into a tax sharing agreement allowing the Dobbins to be reimbursed for some of the development costs, while allowing the community to benefit from the tax revenue.



Coming soon....

Albion Malleable Brewing Company

Beer enthusiasts, Ben Wade, Charles Moreau and John Grant and the New Albion Impact Group (NAIG), a group of local investors, will be opening a **microbrewery and taproom** in late Summer, early Fall 2017. The projected **\$1 million** project will occupy 3,600 square feet of a currently vacant facility located at the gateway to the downtown from the South at the corner of South Superior and Ash Street. The Brewery will have food service and future plans include café seating on the sidewalk, wine making and expanding as demand requires. The project will require approximately 15 full time employees when

operational. The Brewery also has plans to partner with the Albion Food Hub & Commercial Kitchen for some of the food preparation aspects to maximize output and minimize the expense of a commercial kitchen at this time. The Albion Food Hub is located within walking distance of the brew pub.

Coming soon....

Albion Downtown Courtyard by Marriot

A partnership between Albion College, college alumni and the City/Community, resulted in a **\$9.2 million 72 room boutique hotel** being constructed right across from the historic Bohm Theater and in the middle of a downtown on the cusp of being revitalized. The hotel will feature a restaurant, conference rooms and a ballroom and anticipates opening in late Fall 2017. The project, being lead by Albion College alumnus Dr. Samuel Shaheen and Shaheen Development, received a \$1 million grant from the Michigan Economic Development Corporation and nearly \$1 million in additional funds from the City of Albion Brownfield Redevelopment Authority to prepare the site for the build. Additionally, Albion College invested \$4 million as part of the financing for the project.



ALBION EMBRACES REDEVELOPMENT

Lights, Camera, Action - Take II

Historic Bohm Theatre – Redevelopment & Expansion

For more than 30 years local arts groups had worked to acquire the Bohm Theatre but the cost to acquire and renovate prohibited it from moving forward. The theatre stopped operation in November 2008 and in 2010 it tax reverted to the County. At that time, the Albion Community Foundation and the Albion Downtown Development Authority joined forces and formed the Friends of the Bohm Theatre. It soon became evident that there was enough community support to restore and revitalize the historic theatre and restoration began in September 2011. The theatre reopened in Fall 2014. In May 2015 the Bohm Theatre was awarded the prestigious Governor's Award for Historic Preservation.

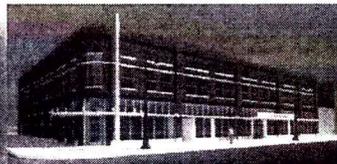
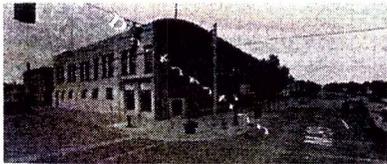


The theatre has been an economic driver for downtown Albion, has created a sense of place and serves as an anchor which helped attract the Marriott Courtyard hotel project and the coming brew pub. Building on its growth and success, the Bohm Theatre expanded its programming operations by adding an intimate 40-seat screening room in the adjoining building. The project received a \$50,000 matching grant from the MEDC and MSHDA after raising the matching funds through their Patronicity crowd funding campaign.

Albion College Continues to Invest in Community

Harrington Neighborhood Redeveloped

In February 2016, a \$1 million gift from a college alumna made a long-term housing development strategy a reality by allowing the College to offer financial incentives designed to attract college faculty and staff to live near campus, as well as provide financial support for students. For Judy and Michael Harrington, the memories of selfless parents and a top-flight education at Albion College spurred them to make the gift to the school that has meant so much to them over the years. The neighborhood being targeted for redevelopment by this project connects the campus with Downtown Albion and will promote a living and learning community that will complement the many other exciting projects and investments happening in Albion.



The Ludington Center

Through generous donations of more than \$2 million from alumni and private foundations, Albion College has renovated a two-story building at 101 N. Superior St. in the heart of downtown Albion. The Ludington Center is the result of a new Albion College president and a renewed vision for the role Albion College plays in our community, our state, and our region. It

ALBION EMBRACES REDEVELOPMENT

will be the public space that embodies the College's commitment to our host community. Most important, prospective students, alumni, and partners will see that Albion College is hands-on, and that we embrace our mission and founding principles. It is only appropriate that the Ludington Center's physical address also suggests an introductory course in community excellence—101 Superior, a place where the classroom and the community intersect.

The Ludington Center houses the College's Career & Internship Center; offices for several of the College's pre-professional institutes, including the Gerald R. Ford Institute for Leadership in Public Policy and Service and the Carl A. Gerstacker Institute for Business and Management; and, lastly, a downtown space from which to coordinate the Build Albion Fellows and AmeriCorps VISTA service programs. Several classrooms are also located in the building, along with retail space and community meeting spaces. It is planned that community partner organizations, visiting scholars, and experts-in-residence will also have offices in the Ludington Center, from which it is expected new ideas and partnerships will take root and grow.



\$3.5 million Upgrade for Davis Athletic Complex

Albion College has a long and proud tradition of success in intercollegiate athletics. This tradition is now turning a new page with the recently completed, multimillion-dollar Davis Athletic Complex, named after Albion residents Bud and Ruby Davis, longtime friends and supporters of the College who generously supported the project along with many other alumni. The new complex serves as the home of Britons baseball, softball, soccer, and lacrosse. The facility is a wonderful representation of Albion College's commitment to providing a first-class education and athletic experience for its student-athletes as well as a source of pride and entertainment for the greater Albion community.



Albion College Equestrian Center

Albion College's Nancy G. Held Equestrian Center is a full-service, state-of-the-art riding facility built on 340 acres of undulating land. Albion College finished construction on an impressive new \$1.8 million arena in the summer of 2016. In addition to providing equestrians in Albion with a state-of-the-art indoor facility, both students and community members are invited to board

ALBION EMBRACES REDEVELOPMENT

their horses in one of 80 stalls and to ride on the trails that wind through the 340 acres surrounding the arena. The new facility is one of the largest on any college campus in the country, and it is designed for hosting regional equestrian events that will bring thousands of visitors to Albion in the coming years. The multiphase plan for the Equestrian Center includes new paddocks and outdoor show arenas that will turn it into a regional showpiece and economic driver for Albion.

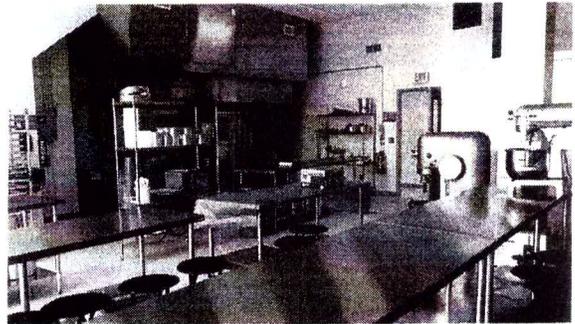
College Brings AmeriCorps VISTA (Volunteers in Service to America) to Albion

Albion College has made a commitment to the community through writing and receiving an AmeriCorps VISTA grant, which allowed 11 VISTA members to work with the College and City in 2016 & 2017 to boost economic development, education and health initiatives.

Albion Food Hub Opened Spring 2016

Albion Food Hub

The Albion Food Hub is a unique partnership that took a blighted downtown building and repurposed it into a hub of the community bringing public and private together. The \$600,000 rehabilitation and construction of a commercial kitchen was completed in early Spring 2016. In addition to the commercial kitchen aspect, the Food Hub provides for a year round Farmer's Market, a food aggregation and exchange and assists in improving food security through participation and coordination with local food charities and agencies. The commercial kitchen allows for small businesses to lower costs to create and sustain food-related businesses and encourages entrepreneurship through the kitchen incubator.



The Albion Food Hub seeks to partner with food-based businesses to promote growth in Albion.

The City of Albion Being Proactive for Redevelopment

Redevelopment Ready Certification

The City of Albion is actively engaged in the Redevelopment Ready Community (RRC) Program offered through the Michigan Economic Development Corporation (MEDC). Albion is adopting best practices in its zoning regulations, its development review policies and procedures, and in the marketing of priority redevelopment sites. By streamlining its development processes, the City is looking to improve the experience for investors and businesses looking to invest in Albion. In addition, Albion is working to increase the bandwidth of its fiber optic infrastructure, in order to increase the efficiency of moving data.

Demand for New Housing...Downtown and Citywide

A recently conducted target market analysis (TMA) reports that there is demand for new rental and for sale housing units in and around the downtown Albion. Between now and 2022, an estimated 432 housing units could be absorbed in the area. New housing products could range from loft apartments, duplexes, townhouses, and live/work spaces to single-family houses. Albion College has made it a top priority to launch a long-term housing development strategy

ALBION EMBRACES REDEVELOPMENT

with financial incentives designed to attract people to live and either rent or purchase residential dwellings in the downtown area. The City of Albion and its key stakeholders are taking the steps necessary to build a high-density, walkable downtown, including apartments above commercial spaces, that provides easy access to amenities like the Albion River Trail.

Trail Town Designation

The City of Albion has been recognized by the Michigan Department of Resources (DNR) as the “hub” for Michigan trails. Two national walking and biking trails – the North Country National Scenic Trail (NCNST) and the Great Lake-to-Lake Trail – along with Michigan’s Iron Belle Trail converge at Albion’s historic Victory Park, one of Albion’s 17 scenic parks. In addition, Albion was awarded a \$294,000 Trust Fund Grant from the DNR to expand the Albion River Trail. The trail will extend past the newly-renovated Albion College Equestrian Center.

The City recognizes the importance of the community’s trails as an asset and seeks to be designated as a Trail Town. Trails would have signage posted that would allow for promoting and identifying the amenities and attractions that would be of interest to trail users at access points.

Only in Albion – Quality of Life full of Arts and Music

Albion has a growing culture that supports the arts and music and many unique festivals and special events that happen only in Albion:

- Festival of the Forks
- Albion Aglow
- French Market
- Summer and Winter Farmers Market
- Kanoe the Kazoo (on the River)
- Krazy for the Kazoo River Cleanup
- The Blues at the Bohm Theatre
- Schuler Arts Studio and many local artists
- Outdoor Music events – Music at the Shell; Walk the Beat; Jazz at Cascarelli’s
- Live @ Lloyds
- 58-mazzilion churches in town & “The Old Rugged Cross”
- Holland Park
- Victory Park’s disc golf course
- Fourth of July Cruise In and Fireworks
- Mother’s Day
- And so much more!

Employer Resource Summit

WORKFORCE ASSISTANCE

REGISTER TODAY!

Space is limited and
will fill up quickly

Workforce issues
leading to lost
revenue, resources
or opportunities?

Come learn about
programs and resources
available to maximize
your workforce.



May 17, 2017

8:00 - 10:30 a.m.

Registration begins
at 7:45 a.m.

Call 517-629-3926 to register today.

Ludington Center

101 N. Superior Street
Albion, MI 49224

Agenda:

7:45 - 8:00 a.m. Registration & Continental Breakfast
8:00 - 8:10 a.m. Welcome & Introductions
8:10 - 8:20 a.m. Filling Hard to Fill Jobs
MEDC Talent Services

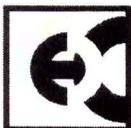
Breakout / Roundtable Discussions

8:25 - 8:45 a.m. Higher Education as Your Partner
8:50 - 9:10 a.m. Funding....Paying for Skills
9:15 - 9:35 a.m. Demystifying Apprenticeships
9:40 - 10:00 a.m. Futuristic View of the Emerging Workforce
Chris Walden, Michigan Works
10:00 - 10:30 a.m. Networking / One on One with the Resources

Panelists:

Albion College, Michigan Works, KCC, RMTc, MEDC Talent Services,
Upjohn Institute, Department of Labor, & Michigan HRDI.

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Albion EDC

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4/22/2017

Council Member Andrew French and City Manager Sheryl Mitchell
Albion City Hall
112 W. Cass St.
Albion, MI 49224

Greetings, Dr. Mitchell and Dr. French,

This letter is to inform you about a project that Albion College students and I have been working on along with Shelby Jouppi, a producer at WDET radio station in Detroit. This project was initiated this semester with my ANTH/HIST 256: Native North America class, and I am hoping to resume the project with my ANTH 343: Theory and Method in Anthropology class in fall. As part of a broader lesson on the history of settler colonialism and the significance of naming, students in ANTH/HIST 256 began exploring the history of Lewis Cass, the first territorial governor of Michigan after whom a number of places in our state are named. For instance, in Albion and in Traverse City, there is a Cass Street. In Bay City, Grand Rapids, and Detroit, there is a Cass Avenue. There's the Cass Cliff on Mackinac Island and The Lewis Cass Building in Lansing. Around the state, we have Cass County, Cassopolis, Cass Lake, and Cass River. And in Detroit, there is the Cass Corridor, Cass Park, and Lewis Cass Technical High School. While the students are exploring Cass's history, Shelby is investigating how it came to pass that some of these places acquired their names in the first place. She is also attempting to uncover any previous efforts by Michigan citizens to lobby for name changes.

Cass was a Brigadier General in the War of 1812. He served as an aide to General William Henry Harrison at the Battle of Thames, the infamous battle at which the celebrated Shawnee leader Tecumseh was killed. After his military victories, Cass was appointed military and civil governor of Michigan Territory from 1813-31. As territorial governor, Cass oversaw a number of Indigenous land cessions. Letters from Cass's tenure as governor show he was a slave owner and an ardent racist.

From 1831-1836, Cass served as Secretary of War under President Andrew Jackson. It is important to note that, during this period in US history, one of the primary duties of the Secretary of War was dealing by all means necessary with the "Indian problem." Throughout history the United States government has pursued a number of different strategies in its dealings with Indigenous peoples ranging from outright genocide to coercive assimilation. The period from 1830-1850 is characterized by scholars of US Indian policy as "The Removal Period." As Secretary of War, Cass implemented the Indian Removal Act and oversaw the coerced migration of tens of thousands of Native Americans from their ancestral homelands in the eastern United States to territories west of the Mississippi River. Some four thousand Cherokee died on the Trail of Tears from starvation, exposure, and disease. During this time, Cass also designed and supervised the Indian Vaccination Act. Since smallpox threatened federal removal programs, Cass offered selective protection on a limited basis to tribes the US government wanted to relocate; other tribes, such as the Mandan, were systematically excluded, leading to a loss of 90% of their tribe during the smallpox epidemic of 1837.

Later in his career, Cass served as minister to France, was twice a U.S. senator representing Michigan (1845-48, 1849-57), Secretary of State under President James Buchanan (1857-60), and twice an unsuccessful candidate for president. As a senator, Cass supported the Doctrine of Popular Sovereignty, which suggested that American settlers living in western territories should get to vote on whether or not to allow slavery. This idea inspired a rush by pro- and anti-slavery settlers to migrate to Kansas in order to sway the vote. The violence and intimidation that ensued, known as Bleeding Kansas, pushed the nation toward civil war. While the doctrine of popular sovereignty has been described by some as a failed compromise strategy, at its core that strategy was racist—it was empowering one group of people with the decision of whether or not they should be allowed to own and exploit another group of people. In exploring this later chapter of his career, students' also found that as Secretary of State, Cass denied passports to black scholars and abolitionists like John S. Rock. As a senator, Cass supported the Fugitive Slave Law (aka the "Bloodhound Law"), which denied trial to any person claimed as property by a slave owner and required citizens of free states to cooperate in the return of runaway slaves to their abusive masters.

This assignment—which asked students to research the history of an individual for whom a main artery of our city and our campus is named—is part of a broader conversation that is unfolding in communities and campuses across the US. The 2015 shooting at Emanuel African Methodist Episcopal Church in Charleston, South Carolina has reinvigorated demands for the removal of monuments dedicated to prominent pro-slavery and Confederate States figures. This year, Yale announced that the university's Calhoun College will be renamed to honor Grace Murray Hopper, an alumna who was a pioneering mathematician and computer scientist who helped transform the way people use technology. Last year, Harvard Law School changed its shield because it incorporated elements from a slaveholding family's coat of arms. Georgetown University literally funded itself in the 1800s with the sale of hundreds of slaves and is now atoning for this history by conferring an advantage in the admissions process to those slaves' descendants. At the University of North Carolina, officials recently renamed a hall that had honored a leader of the Ku Klux Klan. In April of 2016, leaders at Princeton University chose not to remove the name of Woodrow Wilson as protesters had demanded, and instead pledged to be transparent about his failings, such as his support for segregation, as well as his achievements leading the university and the country.

For this assignment, students were asked to argue which course of action they think is more appropriate for Albion—a name change (as Yale and UNC have elected to do) or a public education campaign (as Princeton is pursuing). All of the nine research teams favored a name change, and all nine also produced a biography of a notable Native American whom they felt is more deserving of the honor of a street name. I am including excerpts from their work below:

- “Names often go unnoticed in today’s society. They are a visible fact of life, present on every street, every building, every county, but where do they come from? Places are often named after notable people of their time...While many of these people were seen as heroes in their own time, today their acts may not seem so heroic.” This group proposed that Cass Street should be renamed after Cora Reynolds Anderson, the first woman elected to the Michigan House of Representatives. Anderson was of Ojibwe descent and, as of 2014, she is thought to be the only Native American woman ever to have served in Michigan’s legislature.

- “Although Cass may have represented Michigan in terms of the U.S. government, he certainly did not represent it well.” Indeed, Cass became very unpopular in the North on account of his opposition to anti-slavery groups and his support for popular sovereignty. “The harmful actions and words expressed by Lewis Cass over the years he served as a politician and statesman are rather grotesque and absolutely unworthy of praise. Showcasing the name ‘Cass’ continues the long perpetuation of erasure of Native American histories and communities by giving recognition to a man who, evidently, did more harm than good.”
- “It makes no sense to glorify a brutal man by naming a street after him. It would be reasonable if the greatest athlete of all time received the street name.” This group proposed that Cass Street be renamed after Jim Thorpe, a member of the Sac and Fox Nation who is considered by many to be the greatest athlete of the twentieth century and the greatest multi-sport athlete of all time. In 1912 Thorpe won Olympic gold medals in the pentathlon and decathlon. He played minor and major league baseball, was an All American college football player, a star professional football player, and first president of the American Professional Football Association, which later became the NFL.
- “Naming a street after someone is a way to honor someone, and cement them into the culture of the area, and Lewis’ Cass’s legacy should not be one that the city of Albion represents. I propose that we not only explain to the city why Lewis Cass is undeserving of the street name, but that we rename the street in honor of a Michigander more deserving who better embodies American ideals: Magdelaine Laframboise.” Laframboise was a French and Ottawa businesswoman who managed several trading posts in western Michigan. She “eventually retired on Mackinac Island where she put her wealth into the community through active volunteering... [Her] story fits a classic ‘American Dream’ and doubles as a feminist icon. Not only was she able to be economically successful when it was so hard from an Indian woman to do so at the time, but she also gave back to the communities in which she lived and sheared her wealth with those in need. Her accomplishments outshine those of Lewis Cass and touched more people in a positive way...”
- “We recommend that the street running through the center of [Albion] College be renamed from Cass St.... By associating the city with him, people are led to believe that the city regards Lewis Cass and his actions as admirable. Because of this, Albion should change the name to someone who is truly an American hero. We propose Cass St. be renamed to Hayes St., after Pima Indian Ira Hayes,” who is one of the six US soldiers immortalized in the famous photograph of the flag raising on Iwo Jima. “Hayes embodies everything that Lewis Cass believed a Native American could not be—an American Hero.”
- “Lewis Cass was a significant part of the system of Indian removal. The memorialization of his life in the form of a street-name is a sign of the United States’ problematic approach to our national history—by praising Cass, we ignore the cultural and physical genocide he supported. Changing the name on the street can have a significant effect on the way we remember our local and national history. In an effort to specifically counteract Lewis Cass’s destructive policies and effect on the Michigan Indian community, we argue to replace his name with that of a local Native American. Instead of Cass, who also has little direct connection to the Albion area...we suggest the life of

Whap-ka-zeek, a local Potawatomi chief who resided for a long time in the Spring Arbor area.”

- Dr. Betty Kay Givens McGowan (1942-) is a Choctaw and Cherokee Native American who is an internationally renowned human rights advocate and legislator. She is known for her work speaking out against domestic violence, and helped create the Downriver Anti-Rape Effort (DARE) to assist victims of sexual assault. Dr. McGowan is currently a representative of the United Nations, working on the Committee to Eliminate Racial Discrimination. Renaming Cass Street to McGowan Street would change the road map of Albion, putting it on a route that better displays our values.”

A number of other names were floated in the class, and my students and I would be very happy to share them with the City Council and/or the City Manager’s Office. We hope this exercise helps to support some of the ongoing important conversations that citizens of our community and the broader American nation are having about colonialism, race, and racism in U.S. history as well as the violence of erasure and the significance of naming.

Thank you for taking the time to read this summary. I will be very eager to hear back from you and learn how you feel it might be appropriate to proceed.

Kind regards,



Allison Harnish, Ph.D.
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Department of Anthropology and Sociology
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aharnish@albion.edu

Michigan
Women's
HALL OF FAME



Cora Reynolds Anderson

(1882 - 1950)

Inducted: 2001 Era: Historical Group: Native American

Area(s) of Achievement: Politics

Cora Reynolds Anderson was the first woman elected to the Michigan House of Representatives, serving one term from 1925 to 1926. She is also believed to be the only Native American woman elected to the Michigan House or Senate.

While in the House of Representatives, Anderson concentrated on public welfare issues and chaired the Industrial Home for Girls Committee. She was particularly interested in public health issues, especially the fight against alcoholism and tuberculosis. Prior to her term, she had organized the first public health service in Baraga County and was instrumental in securing the county's first public health nurse. She also became actively involved in the Michigan Grange and served as the Upper Peninsula officer.

Anderson was educated as a teacher at the Haskell Institute in Lawrence, Kansas, which is known today as the Haskell Indian Nations University. She taught school in the Upper Peninsula for several years. At a time when minorities, including Native Americans, were subjected to considerable economic and social discrimination, Anderson's determination to attend college and return the benefits of her education to her community was notable. Her role as educator, legislator, and public health reform leader aided the Native American community as well as the whole of society.

Photo Courtesy of Archives of Michigan

Michigan
Women's
HALL OF FAME



Magdelaine Laframboise

(1779 - 1846)

Inducted: **1984** *Era:* **Historical** *Group:* **Native American**
Area(s) of Achievement: **Business**

Magdelaine Laframboise was one of the most successful fur traders in what was to become the state of Michigan. As such, she is the most prominent of the early businesswomen in the state for whom we have historical records.

Of French and Indian ancestry, Magdelaine Marcot was raised as an Ottawa and always considered herself an Indian. She wore Indian dress all her life and served as a valuable contact among the tribes for white settlers and other traders.

With her husband, Joseph, Magdelaine built the first trading post in the Grand Rapids area around 1800. Her Ada trading post was the first permanent mercantile establishment in the Grand River valley and was the forerunner of the settlement which became Grand Rapids. After her husband's murder in 1806, Magdelaine continued to manage several trading posts in west Michigan, a business enterprise which reached from the Grand River to Mackinac. For a period of more than 15 years, she was so successful that the powerful American Fur Company found itself unable to compete with her and so convinced her to merge with that company in 1818, following which she retired to Mackinac Island.

Fluent in four languages, Magdelaine became active in church affairs on the island after her retirement in 1821. She paid the salaries of the island priests and donated a large tract of land for St. Anne's church, in consideration for which she was buried beneath the altar, where she rests to this day.

Popular and respected by representatives of two cultures, Magdelaine Laframboise made her mark in a male-dominated world, and she did so by preserving her native heritage. She also viewed the times in realistic perspective, and saw to it that her children were prepared to succeed in a 'white man's' world. They were educated in Montreal, and the daughter married the brother of President Franklin Pierce, while the son carried on the family tradition by becoming a trader in Minnesota.

Michigan
Women's
HALL OF FAME



Kay Givens McGowan

(1942 -)

Inducted: 2009

Era: Contemporary

Group: Native American

Area(s) of Achievement: Native American Rights, Women's Rights

Few can claim to have made a difference on a national level. Kay Givens McGowan attained international recognition not once but three times, even helping to draft a United Nations' document relating to indigenous peoples.

McGowan, an American Indian of Choctaw/Cherokee heritage, was a social activist all her life. She helped found First Step, a domestic violence shelter in southeast Michigan, as well as DARE, the Downriver Anti-Rape Effort. The Michigan Citizens Lobby, with McGowan as director, led the successful effort to pass generic drug and auto repair legislation, both regarded as models of progressive public policy. She also coordinated the statewide petition drive to repeal the sales tax on groceries and medications.

While earning a doctorate in anthropology, she began teaching Native Studies and women's studies courses at the University of Toledo, Wayne State University, Eastern Michigan University, and Marygrove College. At the latter, she founded the Ethnic Studies program.

In 1995, she was named a delegate to the United Nations' Fourth World Conference on Women. For a year afterward, she dedicated her time to speaking out about issues that women faced around the globe.

In 2005, as a board member of the National Indian Youth Council, she traveled to Switzerland to represent American Indians at deliberations resulting in the UN Declaration on the Rights of Indigenous Peoples. In 2008, she addressed the United Nations' Committee on the Elimination of Racial Discrimination.

McGowan, an accomplished writer, contributed an essay to the book *Make a Beautiful Way: The Wisdom of Native American Women*.



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: May 1, 2017
RE: City Manager's Report

CITY OF ALBION

City Manager

- **MDOT – Superior Street Reconstruction –**
 - MDOT is adding signage to help direct vehicles to parking locations downtown
 - There were 2 incidents that caused water interruptions
 - MDOT Open Houses: 9am at Ludington Center - May 10th, May 24th

Week of May 1, 2017

*2nd Floor
- Conference Room -*

- **M-99 (Superior St) Closed from Ash Street to Michigan Ave**
- **Cass Street to Remain Open**
- **Erie Street to Close End of the Week – for 2 – 3 Days**
- Maintain Access to Business' with Pedestrian Barricades
- Watermain Installation – No Anticipated Service Shut Downs

Week of May 8, 2017

- **M-99 (Superior St) Closed from Ash Street to Michigan Ave**
- **Cass Street to Close Mid Week – for 2 – 3 Days**
- **Erie Street to Remain Open**
- Maintain Access to Business' with Pedestrian Barricades
- Storm Sewer Installation

Finance Department

- City Income Tax Forms are available and can be downloaded from the City website. The deadline for filing City of Albion taxes is today, May 1, 2017.

Assessing

- Would like to schedule an update from the Assessor. Would Council prefer this to be held at a regularly scheduled meeting or work session?

Public Services

- Granger has issued a statement regarding the wording on their invoices. Residents can request to receive invoices without the messages.

Public Safety

- Officer Richard Decker will be retiring on Friday.

Recreation

- **Open swimming** is now being offered on Monday and Wednesday Evening from 6:00 – 8:00 pm for youth in grades 5-8. There is a \$1.00 fee
- **Water Aerobics** continues on Tuesday and Thursday from 6:30 -7:30 pm at the Albion Community Center.
- **Open Walking** continues Monday – Friday from 9:00 – 10:00 am at the Albion Community Center. No fee
- **12 U and 14 U Baseball Teams** continue with their practices which have moved outside. Games begin the week of May 1, 2017
- **Dance Exercise** classes continue on Monday and Wednesday from 6:00 – 7:00 pm. Teen/Adult Ballet is held on Monday from 7:00 – 8:30 pm and Teen/Adult Modern/Creative Dance is be offered on Wednesday from 7:00 – 8:30 pm.
- **Ballroom and Swing Dance** is offered on Tuesday and Thursday from 6:30 – 7:30 pm. There are still openings in all of these classes. There is a \$4.00 per session fee or you can pay \$35.00 which entitles you to 10 sessions in any or all of the classes.
- The Recreation Department completed to very successful events over the last two weeks. The Annual Easter Egg Hunt was held on April 15th and the Annual Daddy Daughter Dance was held on April 21st. Both events were well attended.

BOARDS AND COMMISSIONS

Albion Building Authority:

- Have agreement to allow Hoffman Bros. to use parking lot on East Eric to store materials.
- Next scheduled meeting is June 8th at Maple Grove

Albion Trust

- Council approved the renewal. Accepting applications for Trustee positions.

Economic Development Corporation:

- Next meeting: Thursday, May 4th at 7:30am.
- Community Marketing work group with representatives from several organizations are meeting.

Downtown Development Authority:

- Red, White & Blue Car Cruise is June 29th.

Planning Commission

- RRC 2nd Quarter Report was submitted to the MEDC
- Annual Report will be on next council agenda

OTHER ORGANIZATIONS

AmeriCorps/Vista

- Analyzing data from Albion Forward Survey. Update/report to come.
- Working on VISTA Quarterly Report
- Position Descriptions for VISTA are available through my.americorps.gov if anyone in Albion is interested in applying.
- Planning for **Community Open House event on June 28th**

Greater Albion Chamber & Visitors Bureau

- **Eggs & Issues:** The current schedule of Eggs & Issues meetings are as follows:
 - May 19 @ Duck Lake Country Club

Resilient Communities – Cronin Project

Thursday, 5/4/17	6 - 7:30 PM	Community Book Study: "Waking Up White"	Albion District Library 501 S. Superior St, Albion
Thursday, 5/11/17	6:30-8:30 PM	Community Conversations	Albion (Ludington Center) & Marshall (Franke Center, 214 E. Mansion St.)
Saturday, 5/13/17	8 AM-5 PM	Museum of African American History Field Trip	Detroit*
Tuesday, 5/16/17	6-9 PM	Movie Screening: "Traces of the Trade"	Bohm Theatre 201 S. Superior St, Albion
Thursday, 5/18/17	6 - 7:30 PM	Community Book Study: "Waking Up White"	Albion District Library
Thursday, 6/1/17	6:30-8:30 PM	Community Conversations	Albion (Ludington Center) & Marshall (Franke Center)
Wednesday, 6/7/17	8:30A-5:30P	Holocaust Museum Center Field Trip	Farmington Hills*

Charter Bus Transportation and Lunch Provided

The Albion-Marshall Resilient Communities Project is a community-based initiative with the goal of cultivating more understanding, respect, and dignity for one another. Building on the successes of our children who have shown tremendous courage and growth, it is now time for the adults in our communities to enter into dialogue with one another to aid in the process of our own healing.

Register now to be a part of this transformational work in our two communities!

amrcp.org/registration



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

112 West Cass Street ♦ Albion, MI 49224
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MEMO

TO: Honorable Mayor and City Council
FR: Sheryl L. Mitchell, City Manager
DA: May 15, 2017
RE: **Agenda Summary**

ITEMS FOR INDIVIDUAL DISCUSSION

- A. **Request Approval of 2017 Sidewalk Exemptions.** In 2008, a ten (10) year special assessment was enacted to address sidewalk repairs and maintenance. The program is funded by a fixed per parcel assessment of \$50.00 annually that generates approximately \$150,000 per year. In 2008, residents were provided the opportunity to be exempted. It has been determined that there still remains parcels where sidewalks do not presently exist and the City does not have the resources to allocate towards installation of new sidewalks in these areas at this time. It is in the public interest to allow properties (residential, commercial, industrial) that are without a sidewalk the opportunity to request to be added to the listing of properties with an exemption from the 2017 sidewalk assessment. An owner or party of interest or their agent may appear in person at the public hearing to seek the exemption to the special assessment or may file their appearance by letter, received before the date of the public hearing. A listing of the requests received in writing are included in the council packet. This year is the last of the 10 year special assessment. Going forward, Council will need to make a determination about how to address sidewalk installation/repairs going forward. City Manager recommends approval
- B. **Request Approval Resolution #2017-22, To Authorize the City Clerk to Sign and Submit a Grant Application to the State to Purchase Election Equipment Funded by HAVA and the State of Michigan.** The City of Albion wishes to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators (if applicable), accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software. Full funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations, if any, are detailed in the attached Dominion quote. The City of Albion plans to begin implementation for first use of the new voting system in November 2017. The resolution authorizes the Clerk to submit a grant application on behalf of the City of Albion.

- C. **Discussion – Street Replacement Signs.** At the May 1, 2017 Council Meeting, Council Member Spicer requested a discussion regarding the replacement of street signs.
- D. **Discussion Council Rules of Procedure.** T At the May 1, 2017 Council Meeting, Council Member Brown requested a discussion of the Council Rules of Procedure. Mayor Brown created a sub-committee consisting of Council Members French and Brown.
- E. **Request Approval for Assembly Permit for Salem United Church of Christ Rummage & Bake Sale in Crowell Park.** The Salem United Church of Christ has requested the use of Crowell Park for a Rummage and Bake Sale on Saturday, May 20th, from 8am-3pm. They have also requested to hold movies in the park on Friday, June 16th, July 14th, and August 18th. The movies are to be free and open to the public. It is anticipated that the events might attract over 100 people. City Code – Sec. 62.6 requires City Council approval for assemblies attended by more than 100 persons in any city park. City Council in granting permission may attach conditions, such as noise control and cleanup of the park. There is also a requirement for a Transient Merchant's Permit, which only requires administrative approval. City Manager recommends approval of the public assemblies.
- F. **Request Approval to Open City Hall at 8:30am on Wednesday, May 17, 2017 for an Employee Appreciation Breakfast hosted by First Baptist Church and Homestead Bank.** City employees have been invited to attend an appreciation breakfast on May 17th from 7:30am to 8:30am. In order to permit most employees to be able to attend, Council is requested to authorize delaying the start of business from 8:00am to 8:30am on that date. City Manager recommends approval
- G. **Request Approval of Temporary Signs for Downtown Businesses.** With the construction along Superior Street, there have been requests from local businesses to temporary signs during the street construction to help guide patrons to their businesses and parking. City Manager recommends approval

Resolution # 2017-22

**To Authorize the City Clerk to Sign and Submit Grant Application
to the State to Purchase Election Equipment Funded by HAVA and the
State of Michigan**

WHEREAS, the City of Albion, City Council, wishes to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators (if applicable), accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

WHEREAS, full funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations, if any, are detailed in the attached Dominion quote.

WHEREAS, the City of Albion plans to begin implementation for first use of the new voting system in November 2017.

NOW, THEREFORE, BE IT RESOLVED that the City of Albion Clerk is authorized to submit this Grant Application on behalf of City of Albion, Calhoun County on this day of _____, 2017.

The foregoing resolution offered by Council Member _____.

Second offered by Council Member _____.

Upon roll call vote the following voted "aye" _____

(list names of members voting "aye")

"nay" _____

(list names of members voting "nay")

Clerk:

(Name)

2017 NEW DOMINION VOTING EQUIPMENT COSTS

Calhoun County

Initial Costs and first 5 years are covered by the State using HAVA and State-appropriated funds

Includes 65 Tabulators, 43 ADA devices, and 'Accumulation Only' Software

Additional/Extra ONE TIME Costs (not covered by State) include: (purchase from your \$2,000 budget)

- EMS Hardware (**County only**) includes EMS Express & Listener Server/Desktop, EMS Express Managed Switch, Compact Flash Reader/Writer, 1-Button Programmer w./USB adapter, SmartCard Reader/Writer, EMS Report Writer, one-time cost (1TC)
- Results Transmission includes ImageCast Listener Express Server and Firewall (**County only**), one-time cost (1TC)
- Cellular Wireless Modem (send results from Precinct Tabulator), one time cost, (external) minimum one per precinct location
- IC Communications Manager Software - to receive Cellular Modem/RTM results at the County, one time cost (1TC)

\$19,580 divided by 63 precincts **each precinct/1TC \$310.80**

Optional ONE TIME Costs (not covered by State) refer to ElectionSource Product Roll-Out Flyer:

- Optional ICX Transport Case (ICX comes in pre-packaged boxes) **each \$450.00**
- Black Case or Soft side Case range depending on the requirement for protection **each from \$150 - \$400**
- ICX Custom Designed Cart - holds/stores ICX monitor w./side table slide to accommodate a wheel chair, printer storage underneath, swivel/locking casters, power strip, plug in ONE cord on Election morning **each \$49.00**
- Padded Tabulator Bag, pockets for cables/memory cards, handles/shoulder strap **each tabulator \$49.00**
- ICX Privacy Shield **each ADA device \$20.00**
- EXTRA Regular or Collapsible Ballot Bin - NOTE: clerk will receive a Ballot Bin of their choice with their initial order, no add'l charge for either option. **each \$950.00**
- Cost if you wish to purchase an add'l ballot box (separate from the initial purchase)

Costs for years 6 through 10 are the responsibility of local jurisdictions:

	(unit)	Actual	LOCAL Optional Items	COUNTY	STATE
ICP Tabulator w./Ballot Box Annual Fee Maintenance/Extended Service	each tabulator	\$375.00			
ICX Accessible Device Annual Fee Maintenance/Extended Service	each ADA device	\$240.00			
Accumulation Only EMS Annual Fee/ Service options (County only)					
\$5,400 Annually (equivalent of 18 hrs.) or \$300 hourly; OR for years 6-10 reduced cost contract option (available later)				\$300 hourly	
ImageCast Communications Manager Annual License and Fee (for County modem software)					
	each precinct	\$68.58			
	each precinct	\$683.58			
Years 6 - 10 ANNUAL PER PRECINCT COSTS Unless ADA Device is shared at same location:					

\$439,886.00

2017 NEW DOMINION VOTING EQUIPMENT COSTS

Calhoun County

EACH ELECTION Costs (not covered by State) include:

Programming estimates (for both ICP and ICX)

ICP Thermal Paper Roll

Data Cost for Cellular Modem: minimal. Service activated a month prior to election = cost estimated at \$8-\$10 a month; rest of year cost is \$0.01 per month to keep account activated.

Test Deck options for **Primary and General Elections**:

- 1) County creates Ballot Charts (average of \$45 for first one + \$25 each for rest)
County prints chart \$, Locals mark ballots
- 2) County creates Ballot Charts (average of \$45 for first one + \$25 each for rest)
ES prints chart, uses overlay to mark our test ballots, sends to local clerk
- 3) Full Test service includes ballot chart creation, printed chart, marked ballots;
also requires a level of local participation; if countywide full service is
utilized a pre-set test date/time will be scheduled and your Local Election
Commission is required to be in attendance (recommended by BoE and Co.)

	(unit)	Actual	LOCAL Optional Items	COUNTY	STATE
per precinct		\$320.00			
+ per split		\$50.00			
each		\$3.50			
each modem	\$				
per ballot style			Chart creation costs Plus \$65.00		
			same as current		
					\$110.00

PROPOSAL



Calhoun County

Total Registered Voters:
98,000+

Date: **March 30, 2017**

Base System per State Contract

DESCRIPTION	QTY	UNIT PRICE	UNIT DISCOUNT	NET PRICE	EXTENSION
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Precinct Hardware (Shared Cost, State-Local)

<i>ICP Tabulator w/ Ballot Box</i>	65	\$5,295	(\$957.34)	\$4,337.66	\$281,948
<i>ICX-BMD-A Accessible Ballot Marking Device</i>	43	\$3,515	(\$635.51)	\$2,879.49	\$123,818

Sub-Total: **\$405,766**

Election Management System Software (Shared Cost, State-Local)

<i>County Accumulation Only EMS</i>	1	\$41,650	(\$7,530.32)	\$34,119.68	\$34,120
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Sub-Total: **\$34,120**

Total Initial Purchase Price (Matched to State Reimbursement) **\$439,886**

Discounts & Reimbursement

<i>Trade-in discount</i>					included
<i>State Reimbursement - Price Match</i>					(\$439,886)

Sub-Total: **(\$439,886)**

Total Initial Purchase Price (Shared Cost, State-Local) **\$0**

Extended Service and Maintenance

<i>ICP Tabulator w/ Ballot Box Annual Fee</i>	65	\$375			\$24,375
<i>ICX Accessible Ballot Marking Device Annual Fee</i>	43	\$240			\$10,320
<i>Accumulation Only EMS Annual Fee: check box</i>	<input type="checkbox"/>	\$5,400			
<i>OR for \$300/hr service option: check box</i>	<input type="checkbox"/>				

Sub-Total: **\$34,695**

Years 6-10 Annual Fees: **\$34,695**

Authorizing Signature, Title

Date

Options

DESCRIPTION	QTY	UNIT PRICE	EXTENSION
AVCB Hardware			
<i>Upgrade to ICC M160II System - Battle Creek</i> <i>(based on substitution of 2 allocated AVCB precinct tabulators)</i>	1	\$2,390	\$2,390
<i>Sub-Total:</i>			\$2,390

Election Management System Hardware			
<i>EMS Express Server - Desktop</i>	1	\$1,750	\$1,750
<i>EMS Express Managed Switch</i>	1	\$200	\$200
<i>Compact Flash Reader/Writer</i>	1	\$60	\$60
<i>I-Button Programmer with USB Adapter</i>	1	\$50	\$50
<i>EMS Report Writer</i>	1	\$250	\$250
<i>Sub-Total:</i>			\$2,310

Results Transmission			
<i>ImageCast Listener Express Server - Desktop</i>	1	\$2,200	\$2,200
<i>ImageCast Listener Express Firewall</i>	1	\$480	\$480
<i>ICP External Wireless Modem</i>	64	\$295	\$18,880
<i>ImageCast Communications Manager Software</i>	1	\$19,580	\$19,580
<i>Sub-Total:</i>			\$41,140

Extended Service and Maintenance			
<i>ImageCast Communications Manager Annual Fee</i>	1	\$4,320	\$4,320
<i>ICC M160-II Annual Fee</i>	1	\$1,015	\$1,015
<i>Sub-Total:</i>			\$5,335

Years 6-10 Annual Fees (Options):	\$5,335
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Authorizing Signature, Title

Date



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: May 15, 2017
RE: **Agenda Summary**

ITEMS FOR INDIVIDUAL DISCUSSION

- A. **Request Approval of 2017 Sidewalk Exemptions.** In 2008, a ten (10) year special assessment was enacted to address sidewalk repairs and maintenance. The program is funded by a fixed per parcel assessment of \$50.00 annually that generates approximately \$150,000 per year. In 2008, residents were provided the opportunity to be exempted. It has been determined that there still remains parcels where sidewalks do not presently exist and the City does not have the resources to allocate towards installation of new sidewalks in these areas at this time. It is in the public interest to allow properties (residential, commercial, industrial) that are without a sidewalk the opportunity to request to be added to the listing of properties with an exemption from the 2017 sidewalk assessment. An owner or party of interest or their agent may appear in person at the public hearing to seek the exemption to the special assessment or may file their appearance by letter, received before the date of the public hearing. A listing of the requests received in writing are included in the council packet. This year is the last of the 10 year special assessment. Going forward, Council will need to make a determination about how to address sidewalk installation/repairs going forward. City Manager recommends approval
- B. **Request Approval Resolution #2017-22, To Authorize the City Clerk to Sign and Submit a Grant Application to the State to Purchase Election Equipment Funded by HAVA and the State of Michigan.** The City of Albion wishes to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators (if applicable), accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software. Full funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations, if any, are detailed in the attached Dominion quote. The City of Albion plans to begin implementation for first use of the new voting system in November 2017. The resolution authorizes the Clerk to submit a grant application on behalf of the City of Albion.

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Resolution #2017-23

A RESOLUTION TO APPROVE BID AND ENTRY INTO AGREEMENT WITH REVITALIZE, LLC FOR ADMINISTRATIVE CONSULTING SERVICES AS A THIRD PARTY CDBG GRANT ADMINISTRATOR

Purpose and Finding: The City of Albion accepted proposals from State of Michigan certified CDBG grant administrators for management and administrative services in the preparation of a Community Development Block Grant (CDBG) Program and subsequent administrative/implementation of that program should the Peabody Project (400 S. Superior St.) be funded by the state. A committee reviewed the submitted proposals and is recommending Revitalize, LLC to assist the City of Albion with all CDBG required compliance issues and perform duties typically required of a Michigan Economic Development Corporation (MEDC) Certified Grant Administrator.

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

RESOLVED, that the City of Albion hereby officially accepts the bid, dated April 12, 2017, from Revitalize, LLC, for the City of Albion Administrative Consultant – Certified CDBG Grant Administrator RFP, at an amount not to exceed \$28,800.

BE IT FURTHER RESOLVED, that the Mayor and Clerk are hereby authorized to sign the agreement between the City of Albion and Revitalize, LLC for services related to the City of Albion Administrative Consultant – Certified CDBG Grant Administrator RFP.

Date: May 15, 2017

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on March 20, 2017.

Jill Domingo
City Clerk

CONTRACT FOR CERTIFIED GRANT ADMINISTRATOR

SECTION ONE – PURPOSE

The City of Albion, a Michigan Municipal Corporation, located at 112 W. Cass St. Albion, MI 49224, and Revitalize, LLC., a Michigan Limited Liability Corporation, located at 706 S. Diamond Rd., Mason, MI 48854, desire to enter into an agreement for the Revitalize, LLC to provide Administrative Consulting Services as a third party CDBG Grant Administrator, with the City of Albion having accepted the bid of Revitalize, LLC, following a Request for Proposals.

SECTION TWO – PARTIES

City of Albion (“the City”) and Revitalize, LLC, (“Revitalize”) are parties to this agreement.

SECTION THREE – TERMS

Revitalize will provide administrative and management services in the preparation of a Community Development Block Grant for the redevelopment of 400 S. Superior St., Albion, MI 49224, as well as subsequent administrative services and implementation of the program if it is funded by the State of Michigan.

Revitalize will provide services under this agreement, including:

- A. General Tasks;
- B. Financial Management;
- C. Environmental Review;
- D. Procurement;
- E. Construction and Labor Compliance;
- F. Monitoring and Close out; and
- G. National Objective Compliance, Surveys, and Income Verification.

The detailed description and scope of the services, described in paragraphs A through G of this section, to be provided by Revitalize, are set forth in the attached Request for Proposals, which is hereby incorporated by reference as **EXHIBIT 1**. Revitalize hereby agrees to provide the services described in **EXHIBIT 1** to the City.

In exchange for the services provided by Revitalize, the City will pay Revitalize at a rate of eighty (\$80.00) dollars per hour. Revitalize estimates that the total project will require three hundred sixty (360) hours to complete. Total payment to Revitalize for services rendered under this agreement shall not exceed twenty-eight thousand eight hundred (\$28,800.00) dollars. Payments will be made by the City to Revitalize quarterly based on requests for payments submitted by Revitalize to the City for hourly work completed.

SECTION FOUR – EFFECTIVE DATE

This agreement shall take effect upon the date of signature of both parties.

SECTION FIVE – SEVERABILITY

If any part of this agreement is determined to be invalid, the rest of the agreement remains in full effect.

SECTION SIX – NO ORAL MODIFICATION

This agreement may not be modified orally. This agreement may only be modified through a written agreement signed by both parties.

SECTION SEVEN – CONTRACT VENUE

This contract shall be interpreted under the law of the State of Michigan. Any and all disputes, disagreements, legal actions, litigation and questions of conflict shall be brought in the courts for the County of Calhoun, State of Michigan.

SECTION EIGHT – TERMINATION

If adequate progress is not being made on the required work or the terms of the RFP have not been complied with, the City shall provide written notice to Revitalize. If Revitalize fails to correct the issue within thirty (30) days of notification, then the City may terminate the contract. Should the City desire to terminate this contract for any other reason, the City may do so upon thirty (30) days written notice to Revitalize.

SECTION NINE – NON-DISCRIMINATION

Revitalize 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.

SECTION TEN – INDEMNIFICATION

Revitalize shall indemnify and hold harmless the City, its officers, directors, employees, and agents from and against any and all claims, lawsuits, actions, demands, damages, or losses, arising out of or relating to any death, personal injury, or property damage claims, to the extent caused by the negligent or other wrongful acts or omissions of Revitalize, or of any agent of Revitalize, while performing work pursuant to this contract.

City of Albion

Revitalize, LLC

Garrett Brown, Mayor

Bruce Johnston

Date

Date

Jill Domingo, City Clerk

Date

DRAFT

4/12/2017

City of Albion
112 W. Cass St.
Albion, MI 49224

Subject: Brief History of Revitalize, LLC

To the City of Albion,

On behalf of the Revitalize, LLC team, we are pleased to provide the enclosed information and appreciate the opportunity to be considered for your project. It was interesting and exciting to read about the History of the City and the part the Peabody Building has played throughout its history. Our team consists of Bruce Johnston (co-owner and main contact), Shanda Johnston (co-owner and quality control lead), Kim Carter (administrative assistant/compliance lead) and Mike Thompson (owner of Spectacular Specifications and construction management specialist). Bruce and Kim are MEDC certified grant administrators. Resumes for all are included.

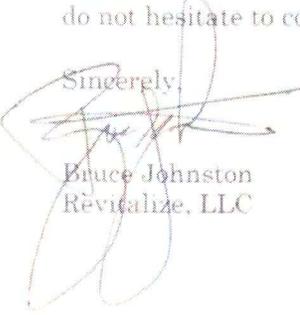
After 25 years of administering all of Ingham County's CDBG and related projects, Revitalize, LLC was formed in 2010 to assist Cities throughout Michigan with grant management and historical housing endeavors, utilizing MSHDA funding. Since then we have evolved into MEDC certified grant administrators and have experience with more than 83 separate historical buildings in 21 cities, creating more than 180 residential rental units, Historical façade renovations, and numerous commercial opportunities.

I personally want you to know that the renovation of historical buildings in small/medium sized Cities in Michigan is a passion of ours that goes back into the mid 1990's. The transformation of downtowns from the renovation of these buildings changed my career direction forever.

We pledge to provide the services needed to assist the City of Albion and the Dobbins family alike in the many facets of renovation utilizing federal funds.

Again, thank you for this opportunity, and if you need any additional information please do not hesitate to contact me at your convenience.

Sincerely,


Bruce Johnston
Revitalize, LLC



REVITALIZE, LLC 706 SOUTH DIAMOND ROAD, MASON MI 48854 (517) 719-7512

CITY OF ALBION
 SCORING SHEET
 RFP FOR ADMINISTRATIVE CONSULTANT – CDBG GRANT ADMINISTRATOR

SELECTION CRITERIA	MAXIMUM POINTS	POINTS AWARDED (A) REVITALIZE, LLC	POINT AWARDED (B) HAGER CONSULTING
Firm Qualifications and Experience	30 Points	30	30
Key Personnel Qualification and Experience	30 Points	30	25
Availability and Ability	20 Points	20	15
Proposed Fee	20 Points	20	15
TOTAL	100 Points	100	85

ADDITIONAL COMMENTS:

Confirmed by: SHERYL MITCHELL, AMY DEPREZ, MIKE TYMKEW

**CITY OF ALBION
REQUEST FOR PROPOSALS
ADMINISTRATIVE CONSULTANT
(CDBG GRANT ADMINISTRATOR)**



REVITALIZE, LLC 706 SOUTH DIAMOND RD. MASON MI 48854 (517) 719-7512

PART ONE: SCOPE

Information Required from Consultant (CGA)

I. General Tasks

Total estimated time for General Tasks "A" through "F" as provided on RFP is:

30 hrs.

Comments: Revitalize has MEDC accepted sample policies that are required which may be utilized and adopted as the City desires. To ensure that the Section 3 Policy is compliant and followed, staff will review it with the Developer in depth and without additional expense to the project. Meetings to move project forward, file preparation, semi-annual reports, etc. Also, Revitalize will hold a contractor recruitment meeting for area sub-contractors and work with the Albion HC for available residents to comply with Section 3 requirements.

II. Financial Management

Total estimated time for Financial Management tasks "A" through "D" as provided on RFP is:

72 hrs.

Comments: Payment requests are typically submitted monthly and this project as described will begin August 2017 and typically take 6-8 months. Documentation for prevailing wage projects is in depth and time consuming. Progress reports, semi-annual reports etc. included.

III. Environmental Review

Total estimated time for Environmental Review tasks "A" through "B" as provided on RFP is:

16 hrs.

Comments: Revitalize, LLC staff has extensive experience in MEDC required environmental assessments for projects like the Peabody. We will conduct the review, assess it with City representatives/MEDC and provide to City for publishing requirements as required. Furthermore, we will expedite the process to save weeks in time for the project.

IV. Procurement

Total estimated time for Procurement tasks "A" through "G" as provided on RFP is:

40 hrs.

Comments: This is an area that can vary greatly depending on the desire of the City and Building Owner/Developer. According to the tasks in the RFP, there is need for compliance assistance from the Administrative Consultant. The time provided is the minimum, it could be considerably more. Revitalize, LLC accepts the needs and process regardless of the time.

V. Construction and Labor Compliance

Total estimated time for Construction and Labor Compliance tasks "A" through "I" as provided on RFP is:

174 hrs.

Comments: As an organization and compliance specialist, this is an area that is most important to be diligent and available. Included in this area is: contract preparation with all related federal language, on site employee interviews, collection of all documentation pertaining to payroll, construction monitoring for labor compliance, owner's needs, inspections and construction closeout with City, MEDC requirements, and Section 3 compliance. This is the area that requires the most on site work. Our experience is to be there on a regular basis to keep up to date on all of the above mentioned requirements to ensure that the project will be compliant and the owner is happy....therefore the City is as well. We would be on site a minimum of 4 times per month to stay on top of compliance and trouble shoot with City and Owner any issues that arise. Estimated time 29 hrs/month.

VI. Monitoring and Close Out

Total estimated time for Monitoring and Close out tasks "A" through "C" as provided on RFP is:

20 hrs.

Comments: File management, dotting I's, crossing T's, and double checking that everything is in the area of the file that is required. Assist City in day long monitoring to assure all information is provided to allow for the best possible end result. No Findings!!

VII. National Objective Compliance

Total Estimated time for National Objective Compliance:

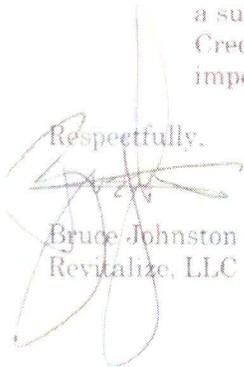
8 hrs.

Comments: The certification of "Blight" by the local building official can be set up early on so all parties are aware of the process needed to obtain the certification.

Total 360 hrs.

Comments: Please know that the above described hours is an estimate that we believe to be true and accurate based on our experience performing this work with MEDC and Federal requirements in mind. Regardless of the hours it will take, Revitalize, LLC will do what is necessary to confirm compliance and a successful end to your project. Additionally, we understand the project will be receiving Historic Tax Credits and CGA will need to help Architect, consultant, and owners with the compliance of this important piece of the project. We pledge to provide the manpower to help with this endeavor.

Respectfully,



Bruce Johnston
Revitalize, LLC

**CITY OF ALBION
REQUEST FOR PROPOSALS
ADMINISTRATIVE CONSULTANT
(CDBG GRANT ADMINISTRATOR)**



REVITALIZE, LLC 706 SOUTH DIAMOND RD. MASON MI 48854 (517) 719-7512

PART TWO: PROPOSALS

Information Required from Consultant (CGA)

Business Organization

Revitalize, LLC
706 S. Diamond Road
Mason, MI 48854

Revitalize, LLC operates as a Limited Liability Corporation and has additional office space in Mason City Hall. Kim Carter, Administrative Assistant, occupies this space M-F, 9am – 5pm to serve the needs of our clients. Additionally, all Revitalize, LLC team members are available 7 days a week to provide services as needed.

Project Team

- Bruce Johnston, Owner, (MEDC Certified Grant Administrator) - Manage all activities, work with building owners/developers to assure their plans and desires are met, supervise all MEDC compliance requirements, direct contact for City, MEDC, owners and SHPO. Over 35 years' experience in the administration of federal funds and historical renovations.
- Shanda Johnston, Owner - Quality Control – review of contracts and documents to be utilized throughout project. Over 15 years working with historical projects that include CDBG, NSP, DEQ, and HUD funding.
- Mike Thompson (Spectacular Specifications, LLC owner) – construction oversight for compliance and Davis Bacon interviewer. More than 30 years collecting information and overseeing Davis Bacon projects.
- Kimberley Carter, Administrative Assistant, (MEDC Certified Grant Administrator) – Lead in all MEDC compliance issues, environmental reviews, project document preparer/keeper of the records for closeout/audit, reviewer of all Davis Bacon certified payrolls.

*Resumes included

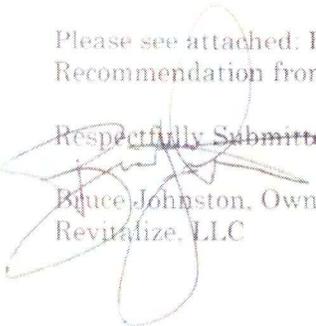
Prior Experience/Brief History:

Revitalize, LLC team members have vast experience in administering State and Federal programs. Attached, are projects that have been completed or are in progress in the past 4 years under our administration. All projects utilized State/Federal funding and private investment. Combined, we have over 85 years of combined experience administering federal funds for HUD, MSHDA, MEDC, the County of Ingham and the City of Lansing.

Local Governing Bodies:

Please see attached: RevitalizeCurrent/Previous Experience doc. and Letters of Recommendation from Cities of Mason, Milan, and Marshall. Projects similar to yours.

Respectfully Submitted,


Bruce Johnston, Owner
Revitalize, LLC

**CITY OF ALBION
REQUEST FOR PROPOSALS
ADMINISTRATIVE CONSULTANT
(CDBG GRANT ADMINISTRATOR)**

**PART THREE: SELECTION CRITERIA
Information Required from Consultant (CGA)**

Firm Qualifications and Experience

Please see our list of projects both current and past as attached. Outside of our project in Marshall that will be completed in fall of 2017, our current projects will be concluded this calendar year. We have 3 full time staffers, 1 part time, and another that is in training to provide support as necessary. Your project that begins in early summer would receive our complete attention and dedication immediately. Additionally, to provide proper support to our customers Revitalize, LLC has two (2) MEDC Certified Grant Administrators on staff. Kim Carter, provides compliance from her office 40 hours per week, exclusive to our client's needs. Bruce Johnston, works with City officials, developers, and contractors to ease the burden of compliance on site, historical and code requirements, a link to all the knowledge obtained from more than 35 years working with CDBG and other State and Federal funds.

Background of Revitalize, LLC experience in administering CDBG funds for Historic projects similar to that of the Peabody Building:

East Main Street development - Milan Michigan

- o Started 12/1/2014 - Completed 5/2/2016
- o Revitalize, LLC provided complete grant management services including:
 - o Davis Bacon compliance (certified payrolls and on site monitoring)
 - o Policy preparation and enforcement
 - o Environmental review
 - o Public hearings
 - o 504 compliance review
 - o Fair Housing plan
 - o Financial review and compliance with Cities Chief Financial Officer
 - o Maintain online systems for information, payment requests, and dissemination of information
 - o SHPO requirements (Historic Tax Credit project)
 - o Oversight of construction process and work closely with contractor to assure timely completion
 - o Participate in all monitoring, site visits, and change orders as required.
- o Other than items mentioned above, we worked prior to receiving grant with Owner, City, and Contractor to "wade" together through the State/Federal process of funding and Bank financing. A one year endeavor!
- o The East Main Street project consisted of the renovation of 5 contiguous buildings, ending up with a federally approved historic facade/renovation that created 7 storefronts and 15 apartments. **It was just announced that it will be receiving the Governor's Historic Preservation award in May 2017.**
 - o Please see pictures of before and after
- o MSHDA provided 18% ad min of their funds or \$115,200 to Revitalize, LLC for our services. No estimate of cost was required.
- o A letter of recommendation from Jade Smith, Milan City Manager is included in our proposal.



REVITALIZE, LLC 706 SOUTH DIAMOND RD. MASON MI 48854 (517) 719-7512

Oracle Building - Mason Michigan

- o Started 8/18/14 - Completed 9/1/2015
- o Revitalize, LLC provided complete grant management services, including:
 - o Davis Bacon compliance (certified payrolls and on site monitoring)
 - o Policy preparation and enforcement
 - o Environmental review
 - o Public hearings
 - o 504 Compliance review
 - o Fair Housing plan
 - o Financial review and compliance with Cities Chief Financial Officer
 - o Maintain online systems for information, payment requests, and dissemination of information
 - o SHPO requirements
 - o Oversight of construction process and work closely with contractor to assure timely completion
 - o Participate in all monitoring, site visits, and change orders as required
- o The Oracle project was unique and a real point of passion for Bruce Johnston personally. He was still employed as the Executive Director for the Ingham County Housing Commission when the building was obtained by the Ingham County Land bank under tax foreclosure. It took nearly 5 years (and 2 years after his retirement) to put together the team, sources of funds, and end user to make the project become a reality. Please see attached the following:
 - o Article written by Mason Mayor Mike Walz - "Rescuing the Past"
 - o Pictures of before and after
- o This project ended up renovating more than 20,000 sq. ft. into 10 apartments and 8,000 sq. ft. of commercial space for Oracle Investment Group. Additionally, it replicated the façade from an 1880's picture, replacing the original façade that had been "cut off" in the 1950's to allow for a metal exterior.
- o MSHDA provided 18% admin of their funds or \$76,800 to Revitalize, LLC for our services. No estimate of cost was required.
- o A letter of recommendation from Deborah Stuart, Mason City Manager is included in our proposal.

Cronin Building - Marshall Michigan

Whereas the Cronin Building is not complete as of this date, we wanted to provide some info and a contact for your use.

- o Nearly 15,000 sq. ft. historical rehabilitation of interior and exterior (please see list of current projects for more details).
- o A letter of recommendation from Natalie Dean, Assistant City Manager is included in our proposal.

Key Personnel Qualifications and Experience

Revitalize, LLC
706 S. Diamond Road
Mason, MI 48854

Revitalize, LLC operates as a Limited Liability Corporation and has additional office space in Mason City Hall. Kim Carter, Administrative Assistant, occupies this space M-F, 9am - 5pm to serve the needs of our clients.

Project Team

- Bruce Johnston, Owner (MEDC Certified Grant Administrator) - Manage all activities, work with building owners/developers to assure their plans and desires are met, supervise all MEDC compliance requirements, direct contact for City/City, MEDC, owners and SHPO. Over 35 years' experience in the administration of federal funds and historical renovations. 6 years as co-owner of Revitalize, LLC
- Shanda Johnston, Owner - Quality Control – review of contracts and documents to be utilized throughout project. Over 15 years working with historical projects that include CDBG, NSP, DEQ, and HUD funding. 6 years as co-owner with Revitalize, LLC
- Mike Thompson (Spectacular Specifications, LLC owner) – construction oversight for compliance and Davis Bacon interviewer. More than 20 years collecting information and overseeing Davis Bacon projects. Assisting Revitalize, LLC for 6 years
- Kimberley Carter, Administrative Assistant, (MEDC Certified Grant Administrator) – Lead in all MEDC compliance issues, environmental reviews, project document preparer/keeper of the records for closeout/audit, reviewer of all Davis Bacon certified payrolls. 2+ years with Revitalize, LLC.

*Resumes included

- Organizational Chart - please see attached

Availability and Ability

Three (3) members of the Revitalize, LLC team (Bruce, Kim, and Mike) all work full time on downtown revitalization projects (historical façades, whole building renovations, apartment and commercial creation, Brownfields, etc). We bring more than 65 years' experience in successful partnerships with Cities, private developers and Federal/State funders. We have successfully completed projects in the past 3 years that are very similar to the Albion project: Full exterior historical renovation with interior creation of commercial space, Davis-Bacon and Section 3 requirements, and full MEDC compliance throughout project. Please see reference letters from the City of Mason, City of Milan, City of Marshall (similar projects to this one in Albion) along with a list of our past 4 calendar years work.

In our list of current/past projects for the past 4 years you will see many are complete. Of those open (Marshall, Ionia, Owosso, Greenville, Howell, and Mason) Mason, Ionia, Owosso, and most of Marshall will be complete by August 1st, leaving façade projects in Greenville and Howell open for the fall. Having 3 full time and 1 part time personnel available for travel and work as needed, we have ample capacity to administer your project. Please rest assured no project will receive a higher priority than the Peabody Building!

Additional Information

Statement of Project

The Peabody Building project, as we understand it, is a historical renovation that will eliminate blight, create 4 market rate apartments, and two (s) new commercial spaces for rent. Additionally the renovation will comply with the National Park Service Historic Tax Credit program. The MEDC has offered a LOI for funding and the SHPO has/will accept work plans. The Project needs to be placed under contract and renovation work performed, all the while fulfilling the needs of the property owner/developer, City of Albion, SHPO and the MEDC. Prevailing wages must be paid to all contractors/sub-contractors doing work under MEDC approved contracts. Certification of all Davis Bacon program requirements must be met. Also, certification of National Objective "Blight" must be obtained during construction and after project is complete. Additionally, Historic Tax Credit criteria must be followed to allow owner the ability to file for this incentive.

Management Summary and Work Plan

Team members will meet with City Officials, the MEDC, Building Owner/Developer, Architect, General Contractor, and any other interested parties to help outline a plan to move from application phase into construction. *This time is essential to become familiar with project and prepare a timeline that is acceptable to all parties and move project forward as desired.* Revitalize, LLC will assist with project review alongside the Owner/Developer and design a plan to secure proposals that will provide the Owners the best possible price while keeping quality of renovations high. Our team will work with the SHPO and historical consultant to ensure materials and work being completed will comply with historical requirements. The building owner will choose a path that is most comfortable to them that follows MEDC requirements. All adopted policies from the City of Albion as required by the MEDC will be incorporated throughout. Also, as previously mentioned, we will conduct a contractor recruitment meeting with the City and work with the Albion Housing Commission and City to comply with Section 3. This last item will provide opportunities for residents of Albion to receive prevailing wage work for an extended period of time.

Revitalize, LLC will assist the City and property owner in all required phases of MEDC program requirements included, but not limited to the following:

- Application needs (if any);
- Set up and maintenance of individual and City project files and follow required procurement process;
- Assist the City in the preparation of RFP's for any additional professional services required for this program, including the review of any said proposal;
- Environmental review process assistance that will allow MEDC to provide Release of Funding letter:
 - Assure that no project costs are incurred or contracts are entered into until this release of funding is secured.
- Assist in any Public Hearings required;
- Prepare any Section 504, Section 3, Fair Housing Plan and any other policies and procedures required and follow accepted plans;
- Assist the City in the maintenance of financial records to meet MEDC requirements;
- Maintain online systems and prepare all information required or requested by MEDC for successful program completion;
- Meet with City and property owner and assist them in construction process, quality contractor selection, and completion of all work under contract;
- Compliance with all State and Federal rules and regulations regarding the MEDC programs:
 - Including all Davis-Bacon requirements, IE: Wage Decision, employee interviews, certified payroll, etc.
 - Construction contract requirements, IE: Davis-Bacon language, Executive Order 11246, Section 3, etc.
 - Note: have all contacts approved by MEDC assigned personnel prior to any signatures being executed.
- State Historic Preservation review and compliance, as needed;
- Oversight of the construction process with property owner and building officials;
- Monitor and present any request for funds to City and Owner from the Contractor;
- Work with City Building Inspector, City officials, MEDC and Property Owner to ensure all phases of the program are in compliance, including construction permit requirements;
- Participate in any and all MEDC monitoring and Audits of the program through Grant closeout;
- Any duty or process that is required to assure compliance and successful project;
- Other duties as needed to assure compliance of project and needs of City and owner.

Time in Albion

It is our approach to be on site as much as possible. Our experience is that if you are there and available, projects will have fewer issues and all parties involved will be happier. Revitalize, LLC plans to be on site once construction starts at a minimum 4 days per month (Davis Bacon interviews, Section 3 compliance, certified payroll review, contractor/developer meetings, etc), and more if necessary to meet the obligations of the project. Early on, we will be in Albion or via conference calls as needed to work on policy adoption/meetings with City officials, developers, etc. If selected, Revitalize team members will schedule time for the remainder of 2017/2018 to be in Albion. Again, No project will receive higher priority!

Proposed Fee

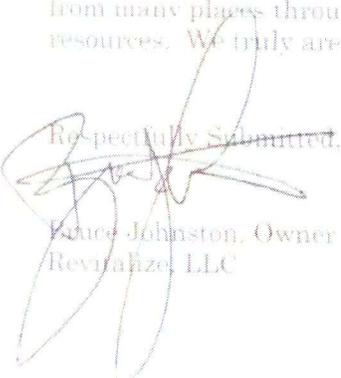
Revitalize, LLC has billed at the rate of \$80/hr. for MEDC projects for more than 3 years. This rate would be the rate billed for the City of Albion project as well. It includes mileage, materials and all applicable costs. In that this project will likely take 6 -8 months to complete, and we have experience administering similar projects, our estimation of hours for the project is based upon actual experience. Estimated cost for entire project is 360 hrs @ \$80/hr. = (but not to exceed) **\$28,800.** (Please see Part I for details)

Authorized Negotiator: For the purpose of the endeavor, Bruce Johnston 317.719.7512 will be the authorized negotiator.

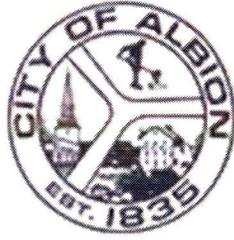
Revitalize, LLC is available for an interview to discuss your project at the convenience of the City.

As is customary for the Revitalize team we will assist the City in any way we can. We are willing to spend time with the City, DDA members, political leaders, property owners and community members to gain information that allows us to lend our expertise in any way possible. In addition, we will bring knowledge from many places throughout the state due to our vast affiliation with housing and community development resources. We truly are passionate about the revitalization of small and mid-sized downtowns in Michigan.

Respectfully Submitted,



Bruce Johnston, Owner
Revitalize, LLC



ALBION

City of Albion
112 W. Cass Street
Albion, Michigan 49224
www.cityofalbionmi.gov

**Request for Proposals
Administrative Consultant
(CDBG Grant Administrator)**

Issued: April 5, 2017

Response Deadline: April 20, 2017

Questions?

Electronically contact City of Albion Manager, Sheryl L. Mitchell, DBA, MSA, with any questions regarding the RFP no later than April 13, 2017 at smitchell@cityofalbionmi.gov.

BACKGROUND

The City of Albion is accepting proposals from State of Michigan certified CDBG grant administrators for management and administrative services in the preparation of a Community Development Block Grant (CDBG) Program and subsequent administrative/implementation of that program if funded by the state.

OVERVIEW

The City of Albion will award a fixed sum contract subject to approval by and funding from the state. CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project; such costs must be within the amounts allowed under the CDBG Program.

PROGRAM/PROJECT SUMMARY

The City of Albion

The City of Albion is located in south-central Michigan. The first settlers, Mr. & Mrs. Tenney Peabody, arrived in 1833 and in 1835 Mrs. Peabody named the area "Albion" because some of the settlers hailed from Albion Township, New York. In 1835, Methodist settlers established Albion College, a private college that has emerged as a major employer and economic driver for the community. In 1855, Albion was incorporated as a village and also received its official charter as a city. Albion has suffered the effects of deindustrialization and has fundamentally changed with shifts that have taken place in domestic manufacturing and specifically in the automotive industry. While no single industry has replaced the lost foundries as a result of the shift, several sectors have emerged in Albion with the potential of bringing new vitality to the local/regional economy and community.

The Property & The Project

The Peabody building, a commercial Italianate, three-story, flat-roofed, painted brick building, was built in 1852 and is located in historic downtown Albion at the intersection of Superior Street and Erie Street (400 S. Superior Street). It is one of the oldest buildings in downtown Albion. Bill and Karen Dobbins purchased the building and saw an opportunity to redevelop this historic building into a multi-use residential and commercial end use property adding to the revitalization of Downtown Albion.

The redevelopment will feature 3,000 square feet of white-box commercial space on the first floor. The space will allow for one or two commercial clients. The second and third floors will have two - 2 bedroom/2 bathroom apartments on each floor for a total of 4 apartments. An elevator will be added as part of the redevelopment.

Historical tax credits have been requested for the project.

The photographs below show the Peabody Building exterior, date unknown, and a rendering of the exterior of the time period that the Peabody will be redeveloped to.



Commercial Space

One or two commercial storefronts will be on the ground floor.

Market Rate Apartments

There will be two market rate apartments on the second floor and two more on the third floor.

Economic Impact

The project is anticipated to generate 30 construction-related jobs during the redevelopment of the Peabody Building. Ongoing operations will be done by the Dobbins within their real estate management company that already exists. The ability to handle the operations in house allows the project to cash flow at a level that is conducive to a tax sharing reimbursement with the Albion Downtown District Authority instead of capturing all the tax increment to offset redevelopment costs. Additionally, the Project will result in approximately 10 jobs related to the commercial aspect of the project. Beyond the base economic impact, the Peabody Building will provide a key anchor and attraction to the heart of downtown Albion and encourage downtown living which will drive commercial businesses and additional redevelopment projects in the near future.

PART ONE: SCOPE

The scope of services that the consultant must be prepared and qualified to provide are as follows:

I. General Tasks

- A. Establish project files in the GRANTEE’s office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE’s files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare semi-annual progress reports for the GRANTEE, which includes obtaining financial data from the Property Owner/Developer/Business and obtaining employment data from the Business.
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

Total estimated hours for General Tasks:

II. Financial Management

- A. Prepare the Requests for Payment at least quarterly to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management:

III. Environmental Review - per project

- A. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.

- B. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

Total estimated hours for Environmental Review:

IV. Procurement

- A. Establish and maintain Procurement Policies and files.
- B. Assist the GRANTEE in preparing all RFPs/RFQs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects
- C. Review and analyze proposals for qualifications, cost, and other factors.
- D. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- E. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- F. Maintain Section 3 file for each contract in excess of \$100,000.
- G. Provide annual Project DBE and other related procurement reports.

Total estimated hours for Procurement:

V. Construction and Labor Compliance

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.

Total estimated hours for Construction and Labor Compliance:

VI. Monitoring and Close Out

- A. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

Total estimated hours for Monitoring and Close Out:

VII. National Objective Compliance, Surveys, and Income verification

- A. For blight elimination: Obtain local building inspector letter certifying that the project eliminated specific conditions of blight.

Total estimated hours for National Objective Compliance:

TOTAL HOURS FOR ALL TASKS:

PART TWO: PROPOSALS

- I. Proposals will be considered by the City of Albion at a meeting to be held at 7:00 p.m. on the 15th day of May, 2017. In order to be considered, proposals must be received by the *City of Albion* prior to 4:00 p.m. on April 20, 2017. The City of Albion reserves the right to reject any or all proposals.

City of Albion
C/O City Clerk
112 W. Cass Street
Albion, Michigan 49224
www.cityofalbionmi.gov

- II. All proposals should be sealed and identified on the outside as;

CDBG Administrative Consultant Implementation Proposal

All proposals will be scored and ranked with the highest rated firm being awarded a contract.*

- III. The proposal must include an hourly rate, including fringe benefits plus travel and material costs, if applicable. The proposal must include a justification of the hourly rate, a brief history of the firm and a resume of each person in the firm who will be assigned to the project. The proposal must also include a list of local governing bodies for which the firm has been under contract with for CDBG administration during the last four calendar years; this list will be used for reference purposes. All references must indicate excellent program performance.
- IV. Questions concerning this proposal should be addressed to Sheryl L. Mitchell, smitchell@cityofalbionmi.gov. Proposals may be hand delivered or mailed to 112 Cass Street, Albion, MI 49224.

PART THREE: SELECTION CRITERIA**

Firm Qualifications and Experience – 30 Points

The City of Albion places a premium on the experience of the firm providing grant administration services for projects funded by CDBG through the MEDC, specifically historic mixed-use projects in smaller towns. The proposal must indicate the firm's current projects, organizational capacity and ability to begin program administration upon selection and award of a contract.

A background of the firm's experience administering CDBG funded projects shall include the following, at minimum:

- A list of similar projects completed in the last three (3) years including:
 - Name of project
 - Date of project start and completion
 - Services provided by your firm
 - Description of work performed
 - Total cost of services, estimated and actual
 - References for each project

Key Personnel Qualification and Experience – 30 Points

The City of Albion also places a premium on the experience and qualifications of the firm's key personnel who will be responsible for program administration. A background of the firm's key personnel and qualifications shall include the following, at minimum :

- A list of key personnel assigned to this project including:
 - Resumes, educational backgrounds, experience, and relevant licensure/certifications for all key personnel
 - Number of years with the firm
 - An organizational chart of the firm
 - Any additional pertinent information relative to key personnel

Availability and Ability – 20 Points

The City of Albion seeks a firm that has immediate availability of personnel and technology with the ability to begin program administration upon selection and award of a contract. A background on the firm's current projects, organizational capacity and accessibility of Administrative Consultant shall be detailed to provide an accurate representation of how the firm intends on fulfilling this requirement.

Proposed Fee – 20 Points

The fee proposal shall include all applicable costs expected to be incurred by the Administrative Consultant's firm during the life of the project. A detailed description of anticipated costs shall be provided along with a "not to exceed amount" for the duration of the project shall form the basis of scoring and evaluation. The proposal must include an hourly rate, including fringe

benefits plus travel and material costs, if applicable. The proposal must also include justification of the hourly rate.

NOTE: A fixed sum contract on a cost reimbursement basis will be negotiated with the actual fees for services subject to approval by and funding from the state. If the application is funded,, CDBG funds can be and will be used for the payment of overall program administration costs that are associated with the funded CDBG program; such costs must be within the amount allowed under the CDBG Program.

Total Points for Required and Optional Considerations 100 Points.

PART FOUR: INTERVIEWS

Firm interviews may be conducted by the City of Albion prior to contract award. If desired, interviews will be scheduled at the convenience of interested firms and the City of Albion.

Lindsay F. Hager

Hager Consulting, LLC

222 North Merchant Avenue

Fremont, MI 49412

231.225.2619

lhager@hagerconsulting.biz

Objective: Provide consulting services that will utilize affordable housing program management, economic development, housing development, nonprofit management and real estate finance expertise.

Highlights of Qualifications

- 🏠 President of Hager Consulting, LLC since 2008.
- 🏠 Oversight of construction or renovation of 2,500 housing units.
- 🏠 Field Support Director for \$223 Million NSP2 program in Michigan.
- 🏠 Over 25 years of experience with affordable housing and economic development.
- 🏠 Director of nonprofit for 14.5 years.

Relevant Skills

Technical Assistance Provider

- ✓ Mentor municipalities and nonprofits implementing HUD funded housing programs.
- ✓ Technical assistance focuses on program design, grant management, administration, compliance, marketing, home sales and production efficiency models.
- ✓ Assist with owner renovation, homebuyer assistance, home sales, lease-purchase, mixed use, and multi-family development.
- ✓ Complete housing development feasibility studies and re-purposing feasibility analyses.

Housing Program Administration

- ❖ Third Party Administrator for multiple Michigan cities, counties and nonprofits.
- ❖ Housing Education Programs including credit counseling, homebuyer education, financial management, and home maintenance classes.
- ❖ Housing Choice Voucher Program with 300 clients in three counties.

Grant Writing & Financial Packaging

- Grant writer for State of Michigan, nonprofits, housing commissions, developers, and municipalities.
- Submitted successful grants to HUD, USDA, MEDC, MSHDA, FHLBI, and community foundations.
- Assist with compliance and audit preparation.
- Create development pro forma and funding applications for housing and mixed use developments.



Lindsay F. Hager

Hager Consulting, LLC

Affordable Housing Development

- Responsible for renovation or new construction of over 2,000 single family homes.
- Responsible for renovation or new construction of 10 apartment complexes containing 500 units using Low Income Housing Tax Financing, USDA RD Loans, local, state and federal grants, community foundation grants, program related investment, Federal Home Loan Bank of Indianapolis (FHLBI) and private financing.
- Completed feasibility studies for several successful development projects.
- UPCS & HQS inspection, specification writing and construction management.
- Coordination and oversight of development team.

Employment History

Hager Consulting, LLC, President, 2008 – Present.

NCCS Center for Nonprofit Housing, Fremont, MI, Director, 1994-2008.

Kalamazoo County, MI, Housing Coordinator, 1991 – 1994.

The WBDC Group, Grand Rapids, MI, Planner, 1989 – 1991.

Education & Certifications

Master of Urban Planning, Michigan State University

Bachelor of Science, Land Use Planning, Eastern Michigan University

Michigan Economic Development Corporation (MEDC) CDBG Certified Grant Administrator

Michigan State Housing Development Authority (MSHDA) Approved Technical Assistance Contractor

HUD HOME Certified – Regulations

HUD Uniform Physical Conditions Standards (UPCS) Inspection Certification through MSHDA

Community Involvement

Fremont Area Community Foundation, Board Chairman

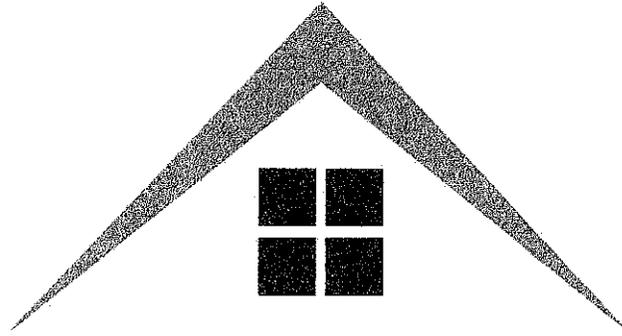
Newaygo County Brownfield Redevelopment Authority, Board Member

Fremont Community Joint Zoning Board of Appeals, Board Chairman

Quad City Mustang Basketball, Board Secretary



PROPOSAL
for
City of Albion Administrative Consultant



City of Albion
112 Cass Street, Albion, MI 49224



ALBION

April 18, 2017

LINDSAY F. HAGER
LHAGER@HAGERCONSULTING.BIZ
PH. 231-225-2619



222 N. MERCHANT AVE.
FREMONT, MICHIGAN
49412

INFORMATION REQUIRED FROM CONSULTANT

Statement of the Project

The City of Albion is accepting proposals from consultants for management and administrative services required by the City of Albion for administration/implementation of a Community Development Block Grant (CDBG) project funded by the State of Michigan. The project for which total funding in the amount of approximately \$800,000 is being requested to renovate the Peabody building located at 400 South Superior Street in the City of Albion.

I. Business Organization & History

Hager Consulting, LLC
222 North Merchant Avenue
Fremont, MI 49412
231.225.2619
Email: lhager@hagerconsulting.biz

Hager Consulting, LLC is incorporated in the State of Michigan as a limited liability corporation (LLC), formed by Lindsay Hager in 2008 in response to a growing opportunity for technical assistance to CDBG and HOME grantees in the State of Michigan. Additional demand for program administration, housing development, feasibility studies, and financial packaging led to the expansion of Hager Consulting into a variety of related services.

Today Hager Consulting, LLC continues to provide services to state, county, and local municipalities, private and nonprofit developers of affordable housing and economic development projects. Services focus on productivity, compliance, alacrity and integrity.

Prior to creating Hager Consulting, LLC, Lindsay Hager worked from 1991 – 2008 as Executive Director of NCCS Center for Nonprofit Housing (CNH) in Newaygo County and Housing Coordinator for Kalamazoo County, MI administering housing and economic development projects funded by CDBG, HOME, Low Income Housing Tax Credit (LIHTC), private financing, and community foundation funding.

Hager Consulting, LLC is CDBG Administrative Consultant for the Cities of Hillsdale, Chelsea, and Manistee for MEDC Blight Elimination and Job Creation projects. Recently, Hager Consulting, LLC participated in the CDBG funded Neighborhood Stabilization Program (NSP2) Michigan program which successfully implemented \$223 million in demolition, housing construction and redevelopment. In addition Hager Consulting, LLC contracts as Third Party Administrator for several communities implementing CDBG funded housing and downtown redevelopment programs.



Project Staffing

Mr. Lindsay F. Hager, President, Hager Consulting, LLC. Lindsay Hager will be the lead contact for the City of Albion and MEDC for the duration of the contract.

Hager Consulting, LLC, has been involved with program design, grant writing, grant administration, and project management since 1991. Lindsay has produced over 2,500 units of affordable housing and community development projects that have layered funding with several sources – both public and private. Understanding the federal funding regulatory framework and cross-cutting regulations that apply to various types of development activities provides Hager Consulting, LLC an advantage that can help communities achieve desired community impacts within full compliance of federal, state and local regulations.

He has provided technical assistance to federal grantees including the City of Chicago and at HUD Neighborhood Stabilization Program (NSP) Clinics in Atlanta, Detroit and Denver. He has created a NSP Homebuyer Policies and Procedures template, NSP Homebuyer Process Map, and Homebuyer Tracking tools for HUD to distribute nationwide.

Mr. Hager has designed, financed, and administered a wide range of affordable housing programs including rental development, homebuyer, homeowner rehab, rental rehab, rent subsidy, housing education, foreclosure prevention, Individual Development Accounts, and Family Self-Sufficiency programs. Mr. Hager's work has resulted in new construction or rehabilitation of over 2,500 units of affordable housing and several mixed use developments.

Hager Consulting, LLC has assisted in several downtown revitalization efforts including the City of Fremont's re-purposing of the old Fremont Public High School building into 38 units of affordable rental housing for seniors using LIHTC funding. A separate part of the old high school building was developed into a Community Recreation Center, privately operated gymnastics center, and incubator of a bakery using the kitchen area of the school building. The Recreation Center recently received funding approval for a local millage for ongoing operations.

Hager Consulting, LLC is also third party administrator (TPA) for the development of 23 units of rental housing above downtown Fremont, Charlotte, and Petoskey businesses using CDBG Rental Rehab, bank financing and Brownfield TIFA funds. Hager Consulting, LLC has significant experience providing services to local, entitlement & non-entitlement grantees from grant writing, grant administration, environmental assessments, public



hearings, Section 3 plans, and procurement, to project coordination, financial management, and compliance.

The \$223 million Michigan NSP2 Consortium grant required considerable oversight in order to ensure local grantees complied with the CDBG regulatory platform upon which the NSP program was structured and produce viable projects according to HUD deadlines. Lindsay Hager worked with MSHDA and local grantees to ensure that all CDBG compliance factors were met statewide.

Hager Consulting, LLC is currently a subcontractor to Capital Access, Inc. to the City of Chicago HOME/NSP for compliance of their multi-family portfolio. This assignment includes providing services to ensure that 204 apartment projects with over 16,000 housing units funded with federal HOME and NSP funding are in full compliance with federal regulations.

Contact information is listed below:

Mr. Lindsay F. Hager, President
Hager Consulting, LLC
Phone: 231.225.2619
Email: lhager@hagerconsulting.biz

See attached resume.

II. Description of approach

Hager Consulting, LLC understands the complexities of managing CDBG regulations, maintaining a strong working relationship with grantees, state agencies, funding sources, contractors and property owners. Managing housing grant programs, technical assistance, large multi-family developments and downtown revitalization projects for over 27 years has allowed Lindsay Hager to gain valuable experience in successful project implementation.

Hager Consulting, LLC is currently working with several municipalities who are recipients of CDBG funds to ensure compliance and productivity. The approach to providing high quality services provided to the municipalities includes a focus on MEDC's Grant Administration Manual, an understanding of guiding the development process within an efficient integration of development tools and compliance to federal and state regulations.



Typically, the flow of work involves monthly draw meetings/inspections, random Davis Bacon employee interviews, and frequent interactions with City/County, developer/property owners and MEDC staff.

III. Demonstration of MEDC Certified Grant Administrator

Lindsay Hager is a MEDC Certified Grant Administrators as demonstrated by the MEDC CDBG Certified Grant Administrators (October 2016) list found online here: <http://www.michiganbusiness.org/community/development-assistance/#CDBG>.

IV. Availability. The City of Albion seeks a firm that has immediate availability of personnel and technology with the ability to begin program administration upon selection and award of a contract. A background on the firm’s current projects, organizational capacity and accessibility of Administrative Consultant shall be detailed to provide an accurate representation of how the firm intends on fulfilling this requirement.

Hager Consulting, LLC is currently available to begin grant administration duties with the City of Albion immediately upon execution of a contract. While Hager Consulting, LLC has other work with other clients, project demand fluctuates from week-to-week, offering opportunity for scheduling of additional work. Daily demands from all clients are evaluated weekly so that on-site inspections/meetings and off-site data management can be scheduled as projects demand. Hager Consulting, LLC currently has availability for additional work assignments should the City of Albion award a contract.

V. A list of local governing bodies for which the firm has been under contract with for CDBG administration during the last four calendar years and a description of the work\project\grant managed for each local unit.

Hager Consulting, LLC has administered fifteen (15) CDBG grants/contracts in the last four years (or currently) in the role of Third Party Administrator, Consultant, Certified Grant Administrator, or Technical Assistance Provider as follows:

	Client	Grant & Project Type	Hager Consulting, LLC Role
1	City of Manistee	CDBG Blight Elimination Brewery & Apartments	Certified Grant Administrator
2	City of Hillsdale	CDBG Blight Elimination & Job Creation Coffee Shop, Office Space & Apartments	Certified Grant Administrator
3	City of Chelsea	CDBG Blight Elimination Restaurant & Apartments	Certified Grant Administrator



4	City of Evert	CDBG Area Wide Benefit Splash Pad & Stage Roof	Certified Grant Administrator
5	Village of Lexington	CDBG Blight Elimination Hotel & Restaurant	Certified Grant Administrator
6	Eaton County	CDBG Homeowner Rehab	Third Party Administrator
7	Osceola County	CDBG Homeowner Rehab	Third Party Administrator
8	Shiawassee County	CDBG Homeowner Rehab	Third Party Administrator
9	Emmet County	CDBG Homeowner Rehab	Consultant w/NMCAA
10	Charlevoix County	CDBG Homeowner Rehab	Consultant w/ NMCAA
11	City of Charlotte	CDBG Rental Rehab	Third Party Administrator
12	City of Fremont	CDBG Rental Rehab	Consultant
13	City of Petoskey	CDBG Rental Rehab	Third Party Administrator
14	Michigan Consortium	Neighborhood Stabilization Program (NSP2) Statewide	Subcontractor w/Capital Access, Inc.
15	MEDC/MSHDA	Statewide Technical Assistance	TA Provider statewide

Additional information about each client and contact information is listed below:

1. City of Manistee – Blight Elimination

MEDC CDBG Grant Administrator for mixed-use building with \$1 million of MEDC funds for the redevelopment of the vacant 21,000 square feet former North Channel Outlet building into 14 residential apartments on the 2nd and 3rd floors and a brewery/restaurant on the 1st floor.

Contact:

Edward Bradford, Chief Financial Officer, Manistee, 231.398.9839, ebradford@manisteemi.gov.

2. City of Hillsdale – Blight Elimination & Job Creation

MEDC CDBG Grant Administrator for two grants totaling \$1,511,766 for 42 Union and Stock's Mill projects. Responsible for all MEDC CDBG grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with City of Hillsdale staff, property owners and MEDC staff.

Contact:

Mary Wolfram, Hillsdale, 517.437.6479, econdev@cityofhillsdale.org.

3. City of Chelsea – Blight Elimination

MEDC CDBG Grant Administrator for mixed-use building with total development costs of \$1,292,269 for the Mack Building project. Responsible for all MEDC CDBG grant



administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with City of Chelsea staff, property owner and MEDC staff.

Contact:

John Hanifan, Chelsea, 734-216-1248, ghanifan@city-chelsea.org.

4. City of Evert – Area Benefit

MEDC CDBG Grant Administrator for splash pad and stage roof in the City of Evert. Total development costs are expected to be \$150,000. Responsible for all MEDC CDBG grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with City of Evert staff, property owner and MEDC staff.

Contact:

Zackary Szakacs, City of Evert, 231.734.2181, zackary.szakacs@evart.org.

5. Village of Lexington – Blight Elimination

MEDC CDBG Grant Administrator for renovation of historic hotel and restaurant in downtown Lexington. Total development costs are expected to be \$3,000,000. Responsible for all MEDC CDBG grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with Village of Lexington staff, property owner and MEDC staff.

Contact:

Sean Adams, Village of Lexington, 810.404.0360, seanadams@villageoflexington.com.

6-10. Eaton, Osceola, Shiawassee, Emmet & Charlevoix County – CDBG Homeowner Rehab

Homeowner Rehab (HO) Program Third Party Administrator or Consultant – Assisting with all components of CDBG funded program.

Contact:

Claudine Williams, Eaton County, 517.543.3689, cwilliams@eatoncounty.org;

Dan Massy, Osceola County, 231.832.7397, dmassy@osceolacountymi.com.

Contact Kris Brady, NMCAA, 231.947.3780, kbrady@nmcaa.net.

11-13. Cities of Charlotte, Fremont, & Petoskey – CDBG Rental Rehab

Hager Consulting, LLC is working with these cities to implement their Rental Rehab programs. All combined, the amount of the MEDC/MSHDA grants being implemented is \$961,700 to create or renovate 23 apartment units.

Contact:

Bryan Myrkle, Charlotte 517.543-8853, bmyrkle@charlottemi.org.

Todd Blake, Fremont, 231.924-2101, tblake@cityoffremont.net.

Amy Tweeten, Petoskey, 231.347-2500; atweeten@petoskey.us.

14. Michigan NSP2 Consortium

Lindsay Hager was Field Support Director on behalf of Capital Access, Inc., Implementation Management Contractor to MEDC/MSHDA. Total grant amount was \$223,119,126 for the time period of October 1, 2010 – February 10, 2013. Over 6,500 properties were demolished, renovated, or new construction; 100% completed.



Contact:

Tonya Young, MEDC, 517.335.4337, youngt4@michigan.gov.

15. MEDC/MSHDA CDBG Technical Assistance Consultant

Assignments include Jackson, St. Clair, Manistee, Cheboygan, Kalamazoo, Crawford, and Leelanau Counties. Currently providing technical assistance for Homeowner Rehab grants. The purpose of the technical assistance is to mentor MEDC/ MSHDA CDBG grantees to increase their capacity in grant administration, compliance, project management, OPAL/MATT software, and housing production. Lindsay Hager has been a MEDC/MSHDA Technical Assistance contractor since 2008.

Contact:

Tiffany King, MEDC, 517.241.1155, kingt10@michigan.org.



VI. Management Summary and Work Plan

Hager Consulting, LLC will provide the following specific tasks:

I. General Tasks

- A. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare semi-annual progress reports for the GRANTEE, which includes obtaining financial data from the Property Owner/Developer/Business and obtaining employment data from the Business.
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

Total estimated hours for General Tasks: 50

II. Financial Management

- A. Prepare the Requests for Payment at least quarterly to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management: 100

III. Environmental Review - per project

- A. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.



- B. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

Total estimated hours for Environmental Review: 50

IV. Procurement

- A. Establish and maintain Procurement Policies and files.
- B. Assist the GRANTEE in preparing all RFPs/RFQs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects
- C. Review and analyze proposals for qualifications, cost, and other factors.
- D. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- E. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- F. Maintain Section 3 file for each contract in excess of \$100,000.
- G. Provide annual Project DBE and other related procurement reports.

Total estimated hours for Procurement: 50

V. Construction and Labor Compliance

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.



Total estimated hours for Construction and Labor Compliance: 180

VI. Monitoring and Close Out

- A. Attend and assist the GRANTEE during the MEDC’s monitoring visit(s). Prepare GRANTEE’s response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

Total estimated hours for Monitoring and Close Out: 20

VII. National Objective Compliance, Surveys, and Income verification

- A. For blight elimination: Obtain local building inspector letter certifying that the project eliminated specific conditions of blight.

Total estimated hours for National Objective Compliance: 16

TOTAL HOURS FOR ALL ACTIVITIES: 466 HOURS

VII. Financial Proposal & Hourly Rate

Hager Consulting, LLC charges an hourly rate of \$75.00 which includes overhead, fringe benefits, material, technology, MEDC required training, and travel. The hourly rate is based on the currently approved MEDC/MSHDA Technical Assistance contract rate for Hager Consulting, LLC and several contracts approved by other Michigan communities.

The maximum total contract allowed by MEDC policy is 5% of MEDC grant funds or \$30,000 whichever is less unless there are extenuating circumstances that warrant a higher fee. Extenuating circumstances for this City of Albion Peabody building project include the layering of Historic Tax Credits with CDBG funding will require additional tracking and delineation of project eligible costs.

Hager Consulting, LLC will not hold the City of Albion responsible to pay the difference of what MEDC will permit as a maximum reimbursable administrative fee and the maximum total contract fee proposed. While Hager Consulting, LLC substantiates the Historic Tax Credit layering as extenuating circumstances warranting an additional fee, if MEDC does not agree, Hager Consulting, LLC will accept a total maximum fee of \$30,000 if that is the maximum MEDC agrees to reimburse the City of Albion for administrative consultant fees.

Administrative costs are projected as follows:

Administrative Labor: 466 hours X \$75 per hour = \$35,000.00

Maximum Total Contract: \$35,000.00



VIII. Authorized Negotiators

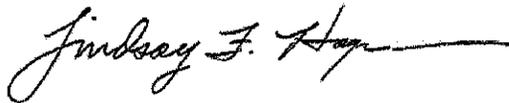
Mr. Lindsay Hager, President
Hager Consulting, LLC
222 North Merchant Avenue
Fremont, MI 49412
Email: lhager@hagerconsulting.biz
Mobile Phone: 231.225.2619

IX. Additional Information and Comments

If selected, Hager Consulting, LLC will work with the City of Albion, MEDC, and property owners to determine final scope of work, and delineation of tasks.

Hager Consulting, LLC is thankful for the opportunity to submit this proposal to the City of Albion for Administrative Consultant. If additional information is needed, please contact Mr. Lindsay Hager at 231.225.2619 or email lhager@hagerconsulting.biz.

Respectfully Submitted,



Mr. Lindsay F. Hager
Hager Consulting, LLC



CITY COUNCIL RULES OF PROCEDURE

CITY OF ALBION

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

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POLICY

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

Rule 1: Open Meetings – Who May Speak

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

1.1 Public Comments – Agenda Items

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

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

1.2 Public -Comments – Non-Agenda Items

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

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

Rule 2: Powers and Duties of the Mayor

2.1 Questions on Procedure

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

2.2 Rulings and Decisions Approved

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

2.3 Preserve Order

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

Rule 3 Council Members

3.1 Recognition and Speaking Limitations

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

The Council Member shall confine their speech to the question under debate and avoid personalities. Personal comments about or attacks upon other Council Members and/or City Staff members are prohibited. No Council Member shall speak more than twice on any question until every other Council Member has had an opportunity to speak at least once on the subject under debate. No Council Member shall speak for more than ten minutes at any time without leave from the Council by a majority vote of the members present.

3.2 Call Member to Order

If any Council Member, in speaking or otherwise, transgresses the rules of the Council, the Mayor shall, or a Council Member may, call

said-Council Member to order. The question of order shall be decided by the Mayor, without debate, subject to appeal.

3.3 Preserving Order

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

Rule 4: Motions

4.1 Precedence of Motions

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

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

4.2 Adoption of Matters

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

4.3 Second and Debate

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

4.4 Clarification Before Second

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

4.5 Prohibition – Non-Germane Amendment

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

4.6 Division of Question

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

4.7 Ask for Previous Question

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

4.8 Questions Put and Calling Roll

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

4.9 No Debate in Order During Roll

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

Rule 5: Public Hearings

5.1 Order of Presentation of Public Hearing

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

Rule 6: Motion to Adjourn

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

Rule 7: Matters to be in Writing

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

Rule 8: Parliamentary Practice

- 8.1 The Rules of Parliamentary Practice comprised in the current edition of "Roberts Rules of Order for Deliberative Assemblies (revised)" shall govern in all cases in which they are not inconsistent with the standing rules and order of the Council and not contrary to the Albion City Charter or any existing laws of the State of Michigan.
- 8.2 These rules may be amended or suspended through majority vote without notice.

APPENDIX A – SINE DIE PROCEDURE

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

1. Call To Order (by current Mayor)
2. Invocation
3. Roll Call
4. *Council Comments* (This time is offered for outgoing Council Members to make final comments prior to the expiration of their term of office.)
5. Adjournment Sine Die

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

6. Reorganization of the Council
 - a. Mayor and Council Members step down from their places.
 - b. New Council Members and Mayor take their places at the Council table.
 - c. Clerk offers oath of office to new Mayor.
 - d. Clerk offers oath of office to each new Council Member.
 - e. Clerk presents the Albion City Council to the Mayor and requests a “call to order”.
7. Call To Order (By new Mayor)
8. Roll Call
9. Nomination of the Mayor Pro Tempore
 - a. A motion to receive nominations is made and supported.
 - b. Nominations are received. No support for each nomination is required.
 - c. A motion to close nominations is made and supported.
10. Election of the Mayor Pro Tempore

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

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

APPENDIX B – CLOSED SESSIONS

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

- A. _____ request a Closed Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member of individual agent, if the named person requests a closed hearing.
- B. NOT APPLICABLE TO THE CITY OF ALBION.
- C. _____ request a Closed Session under the Open Meetings Act (Section 15.268 (c), P.A. 267 of 1976, as amended) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- D. _____ requests a Closed Session under the Open Meetings Act (Section 15.268 (d), P.A. 267 of 1976, as amended) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- E. _____ requests a Closed Session under the Open Meetings Act (Section 15.268 (e), P.A. 267 of 1976, as amended) to consult with the City Attorney regarding trial or settlement strategy in connection with specific pending litigation.
- F. _____ requests a Closed Session under the Open Meetings Act (Section 15.268 (f), P. A. 267 of 1976, as amended) to review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential.
- G. NOT APPLICABLE TO THE CITY OF ALBION.
- H. _____ requests a Closed Session under the Open Meetings act (Section 15.268 (h), P.A. 267 of 1976, as amended) to consider material exempt from discussion or disclosure by state or federal statute.

APPENDIX C
TYPES OF VOTING REQUIRED

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

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

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

1. To approve the Consent Calendar. (Many times the Consent Calendar contains items which require a roll call vote.)

2. To approve ordinances on first and second reading.
3. To approve resolutions of the Council.
4. To amend the City Budget to allow an additional expenditure of City funds for a particular purpose.
5. In any case where it is questioned how each Council Member voted or when it is unclear how many voted for an item and how many opposed it.

Voice Votes may be used in all other cases.

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

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

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

From: Lorraine Grinnell [<mailto:lorrainegrinnell@att.net>]
Sent: Tuesday, May 09, 2017 10:26 AM
To: Sheryl Mitchell <smitchell@cityofalbionmi.gov>
Cc: Kelly Kidder <kellykidder@yahoo.com>; Karen Kidder <kiddek@gmail.com>
Subject: Use of Crowell Park

Dear Sheryl,

Salem United Church of Christ would like to hold some events in Crowell Park in the area directly south of our building. We do not expect attendance to exceed 100 people, but certainly would be joyful to have more than 100 people enjoy the events. The dates and events are: Rummage and Bake Sale Saturday, May 20th, 8:00 am -3:00 pm and movies in the park (like those that were in the former green space in downtown a couple of years ago) on Friday, June 16th, July 14th, and August 18th. The movies will be free, open to the public, with refreshments available to purchase. The movies have not been selected as of yet, but will be family friendly. They will be projected on a large screen. Attendees will be asked to bring a blanket or lawn chairs. Is a written request required, or will a verbal request during citizen comments be sufficient?

Either I will attend the City Council meeting on May 15th to ask approval for these events or another representative of Salem will attend. I look forward to seeing you.

Sincerely,

Loree Grinnell, Pastor of Salem UCC
(517) 392-0982

Blessed are the flexible for they shall not be bent out of shape!

ARTICLE III. - PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS

DIVISION 1. - GENERALLY

Sec. 22-91. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Peddler means any person who goes upon the premises of any private residence in the city, not having been requested or invited by the occupant thereof, offering for sale goods, wares, merchandise, personal property or services of any nature. This definition also includes any person who solicits orders for the sale of goods, wares, merchandise or personal property of any nature for future delivery or services to be performed in the future.

Transient merchant means any person who engages in a temporary business of selling goods, wares or merchandise at retail within the city from any lot, premises, building, room, automobile or structure, including railroad cars.

(Code 1984, § 19-2; Ord. No. 93-3, § 2(19-2), 10-4-93)

Cross reference— Definitions generally, § 1-2.

Sec. 22-92. - Purpose.

The purpose of this article is to:

- (1) Regulate individuals entering upon private property, particularly private residential property, for the purpose of peddling goods, wares, merchandise or services;
- (2) Protect the public against unlawful activities or operation by individuals falsely representing themselves as peddlers or transient merchants; and
- (3) Balance the rights and interests of those engaged in commercial activities with the rights and interests of those who do not want to be disturbed by such activities on their property.

(Code 1984, § 19-1; Ord. No. 93-3, § 2(19-1), 10-4-93)

Sec. 22-93. - Entry upon signed premises unlawful.

It is unlawful for any person, while conducting the business of peddler or transient merchant, whether licensed or unlicensed, to enter upon any residential premises where the owner, occupant or person legally in charge of the premises has posted, at or near entry to the premises or at the entry to the principal building on the premises, a sign bearing the words "no peddlers," "no solicitors" or words or symbols of similar import.

(Code 1984, § 19-3; Ord. No. 93-3, § 2(19-3), 10-4-93)

Sec. 22-94. - Hours of solicitation.

It is unlawful for any person, while conducting the business of peddler or transient merchant, whether licensed or unlicensed, to enter upon any residential premises between 9:00 p.m. and 8:00 a.m.

(Code 1984, § 19-4; Ord. No. 93-3, § 2(19-4), 10-4-93)

Sec. 22-95. - Noise.

No licensee under this article or anyone in his behalf shall shout, make any outcry, blow a horn, ring a bell or use any other sound device including any loud-speaking radio or amplifying system upon any of the streets, alleys, parks or other public places or upon any private premises for the purpose of attracting attention to any goods, wares, merchandise, personal property or services, which such licensee proposes to sell, so as to disturb the peace, quiet and comfort of the neighboring inhabitants. Sound emitted or produced which is capable of being plainly heard upon the streets, avenues, alleys or parks or other public places at a distance of 50 feet or more from the source of the sound shall be prima facie evidence of a violation of this section.

(Code 1984, § 19-5; Ord. No. 93-3, § 2(19-5), 10-4-93)

Secs. 22-96—22-120. - Reserved.

DIVISION 2. - LICENSE

Sec. 22-121. - Required.

It is unlawful for any peddler or transient merchant to engage in business without first obtaining a license in compliance with this article. Each individual peddler or transient merchant shall obtain a license.

(Code 1984, § 19-11; Ord. No. 93-3, § 2(19-11), 10-4-93)

Sec. 22-122. - Application.

Every applicant for a license required under this division shall file with the clerk an application in writing on a form to be furnished by the clerk, which shall give the following information:

- (1) Name and physical description of the applicant.
- (2) Date of birth, driver's license or other identification number, social security number.
- (3) Permanent home address.
- (4) Local address and telephone number.
- (5) A brief description of the business or activity to be conducted.
- (6) If employed, the name, address and telephone number of the employer, or if acting as agent, the name, address and telephone number of the principal who is being represented, with credentials in written form establishing the relationship and the authority of the employee or agent to act for the employer or principal, as the case may be.
- (7) The length of time for which the right to peddle or solicit is desired.
- (8) Two photographs of the applicant, taken within 60 days immediately prior to the date of filing of the application, measuring two inches by two inches, and showing the head and shoulders of the applicant in a clear and distinguishing manner.
- (9) If a vehicle is to be used, a description of the vehicle, together with the license number and licensing state or other means of identification.
- (10) The names of and a means of contacting at least two reliable persons residing in the city who will certify as to the applicant's good character and business reputation or, in lieu of the names of such references, such other available evidence as to the good character and business reputation of the applicant as will enable an investigator to properly evaluate the applicant's character and responsibility.
- (11) A statement as to whether or not the applicant has been convicted of any criminal offense, whether felony or misdemeanor, other than minor traffic violations. As to any such offense, the

date and place of conviction, the nature of the offense and the punishment or penalty imposed must be provided.

- (12) Proof of possession of any license or permit which, under federal, state or local laws or regulations, the applicant is required to have in order to conduct the proposed business or which, under any such law or regulation, would exempt the applicant from the licensing requirements of this division.

(Code 1984, § 19-12; Ord. No. 93-3, § 2(19-12), 10-4-93)

Sec. 22-123. - License fee.

At the time the application for the license required under this division is filed with the clerk, the applicant shall pay a fee sufficient to cover the cost to the city of processing the application. The amount of the fee shall be set by resolution of the city council.

(Code 1984, § 19-13; Ord. No. 93-3, § 2(19-13), 10-4-93)

Sec. 22-124. - Bond.

Under this division, before any license shall be issued for engaging in a transient business, the applicant for the license shall file with the city clerk a bond running to the city in the sum of \$1,000.00 or higher amount as established by resolution of the council, executed by the applicant as principal together with the surety upon which service of process may be made in the state. The bond shall be conditioned that the applicant shall comply fully with all of the provisions of this Code and the state statutes and will pay all judgments and costs that may be rendered against him. Action on the bond may be brought in the name of the city to the use of any aggrieved person. Such bond must be approved by the city attorney both as to form and as to the responsibility of the sureties thereon.

(Code 1984, § 19-14; Ord. No. 93-3, § 2(19-14), 10-4-93)

Sec. 22-125. - Agent for service of process.

Before any license shall be issued pursuant to this division, the applicant for the license shall file with the city clerk an instrument nominating and appointing the city clerk or the person performing the duties of such position his true and lawful agent with full power and authority to acknowledge service or notice of process for and on behalf of the applicant in respect to any matters connected with or arising out of the business transacted under the license and the bond given as required by this division or for the performance of the conditions of the bond or for any breach thereof. Such instrument shall also contain recitals to the effect that service of any notice or process may be made upon the agent and when so made shall be taken and held to be as valid as if personally served upon the person applying for the license, according to the law of this or any other state, and waiving all claims or rights of error of such acknowledgment or service or manner of service. Immediately upon service of process upon the city clerk, as provided in this section, the city clerk shall send to the licensee at his last known address, by first class mail, a copy of such process.

(Code 1984, § 19-15; Ord. No. 93-3, § 2(19-15), 10-4-93)

Sec. 22-126. - Investigation and issuance.

- (a) Upon receipt of an application for a license required under this division, the director of public safety shall cause an investigation to be made of the applicant's moral character and business reputation, as deemed necessary for the protection of the public health, safety and general welfare.
- (b) If, as the result of investigation, the moral character and business reputation of the applicant are found to be satisfactory, the clerk shall endorse his approval on the application and shall, upon payment of the prescribed fee, mail or deliver the required license to the applicant. The license shall show the name, address and photograph of the licensee; the class of license issued; the kind of goods or services to be sold or delivered; the amount of fee paid; the date of issuance; and the length of time the license shall be in effect. It shall also show the license number and identifying description of any

vehicle to be used in carrying on the business for which the license is issued. A record of all licenses issued shall be maintained by the clerk for a period of two years.

- (c) If, as the result of investigation, the moral character and business reputation of the applicant are found to be unsatisfactory, the director of public safety shall endorse his disapproval on the application and shall mail or deliver a copy of the denial to the applicant.

(Code 1984, § 19-16; Ord. No. 93-3, § 2(19-16), 10-4-93)

Sec. 22-127. - Appeal procedure.

Any person aggrieved by the action of the clerk in denying a license applied for under this division shall have the right to appeal such action or decision to the finance director within 15 days after the notice of the action or decision has been mailed to the person's address as shown on the license application form or to his last known address. An appeal shall be taken by filing with the clerk a written statement to the finance director within ten days of the receipt of the denial, and the finance director shall set a time and place for a hearing on the appeal. A hearing shall be set not later than 20 days from the date of receipt of the applicant's written statement. Notice of the time and place of the hearing shall be given to the appellant in the same action or decision. The decision of the finance director on the appeal shall be final and binding on all parties concerned.

(Code 1984, § 19-17; Ord. No. 93-3, § 2(19-17), 10-4-93)

Sec. 22-128. - Expiration.

All licenses issued under this division shall expire one year from date of issuance, unless an earlier expiration date is noted on the license.

(Code 1984, § 19-18; Ord. No. 93-3, § 2(19-18), 10-4-93)

Sec. 22-129. - Identification badges.

Under this division, at the same time the license is issued, the city clerk shall issue to each licensee a badge, which shall be worn by the licensee in such a way as to be conspicuous at all times while the licensee is conducting business in the city. The badge shall bear the appropriate words, i.e., "licensed peddler" or "licensed solicitor," the period for which the license is issued, and the number of the license, in clearly discernible letters and figures.

(Code 1984, § 19-19; Ord. No. 93-3, § 2(19-19), 10-4-93)

Sec. 22-130. - Exhibition.

Every person required to be licensed under this division shall exhibit his license when requested to do so by any prospective customer or public safety department employee.

(Code 1984, § 19-20; Ord. No. 93-3, § 2(19-20), 10-4-93)

Sec. 22-131. - Transfer.

It is unlawful for any person other than the licensee to use or wear any license or badge issued under this division.

(Code 1984, § 19-21; Ord. No. 93-3, § 2(19-21), 10-4-93)

Sec. 22-132. - Claims of exemption.

Any person claiming to be legally exempt from the regulations set forth in this article or from the payment of a license fee shall cite to the city clerk the statute or other legal authority under which exemption is claimed and shall present to the city clerk proof of qualification for such exemption.

(Code 1984, § 19-22; Ord. No. 93-3, § 2(19-22), 10-4-93)

Sec. 22-133. - Charitable and religious solicitations.

- (a) *Statement of tax exempt status.* Notwithstanding any other section of this article, nonprofit, charitable and religious organizations conducting a fund drive on behalf of and solely for the benefit of any recognized charitable or religious purpose may be exempt from the licensing requirements of this article including the payment of fees. However, before commencing any fund drive the organization shall file with the city clerk the dates of solicitation and a verified statement or a declaration under the penalty of perjury, signed by the president or other duly authorized officer of the organization, indicating that the organization qualifies as tax exempt under federal or state income tax laws.
- (b) *Investigation.* The clerk shall cause an investigation to be made of the organization's tax exempt status and reputation.
- (c) *Approval.* If, as a result of the investigation, the tax status is found to be valid and the organization's reputation is found to be satisfactory, the clerk shall approve the fund drive by signature on the tax exempt status form.
- (d) *Denial.* If, as a result of the investigation, the tax status is found to be invalid or the organization's reputation is found to be unsatisfactory, the clerk shall deny the fund drive by signature, together with the reasoning for denial on the tax exempt status form. A copy shall be sent to the organization at its last known address. Any person aggrieved by the action of the clerk in denying status as a charitable or religious fund drive under this article shall have the right to appeal in accordance with the same procedure as set forth in appeal of a denied license section 22-127
- (e) *Restrictions.* Individuals soliciting for nonprofit, charitable and religious purposes must refrain from soliciting if the premises is posted with a sign bearing the words "no peddlers," "no solicitors" or words or symbols of similar import.

(Code 1984, § 19-23; Ord. No. 93-3, § 2(19-23), 10-4-93)

Sec. 22-134. - Revocation.

A license issued under this division may be revoked by the clerk, after notice and hearing, for any of the following causes:

- (1) Fraud, misrepresentation or false statement contained in the application for the license.
- (2) Fraud, misrepresentation or false statement made by the licensee in the course of carrying on the business of peddler or transient merchant.
- (3) The violation of any section of this article.
- (4) Conviction of any crime involving moral turpitude.
- (5) Conducting the business of peddler or transient merchant in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

(Code 1984, § 19-24; Ord. No. 93-3, § 2(19-24), 10-4-93)

Sec. 22-135. - Notice of hearing on revocation.

Notice of the hearing for revocation of a license pursuant to this division shall be given in writing and shall set forth specifically the grounds for the proposed revocation and the time and place of the hearing. Notice shall be mailed, postage prepaid, to the licensee at the address shown on the license application or at the last known address of the licensee. The decision of the finance director on revocation shall be final.

(Code 1984, § 19-25; Ord. No. 93-3, § 2(19-25), 10-4-93)

Secs. 22-136—22-160. - Reserved.

DIVISION 3. - ENFORCEMENT

Sec. 22-161. - Authority.

It shall be the duty of the city public safety officers to examine all places of business and persons in their respective territories subject to this article, to determine whether the conditions of this article have been complied with and to enforce this article against any person found to be violating this article.

(Code 1984, § 19-41; Ord. No. 93-3, § 2(19-41), 10-4-93)

Sec. 22-162. - Violations.

- (a) It shall be unlawful for any person to violate this article.
- (b) In addition to any criminal enforcement, the city or any individual may pursue any available civil remedies deemed necessary. In a civil action, the prevailing party shall be able to recover reasonable attorney's fees.

(Code 1984, § 19-42; Ord. No. 93-3, § 2(19-42), 10-4-93)

Secs. 22-163—22-180. - Reserved.

Sec. 62-6. - Assemblies.

- (a) No person shall advertise, promote, sponsor, operate or conduct an assembly attended by more than 100 persons in any city park without the prior permission of the city council. An assembly is deemed to be any event designed to attract the attendance of persons, including but not limited to a concert, show, exhibition, performance, speech, display or other form of entertainment. An assembly is deemed not to include recreation department games and events and events sponsored by the city.
- (b) Permission for an assembly shall be granted in the reasonable discretion of the city council based on the following factors, which factors are not an exclusive enumeration of the factors to be considered by the city council in granting such permission:
 - (1) The number of persons reasonably expected to attend such assembly;
 - (2) The nature of the assembly in terms of whether the assembly will be likely to interfere with residents in the area of the park or with the ordinary use of the park by the public; and
 - (3) The time of the assembly.
- (c) The city council in granting permission may attach such conditions as it deems necessary for the public health, safety and welfare, including but not limited to conditions for sanitation, noise control and cleanup of the park. The city council may require an applicant for permission to obtain a public liability insurance policy and to post a cash or surety bond for the faithful performance by the applicant or for such conditions as the city council may require.

(Code 1984, § 18-6)

**INFORMATION
ONLY**

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 04/30/2017
 % Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	2016		2017		% BGDG USED
		AMENDED BUDGET	END BALANCE 12/31/2016 NORMAL (ABNORMAL)	YTD BALANCE 04/30/2017 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000-GENERAL		3,153,939.00	3,225,112.46	656,289.58	3,215,170.00	20.41
209-ASSESSING		0.00	9,546.94	5.00	3,000.00	0.17
215-CLERK		5,161.00	5,199.89	10.90	100.00	10.90
260-101 - FINANCE DEPT / 275 - ABA GENERAL		400.00	430.78	95.00	500.00	19.00
276-CEMETERY		70,300.00	74,198.22	18,898.08	70,000.00	27.00
345-PUBLIC SAFETY		80,250.00	71,080.54	38,707.55	32,300.00	119.84
422-CODE ENFORCEMENT		116,722.00	111,618.57	23,393.67	90,000.00	25.99
775-PARKS		3,312.00	3,312.00	895.00	2,350.00	38.09
778-HOLLAND PARK TRANSFORMATION PROJECT		14,927.00	45,874.92	83,783.05	27,100.00	309.16
930-TRANSFER IN		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL REVENUES		3,455,011.00	3,556,374.32	822,077.83	3,450,520.00	23.82
101-CITY COUNCIL		34,895.00	33,856.86	9,465.94	36,810.00	25.72
172-CITY MANAGER		106,315.54	90,090.62	31,303.91	107,260.00	29.19
209-ASSESSING		50,500.00	47,943.38	15,840.55	50,300.00	31.49
210-ATTORNEY		93,025.00	90,763.92	28,857.22	92,725.00	31.12
215-CLERK		110,576.00	109,556.35	25,938.93	99,585.00	26.05
226-HUMAN RESOURCES		36,926.00	29,785.65	6,852.61	20,510.00	33.41
260-101 - FINANCE DEPT / 275 - ABA GENERAL		269,817.00	251,397.46	66,859.83	318,225.00	21.01
265-MUNICIPAL BLDG / 201 N CLINTON ST		76,308.00	68,044.15	15,983.81	71,915.00	22.23
276-CEMETERY		154,334.00	142,006.58	44,998.91	160,985.00	27.95
345-PUBLIC SAFETY		1,856,795.69	1,748,478.02	579,755.81	1,873,689.00	30.94
422-CODE ENFORCEMENT		199,591.00	203,504.00	44,722.81	174,870.00	25.57
442-CITY MAINTENANCE		200,210.00	184,738.58	44,840.20	209,195.00	21.43
444-TREE TRIMMING		13,099.00	9,478.38	5,713.05	11,664.00	48.98
447-ENGINEERING		10,332.00	8,735.77	5,367.21	7,954.00	67.48
526-EPA LANDFILL		11,000.00	11,040.77	0.00	8,000.00	0.00
775-PARKS		186,810.00	175,248.29	44,028.93	200,732.00	21.93
778-HOLLAND PARK TRANSFORMATION PROJECT		14,927.00	45,874.92	57,000.00	27,100.00	210.33
895-GENERAL APPROPRIATION		210,985.00	197,335.13	51,092.38	157,600.00	32.42
TOTAL EXPENDITURES		3,636,446.23	3,447,878.83	1,078,622.10	3,629,119.00	29.72
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		3,455,011.00	3,556,374.32	822,077.83	3,450,520.00	23.82
TOTAL EXPENDITURES		3,636,446.23	3,447,878.83	1,078,622.10	3,629,119.00	29.72
NET OF REVENUES & EXPENDITURES		(181,435.23)	108,495.49	(256,544.27)	(178,599.00)	143.64