



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
Mayor Pro Tem
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

STUDY SESSION *Special Study Session With The Planning Commission*

Ludington Center
101 N. Superior St.

Tuesday, March 14, 2017
6:30 p.m.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. ROLL CALL
- 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.)
- IV. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Capital Improvement Plan
- V. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- VI. ADJOURN

Start Year	Project #	Project Title	Score (out of 160)	Total Cost
2017	S-014	Water Main Replacement	145	\$ 5,316,725.00
2017	S-025	Street Restoration/Replacement	134	\$ 209,000.00
2017	S-001	Hot Patcher	80	\$ 80,000.00
2018	S-011	Wast Water Influent Screen	147	\$ 800,000.00
2018	S-023	Digester Building & Equipment Rehab	141	\$ 1,800,000.00
2018	S-026	Irwin Ave. Construction Project	138	\$ 2,230,000.00
2018	S-003	Replace/Restore N. Albion St. Bridge	137	TBD
2018	S-016	Roof Replacement	133	\$ 120,000.00
2018	S-012	Roof Replacement at Water Treatment Facility	122	\$ 30,000.00
2018	S-013	Street Dept. Roof Replacement	100	TBD
2018	S-005	Vactor Truck Purchase	89	\$ 350,000.00
2018	S-020	City Hall Rehab	89	\$ 1,900,000.00
2018	S-008	Repair Seawall along Kalamazoo River	88	TBD
2018	S-022	Replace Roof - Cemetery Office	88	\$ 20,000.00
2018	S-002	Front-end Loader	82	\$ 250,000.00

2018	S-010	Street Sweeper	69	\$ 275,000.00
2018	S-018	Purchase Asphalt Repair Truck	56	\$ 147,000.00
2018	P-003	K-9 Police Cars	53	\$ 80,000.00
2019	S-027	Secondary Clarifier	135	\$ 800,000.00
2019	S-029	Gravity Thickener	135	\$ 340,000.00
2019	S-024	Filter Building and Equipment Repairs	133	\$ 640,000.00
2019	S-009	WWTP Secondary Building Rehab	113	\$ 1,550,000.00
2019	S-015	Skating Pavilion - Victory Park	92	TBD
2019	S-007	Replace Dump Truck	80	\$ 250,000.00
2019	S-017	Backhoe Replacement	80	\$ 250,000.00
2019	P-001	Motorola AX8000 Radios	72	\$ 160,000.00
2019	R-001	Albion River Trail Expansion II	65	\$ 340,000.00

2020	S-028	Sludge Holding Tanks	135	\$ 160,000.00
2020	S-021	Ferric Feed System Replacement	124	\$ 270,000.00
2020	S-006	Medium Priority Roof Replacement - WWTP	122	\$ 200,000.00
2020	P-004	SCBA Pack Replacement	106	\$ 90,000.00
2020	S-004	Rieger Park Skating Shelter	74	TBD
2020	S-019	Purchase Used Bucket Truck	38	\$ 40,000.00
2021	P-002	Fire Engine	92	\$ 500,000.00
2022				

Cost to City	Funding Sources Avail.
	Bond Issue State Drinking Water Revolving Fund Fund Balance USDA-RD Loan/Grant (applications underway)
	Act 51 Funds Local Millage Fund
45% with USDA RD Grant	USDA-RD local loan equipment pool fund balance Operating Revenues
\$ 800,000.00	USDA-RD local loan Issue bond Operating Revenues
45% with USDA RD Grant	USDA-RD Bond Operating Revenues
\$223,000.00 with ICE Grant	ICE Grant Category F Local Street Millage
TBD	TBD
45% with USDA RD Grant	USDA-RD Grant/Loan Operating Revenues Issue Bond
\$ 30,000.00	Water Fund Balance
TBD	TBD
45% with USDA RD Grant	USDA-RD local loan equipment pool fund balance Operating Revenues
	TBD
TBD	TBD
	Cemetery Trust Fund Fund Balance
45% with USDA RD Grant	USDA-RD local loan equipment pool fund balance Operating Revenues

45% with USDA RD Grant	USDA-RD Local loan Equipment pool fund balance
45% with USDA RD Grant	USDA-RD Grant/Loan Local Loan Equipment Pool Fund Fund Balance
\$ 80,000.00	Operating Revenues
45% with USDA RD Grant	USDA-RD Bonding Operating Revenues
45% with USDA RD Grant	USDA-RD State Revolving Fund Operating Revenues Bond Issue
45% with USDA RD Grant	USDA-RD operating revenues issue bond
45% with USDA RD Grant	USDA-RD Grant/Loan Operating Revenues Fund Balance
TBD	TBD
45% with USDA RD Grant	USDA-RD Local loan Fund Balance
45% with USDA RD Grant	USDA-RD Grant/Loan Local Loan Equipment Pool Fund Fund Balance Operating Revenues
\$ 8,000.00	Assistance to Fire Fighters Grant Operating Revenues
Less than \$85,000	DNR Trust Fund (applying) Battle Creek Community Foundation (secured) Enbridge (applying) FireKeepers (applying) Major Streets Fund - Act 51 Funding

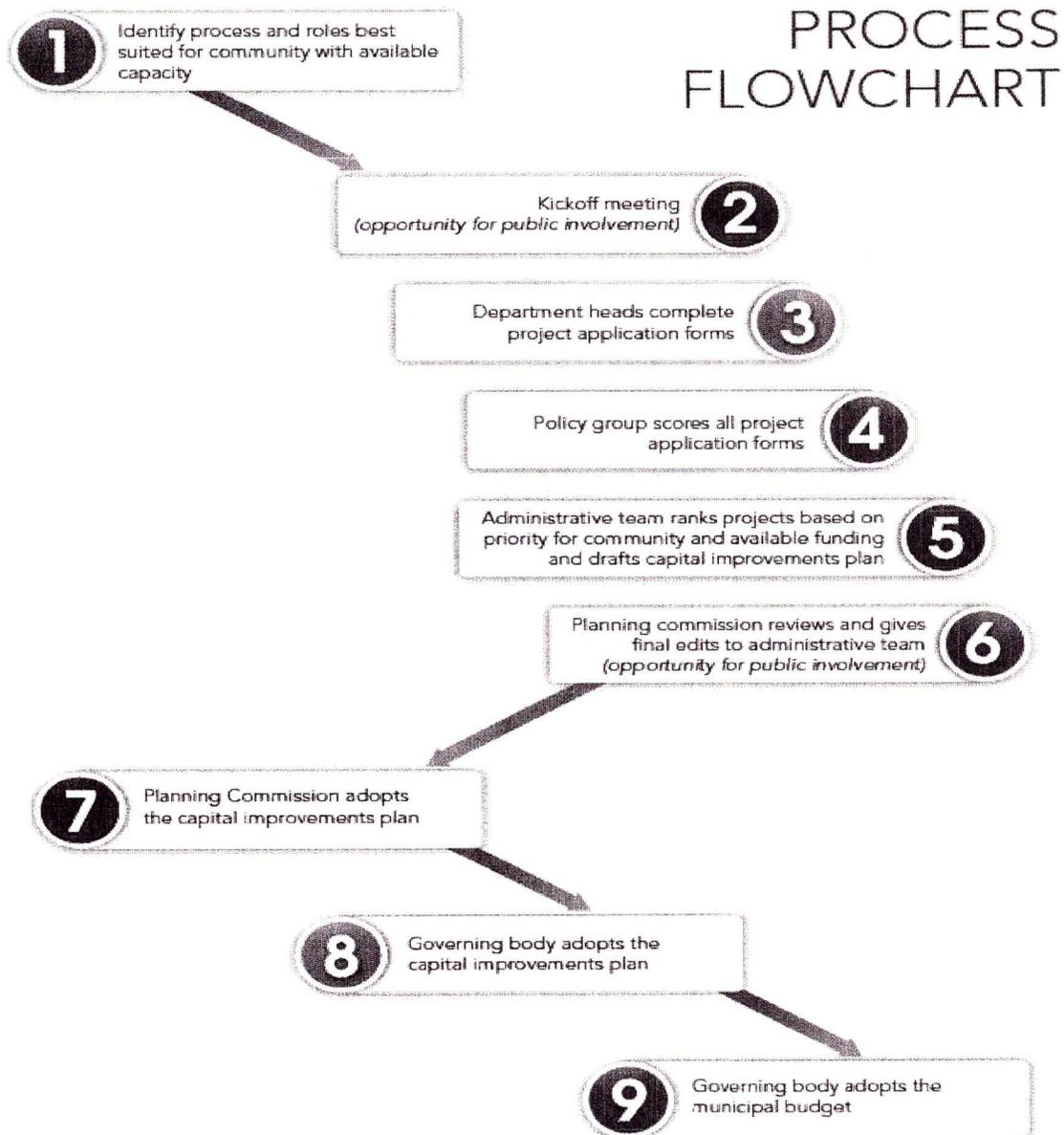
45% with USDA RD Grant	USDA-RD State Revolving Fund Bond Issue Operating Revenues Fund Balance
45% with USDA RD Grant	USDA-RD State Revolving Fund Bond Issue
\$ 200,000.00	Bond Issue Fund Balance
\$ 4,500.00	Assistance to Fire Fighters Grant Operating Revenues
TBD	TBD
TBD	TBD
\$ 25,000.00	Grant General Fund Assistance to Fire Fighters Grant Capital Project Fund

City of Albion

Capital Improvements Plan – 2017 – 2022

Thank you for your participation in this important process to move Albion forward! The Capital Improvements Plan (CIP) is a requirement of the Michigan Planning Enabling Act (Public Act 33 of 2008) for all cities. The act states, “The Capital improvements program shall show those public structures and improvements in the general order of their priority, that in the (planning) commission’s judgment will be needed or desirable and can be undertaken within the ensuring 6-year period.”

The following flowchart provides a general outline of the process that the City of Albion is following:



Ranking Projects

Every community should create its own set of ranking criteria by which to assess various projects. Sample criteria could include:

- Contributes to health, safety and welfare
- Needed to comply with local, state or federal law
- Remediates an existing or projected deficiency
- Reduces future costs
- Implements the master plan
- Protects natural resources
- Supports the local economy
- Delivers level of service desired by community

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Albion's existing infrastructure system; and to provide for the acquisition of scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive Capital Improvements Plan is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization

of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Albion residents and stakeholders on how the municipality plans address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

Master land use plan

Redevelopment plan

Downtown development plan

Corridor improvement plan

Recreation plan

Transportation plan

Non-motorized transportation plan

Goals and objectives of council

Administrative policies

Mission Statement

Preparation of the CIP is done under the authority of the Michigan planning Enabling Act (PA 33 or 2008). The goal of the CIP should be to implement the master plan and to assist in the community's financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality a sophistication. Greater attention shall be devoted

to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

CIP and the Budget Process

The CIP plays a significant role in the implementation of master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained within the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the project because the road project has access to a restricted revenue source, whereas a park project may have to complete for funding from other revenue source, A project's funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics.

The community of Albion should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year is the operating budget us funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

Capital Improvement Plan Policy Group: reviews the policy, develops the project rating and weighting criteria, rates and weights project applications, reviews funding options, and presents the recommendation to the Administrative Group.

Representatives from the Planning Commission

Representatives from City Council

City Manager

Director of Planning, Building and Code Enforcement

Recreation Director

Director of Public Services

Public Safety Chief

Administrative Group: clarifies any issues, finalizes the rating and brings the CIP draft forward at the Planning Commission workshop and presents the CIP at the Planning Commission public hearing.

Assistant City Manager

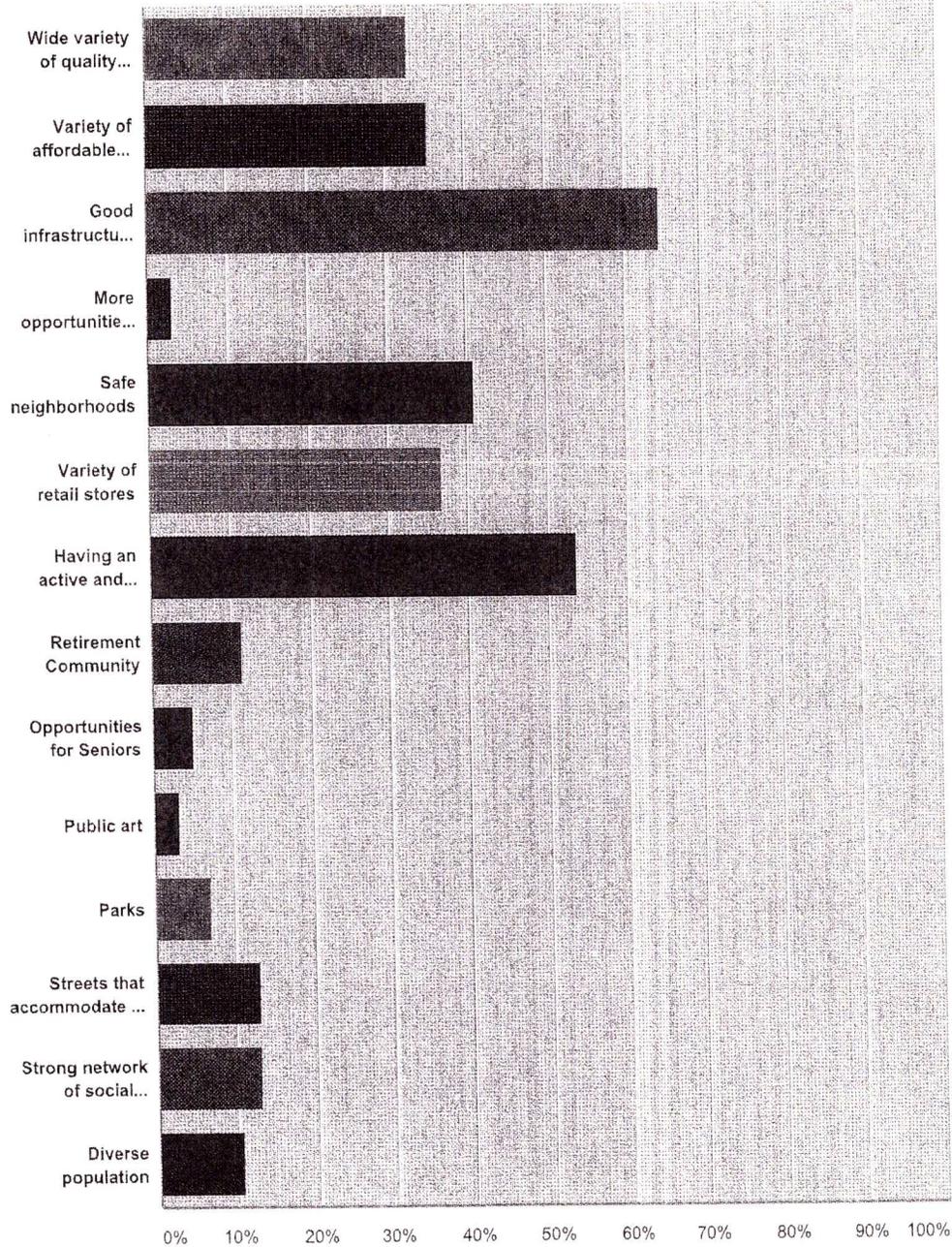
Special Project Manager

Planning commission: works with the Policy Group during the plan development, conducts workshops (if necessary), reviews the Policy Group's recommendation, receives public input, conducts public hearings, adopts the plan, and requests the governing body to consider in cooperating funding for the first year projects into the budget plan.

Governing Body: encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

Q8 What are the most important aspects for Albion to be a thriving city where people want to live, work, and play? Pick up to THREE.

Answered: 161 Skipped: 28



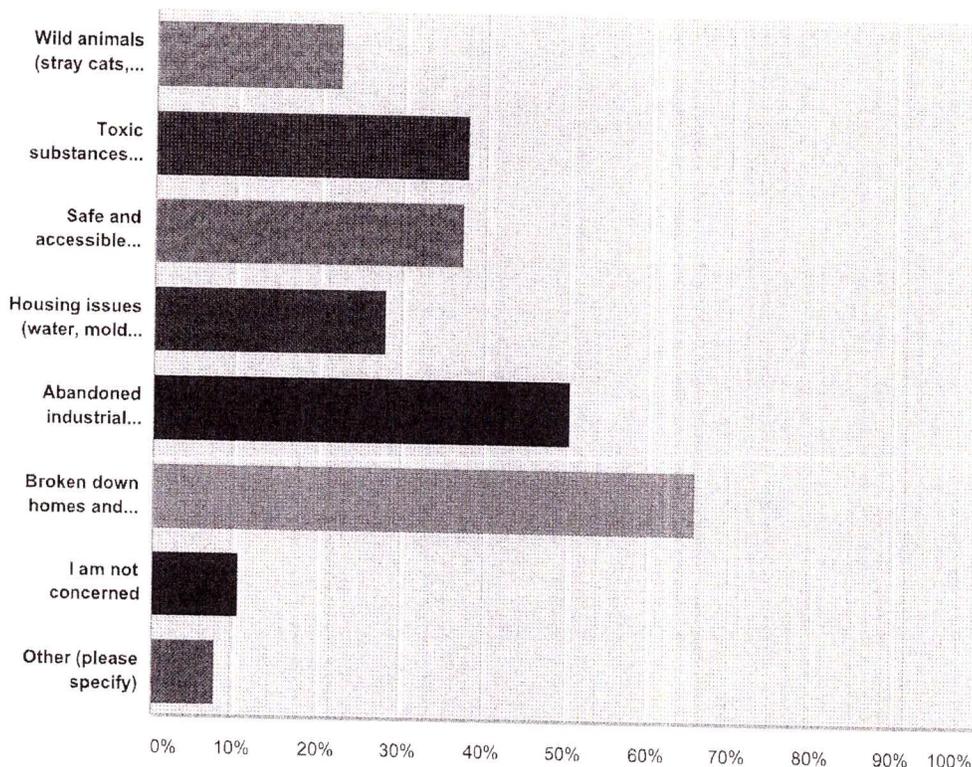
Answer Choices	Responses	
Wide variety of quality housing options	32.92%	53
Variety of affordable recreational activities (e.g. Sports, Art, Children's enrichment activities, Library, etc.)	35.40%	57

A Community Needs Survey

Good infrastructure (e.g. Roads, Sidewalks, Water System, Lighting, etc.)	64.60%	104
More opportunities for civic engagement	3.11%	5
Safe neighborhoods	40.99%	66
Variety of retail stores	36.65%	59
Having an active and lively downtown	53.42%	86
Retirement Community	11.18%	18
Opportunities for Seniors	4.97%	8
Public art	3.11%	5
Parks	6.83%	11
Streets that accommodate all forms of transportation (e.g. Walking, Biking, Driving, Handicap Accessible)	13.04%	21
Strong network of social services	13.04%	21
Diverse population	10.56%	17
Total Respondents: 161		

Q24 Which of the following physical environmental factors are you most concerned about with respect to you or your household's health? Pick up to THREE.

Answered: 143 Skipped: 46



Answer Choices	Responses
Wild animals (stray cats, etc.) and pests	22.38% 32
Toxic substances (lead, mercury, poor air quality, etc.)	37.76% 54
Safe and accessible exercise locations (including in the winter)	37.06% 53
Housing issues (water, mold, lead paint, etc.)	27.97% 40
Abandoned industrial sites	50.35% 72
Broken down homes and buildings	65.73% 94
I am not concerned	10.49% 15
Other (please specify)	7.69% 11
Total Respondents: 143	

#	Other (please specify)	Date
1	Infestation of brown marmorated stink bugs - any way for city to address this???	2/1/2017 10:10 AM
2	Cancel Belt	1/30/2017 4:30 PM

A Community Needs Survey

3	None	1/21/2017 4:55 PM
4	Healthy take-out besides (Subway)	1/18/2017 9:29 AM
5	M	1/16/2017 4:02 PM
6	Water quality	1/14/2017 8:59 AM
7	water ?	1/13/2017 10:57 PM
8	Unsafe neighborhoods and streets	1/10/2017 9:09 PM
9	Declining streets/roads in Albion	1/9/2017 12:21 PM
10	lack of law enforcement making some areas feel unsafe.	1/6/2017 3:29 PM
11	Q	1/6/2017 11:09 AM