



# 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.

- Joseph V. Domingo  
Mayor
- Maurice Barnes, Jr.  
Council Member
- Lenn Reid  
Council Member
- Garrett Brown  
Mayor Pro Tem
- William Wheaton  
Council Member
- Cheryl Krause  
Council Member
- Andrew French  
Council Member
- Sheryl L. Mitchell  
City Manager
- Bodwin Law Office
- 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) business days prior to the posted meeting time.

## AGENDA

**Monday, November 3, 2014  
7:00 P.M.**

### PLEASE TURN OFF CELL PHONES DURING MEETING

Page No.

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBERS' COMMENTS
- VI. CITY MANAGER/DEPT HEAD COMMENTS
  - A. Employee of the Month-Eric Tobin
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper protocol and decorum is required.)
- VIII. CONSENT CALENDAR (VV)  
(Items on the Consent Calendar are voted on as one unit)
  - A. Approval Regular Session Minutes – Oct 20, 2014
  - B. Approval Study Session Minutes-Oct 27, 2014
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Boards & Commissions Appointments and Reappointments



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-Holly Zblewski, Library Board, Initial Appointment,  
Term to Expire 6-30-2017

-Scott Brown, ABA Board, Reappointment, Term to  
Expire 12-31-2017

-Scott Brown, DDA Board, Reappointment, Term to  
Expire 12-31-2018

-Mike Tymkew, DDA Board, Initial  
Appointment, Term to Expire 12-31-2017

-Duane Ruff, ZBA Board, Initial Appointment, Term  
To Expire 12-31-2015

B. Request for Approval 2<sup>nd</sup> Reading Ordinance #  
2014-04, Finance Signature Authorization (RCV)

C. Future Agenda Items

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

X. CITIZEN'S COMMENTS (Persons addressing the City  
Council shall limit their comments to no more than five (5)  
minutes. Proper decorum is required.)

XI. ADJOURNMENT

City Of Albion  
City Council Meeting  
October 20, 2014

I. CALL TO ORDER

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

II. MOMENT OF SILENCE WAS OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Maurice Barnes (1), Lenn Reid (2), Garrett Brown (3), William Wheaton (4), Cheryl Krause (5), Andrew French (6) and Mayor Joseph Domingo.

Administration: Sheryl Mitchell, City Manager; Jill Domingo, City Clerk; Scott Kipp, Chief of Public Safety, Taurean Wilson, Recreation Director and Cullen Harkness, City Attorney.

V. MAYOR AND COUNCIL MEMBERS' COMMENTS

Comments were received from Council Members Wheaton and Krause and Mayor Domingo.

VI. CITY MANAGER/DEPT HEAD COMMENTS

A. Update on Target Market Analysis

City Manager Mitchell gave a brief overview of the MSHDA grant for the target market analysis study of the downtown and adjacent neighborhoods for the City of Albion and the City of Battle Creek.

VII. PRESENTATIONS

A. Albion College International Students

Mayor Domingo read aloud and presented the Resolution of Honorary Citizenship to the Albion College International Students.

VIII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)

No comments were received.

IX. CONSENT CALENDAR (VV)

A. Approval of Regular Session Minutes – October 6, 2014

French moved, Krause supported, CARRIED, to Approve Consent Calendar as presented. (7-0, vv).

X. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request for Approval Michigan Municipal League Dues for 2015 (RCV)

Comments were received from Council Member Barnes.

French moved, Krause supported, CARRIED, to Approve Michigan Municipal League Dues for 2015 as presented. (7-0, rcv).

B. Discussion & Request for Approval 1<sup>st</sup> Reading Ordinance #2014-04, Finance Signature Authorization (RCV)

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

French moved, Brown supported, CARRIED, Approve 1<sup>st</sup> Reading Ordinance #2014-04, Finance Signature Authorization as presented. (7-0, rcv).

C. Annual City Leaf Pick-Up Schedule

Comments were received from Council Members French, Brown and Krause, City Manager Mitchell, Chief of Public Safety Kipp and Mayor Domingo.

D. Request for Approval of Study Session Dates for the 2015 Budget (VV)

Comments were received from Council Members Krause and French and Mayor Domingo.

Wheaton moved, French supported, CARRIED, to Approve Study Session Dates for the 2015 Budget as presented. (7-0, vv).

E. Request Approval S.A.W. Grant (RCV)

Comments were received from Council Members Brown and Krause.

French moved, Krause supported, CARRIED, to Approve S.A.W. Grant as presented. (7-0, rcv).

F. Approval of City Council Meeting Dates for 2015 (VV)

French moved, Krause supported, CARRIED, to Approve City Council Meeting Dates for 2015 as presented. (7-0, vv).

G. Update on Firekeepers Grant-Council Member Reid

Council Member Reid stated that we received the entire \$35,000 that was requested from the Firekeepers Grant. These funds will be used to start Phase I in the transformation of Holland Park. The total cost of the project is projected to be \$250,000. Council Member Reid thanked the committee and all those who have supported the project. The committee will also be looking at additional opportunities for grants to fund the project.

Comments received from Council Members Krause, French and Mayor Domingo.

H. Request for Approval of Contract with Revize Superior Web and Design for Web Services (RCV)

Comments received from Council Members Brown, Krause, Barnes and French, City Manager Mitchell, Mayor Domingo and City Attorney Harkness.

French moved, Krause supported, CARRIED, to Approve Contract with Revize Superior Web and Design for Web Services contingent upon negotiating a warranty and a 30 or 60 day release clause with the City Attorney and Revize Superior Web and Design as presented. (7-0, rcv).

I. Future Agenda Items

No future agenda items.

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

No action was needed as all council members were present.

XI. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)

Comments were received from Hazel Lias, 12939 28 ½ Mile Rd, Mike Bearman, 11016 29 Mile Rd, Council Members Brown, Barnes and French and Mayor Domingo.

XII. ADJOURNMENT

French moved, Krause supported, CARRIED, to Adjourn the Regular Session. (7-0, vv)

Mayor Domingo adjourned Regular Session at 8:03 p.m.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Domingo  
City Clerk

City Of Albion  
City Council Study Session  
October 27, 2014

I. CALL TO ORDER

Mayor Joseph Domingo opened the study session at 6:30 p.m.

II. ROLL CALL

Maurice Barnes (1), Lenn Reid (2), Garrett Brown (3), William Wheaton (4), Cheryl Krause (5), Andrew French (6) and Mayor Joseph Domingo.

Administration: Sheryl Mitchell, City Manager, Jill Domingo, City Clerk, Tom Mead, Finance Director, Scott Kipp, Public Safety Chief and Cullen Harkness, City Attorney.

III. ITEMS FOR INDIVIDUAL DISCUSSION

A. FY 2015 Budget Overview

City Manager Mitchell discussed the upcoming budget schedule. The schedule is as follows: Thursday, November 6<sup>th</sup>, 2014 to discuss the general fund; Monday, November 10<sup>th</sup>, 2014 to discuss streets and special revenue funds; Thursday, November 20<sup>th</sup>, 2014 to discuss EDC, DDA and Trusts; Monday, November 24<sup>th</sup>, 2014 as the budget wrap up. We plan to use the Monday, December 1<sup>st</sup>, 2014 date for the Public Hearing and the Monday, December 15<sup>th</sup>, 2014 date as the adoption of the 2015 Budget.

Comments were received from Council Members Barnes, Brown, Wheaton, Krause and French and Finance Director Mead.

B. Goals and Objectives

City Manager Mitchell discussed goals and objectives for the City of Albion. In identifying these goals, it will help with the 2015 budget and long term financial planning. A few of the items the council felt were urgent and important were the following: one of the strengths they feel the City has accomplished is providing services to our residents on a limited budget. Some of the area's they would like to see worked on are less delinquent taxes, painting the water tower, water main replacement, demolishing of abandoned houses, consolidation and collaboration with outside entities, staff training and cross training of staff.

Comments were received from Council Members Barnes, Reid, Brown, Wheaton, Krause and French, Mayor Domingo, Chief Kipp, Jay Loomis and John Geyer.

The council also discussed the goals of the City Manager for her first six months and defined the goals in the following order of importance:

1. Balance Budget/Maintain Jobs

2. Jobs/Economic Development/Redevelopment
3. Website Enhancement
4. Relationships with Community and other governmental organizations
5. Development Plan
6. Rental Certification Program
7. Dalrymple and Other Building Demolition

Comments were received from Council Members Barnes, Reid, Brown, Wheaton, Krause, French, Mayor Domingo and City Manager Mitchell.

C. Discussion-Distribution of Information to Council

It was the consensus of the council to continue sending the agenda and packets via e-mail and also a hard copy being delivered to the council members.

Comments were received from Council Members Barnes and Krause and City Manager Mitchell.

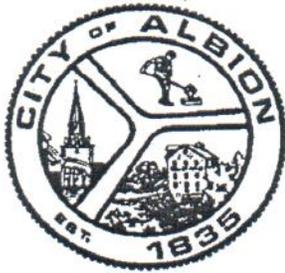
IV. ADJOURNMENT

Krause moved, French supported, CARRIED, to adjourn the Study Session. (7-0, vv).

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

\_\_\_\_\_  
date

\_\_\_\_\_  
Jill Domingo  
City Clerk



## City of Albion

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

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

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

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

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

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

Name: Holly Carole Zblewski  
(First) (Middle) (Last)

Home Address: 508 HAVEN ROAD Telephone #: 517 629 9974

Place of Employment: ALRO STEEL CORP

Business Address: 3100 E High JACKSON Telephone #: 517 788 3288

E-Mail: hzbleski@alro.com Fax: N/A

Title/Type of Work: Admin Asst of Human Resources

Length of Residence in City: 40 years Own/Rent: Own US Citizen:  Y  N

Educational Background: high school

Community Activities: ZBA chair, Historical Society Board

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) LIBRARY BOARD 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

BEEN ON MANY BOARDS & VOLUNTEER

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

I feel that I would be an ASSET to the LIBRARY BOARD.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: NO NOT

ANY LONGER

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: NO

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

**REFERENCES:**

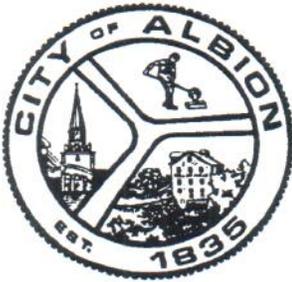
Name: Andrew Zblewski Relationship: husband

Telephone #: 517 629-9974

Name: ZBA BOARD Relationship: \_\_\_\_\_

Telephone #: MANY YEARS

ABIA



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Name: Scott Alan Brown  
(First) (Middle) (Last)

Home Address: 504 Lincoln St. Telephone #: 517 763 8300

Place of Employment: GROC

Business Address: 1118 Centennial Way Telephone #: 517 321 2349

E-Mail: laborers@gmail.com Fax: \_\_\_\_\_

Title/Type of Work: Researcher

Length of Residence in City: 8 yrs Own/Rent: own US Citizen: Y X N

Educational Background: K-12, National Labor College

Community Activities: Albion Innovation

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Albion Building Authority
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Gyas on Calhoun County Road Comm. ssion  
Albion DDA, Building Authority,  
Building Board Appeals

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

I believe in contributing to the community  
I live in.

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

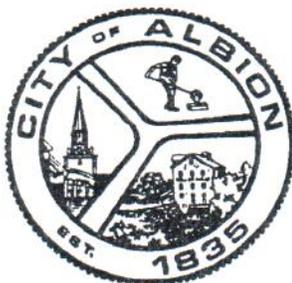
Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: N/A

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

**REFERENCES:**

Name: Kate Segal Relationship: Friend  
 Telephone #: 269 209 0909  
 Name: Mark Schaver Relationship: Friend  
 Telephone #: 269 209 3940

DDA



# City of Albion

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(First) (Middle) (Last)

Home Address: 504 Lincoln St. Telephone #: 517 763 8300

Place of Employment: GRAC

Business Address: 1118 Centennial Way Telephone #: 517 321 2349

E-Mail: laborers@gmail.com Fax: \_\_\_\_\_

Title/Type of Work: Researcher

Length of Residence in City: 8 yrs Own/Rent: own US Citizen: Y  N

Educational Background: K-12, National Labor College

Community Activities: Albion Innovation

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) DDA 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

6 yrs on Calhoun County Road Comm. SS. in  
Albion DDA, Building Authority,  
Building Board Appeals

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

I believe in contributing to the community  
I live in.

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

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

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

**REFERENCES:**

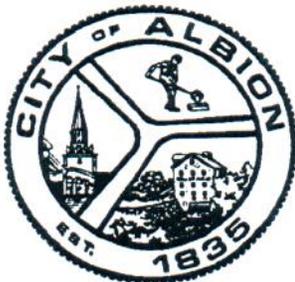
Name: Kate Segal Relationship: Friend

Telephone #: 269 209 0909

Name: Mark Schaver Relationship: Friend

Telephone #: 269 209 3940

DDA



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Name: Michael A. Tymkew  
(First) (Middle) (Last)

Home Address: 1207 Woodlawn Blvd. Telephone #: 629-2305

Place of Employment: Murray, Tymkew + Associates, Inc.

Business Address: 1009 S. Superior Telephone #: 629-3936

E-Mail: mtymkew@sigmarep.com Fax: 629-3525

Title/Type of Work: Insurance

Length of Residence in City: 30+ Own/Rent: Own US Citizen: Y  N

Educational Background: Albion High School  
Michigan State University

Community Activities: Chamber of Commerce, Albion Building Authority  
Zoning Board of Appeals

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Downtown Development
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Served 20 years on Downtown Development Authority

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

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: No

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

BCBS representative to City of Albion health plan.

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: No.

**REFERENCES:**

Name: Jeff Bell Relationship: Friend

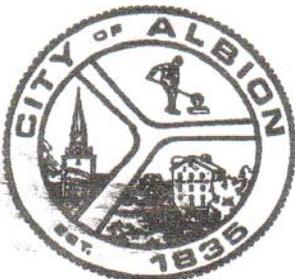
Telephone #: \_\_\_\_\_

Name: Peggy Sindt Relationship: Business

Telephone #: 629-3926

# City of Albion

William L. Rieger Municipal Building



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Michigan 49224  
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Name: Quane A. Ruff  
(First) (Middle) (Last)

Home Address: 505 Crandall st. Telephone #: 517 639 8043

Place of Employment: Retired

Business Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail: dandruff@att.net Fax: \_\_\_\_\_

Title/Type of Work: Retired finish Carpenter  
Length of Residence in City: 80yrs Own/Rent: Own US Citizen: Y  N  
Educational Background: High school graduate

Community Activities:

Application for Membership

Page 2 of 3

List Board or Commission on which you are interested in serving (see attached descriptions):

1) Planning board of appeals  
3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Worked last 24 yrs for Ruff & Keger builders

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

Was asked to serve by Ron Rice.  
Experience working as builder.

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

No

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

No

**CITY OF ALBION  
ORDINANCE #2014-04**

AN ORDINANCE TO ADD ORDINANCE 2-353, FINANCE SIGNATURE  
AUTHORIZATION

**Purpose and Finding:**

Currently the Albion City Charter provides in Article 9, Section 9.5(b) that " The council shall prescribe the method for the disbursement of city funds. Unless otherwise provided by ordinance, all checks of the city shall be signed by the mayor and the clerk." Given that the Mayor and/or Clerk may be absent from the City from time to time, there is an obvious need to have additional persons authorized to disburse funds and sign checks. Furthermore, given that employees and elected officials may have a familial relationship, it is additionally recommended that such persons not authorize the disbursement of funds together.

THE CITY OF ALBION ORDAINS:

**Sec. 2-353. FINANCE SIGNATURE AUTHORIZATION**

1. The following elected officials and administrative employees are authorized to sign checks on behalf of the City:
  - a. Mayor;
  - b. City Manager;
  - c. Finance Director;
  - d. City Clerk;
2. All City checks must be signed by at least two (2) of the individuals listed in Sub-Section One (1) of this Ordinance;
3. Should any of the individuals listed in Sub-Section (1) of this Ordinance share a familial relationship, those individuals are precluded from signing the same check;
4. In the event of the absence of the Mayor from the City, the Mayor Pro Tem is authorized to sign checks in the Mayor's place;
5. In the event of the absence of the City Manager from the City, the designated Acting City Manager is authorized to sign checks in the Manager's absence.

This Ordinance shall take effect on December 3, 2014.

First Reading:

October 20, 2014

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

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

Second Reading & Adoption:

November 3, 2014

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Joseph V. Domingo,  
Mayor.

## Web Services Sales Agreement

This Sales Agreement is between City of Albion, Michigan ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 10-23-14

|  |                         |
|--|-------------------------|
| <b>CLIENT INFORMATION:</b>   | <b>REVIZE LLC:</b>      |
| Company Name: <u>City of Albion, Michigan</u>                        | Revize Software Systems |
| Company Address: <u>112 Cass Street</u>                              | 1890 Crooks, Suite 340  |
|  | Troy, MI 48064          |
| Company City/State/Zip: <u>Albion, MI 49224</u>                      |                         |
| Contact Name: <u>Sheryl L. Mitchell smitchell@cityofalbionmi.gov</u> | (517) 629-7176          |
| Billing Dept. Contact: _____   |                         |

The CLIENT agrees to purchase the following products and services provided by REVIZE:

| Quantity | Description  | Price              |
|----------|--|--------------------|
| 1        | Phase 1 – Project Planning and Analysis, onetime fee:                                  | \$ 250.00          |
| 1        | Phase 2 – Reuse Existing Client Website Design, 3 rounds of changes, onetime fee:      | \$ 1,000.00        |
| 1        | Phase 3 & 4 – Revize Template Development, CMS module integration, onetime fee:        | \$ 2,000.00        |
| 1        | Phase 5 – QA Testing, onetime fee:   | \$ 300.00          |
| 1        | Phase 6 – Use Existing Site Map and Migrate Content "as is" up to 355 pages & 53 Docs: | \$ 1,234.00        |
| 1        | Phase 7 – Content Editing/Administrator Training, one 4 hour session, onetime fee:     | \$ 600.00          |
| 1        | Phase 8 – Go Live, onetime fee:  | \$ 100.00          |
| 1        | Special City of Albion Discount, onetime.  | (\$ 489.00)        |
|          | <b>Grand Total:</b>  | <b>\$ 4,995.00</b> |

Revize requires a check for \$3,000.00 to start this initiative. Remainder of balance due upon delivery of website for content editor training or the one year anniversary of the project kick off meeting, whichever comes first. Revize Annual Services start the day of the Kick Off Meeting. Credit Cards are accepted with a 3% handling fee.

**Termination:** This Agreement may be terminated by either party upon (30) days written notice to the other party. In the event of termination by the Owner, the Contractor will be compensated by the Owner for all services performed up to and including the termination date.

Unless otherwise provided in this Agreement, Contractor hereby warrants that all work performed, (or to be performed), is in accordance with requirements of the project specifications of this Agreement and free from defective equipment and workmanship for a period of (1) year from the website launch date.

If within the warranty period, the Owner or Contractor finds that warranted work needs to be repaired or changed because the equipment or workmanship is inferior, defective, or not in accordance with the requirements of the Agreement or project specifications, then Contractor agrees to promptly and without additional expense to the Owner, satisfactorily correct any and all inferior, defective or non-compliant workmanship or equipment.

**Terms:**

1. Revize v4.3 Features List describes the functional capabilities of Revize v4.3. [www.revize.com](http://www.revize.com)
2. Payments:
  - All Invoices are Due Upon Receipt. Work begins upon receiving initial payment.
3. This Sales Agreement is the only legal document governing this sale.
4. If additional "as is" content migration is required it will be done for \$3 per web page or document.
5. Both parties must agree in writing to any changes or additions to this Sales Agreement.
6. This Sales Agreement is subject to the laws of the State of Michigan.
7. Pricing expires in 30 days.

AGREED TO BY:

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person:

Date:

|  |   |
|--|---|
| CLIENT   | REVIZE  |
|  |  |
| <u>Joseph J. Nagrant</u>   | <u>Joseph J. Nagrant</u>  |
| <u>Sales Director</u>  | <u>Sales Director</u>   |
| <u>10-27-14</u>  | <u>10-27-14</u>   |

Please sign and return to Joseph Nagrant at Fax # 206-353-0183 or 866-346-8382

## Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government departments. The applications and features are categorized into:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

### CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Alert Center
- ✓ Document Center
- ✓ Agenda Center
- ✓ Email Notify
- ✓ Mega Menu
- ✓ FAQs
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar
- ✓ Personal Social Media Sharing App
- ✓ Sliding Feature Bar
- ✓ Language Translator

### Citizen's Engagement Center Apps:

- ✓ Citizen Request Center with Captcha
- ✓ Online Bill Pay via Point and Pay

**STAFF PRODUCTIVITY APPS:**

- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ Website Content Archiving
- ✓ Website Content Scheduling

**SITE ADMIN & SECURITY APPS**

- ✓ Audit Trail
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics

**MOBILE DEVICE and ACCESSIBILITY FEATURES**

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Trend for 2014 to accommodate better viewing of text and graphics for any size screen i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

## Web Services Sales Agreement

This Sales Agreement is between City of Albion, Michigan ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 10-23-14

|                            |   |                         |
|----------------------------|---|-------------------------|
| <b>CLIENT INFORMATION:</b> |   | <b>REVIZE LLC:</b>      |
| Company Name:              | <u>City of Albion, Michigan</u>                                       | Revize Software Systems |
| Company Address:           | <u>112 Cass Street</u>  | 1890 Crooks, Suite 340  |
|                            |   | Troy, MI 48084          |
| Company City/State/Zip:    | <u>Albion, MI 49224</u>   |                         |
| Contact Name               | <u>Sheryl L. Mitchell smitchell@cityofalbionmi.gov (517) 629-7176</u> |                         |
| Billing Dept. Contact      |   |                         |

The CLIENT agrees to purchase the following products and services provided by REVIZE:

| <u>Quantity</u> | <u>Description</u>   | <u>Price</u> |
|-----------------|--|--------------|
| 1               | Revize Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee: Unlimited Users, up to 10 GB website storage | \$ 2,400.00  |

Grand Total: \$ 2,400.00

Five year agreement with free website re-design during year five. Revize requires a check immediately for \$2,400 to start this initiative. Revize Annual Services start the day of the Kick Off Meeting. Credit Cards accepted with 3% handling fee.

Termination: This Agreement may be terminated by either party for any reason upon (30) days written notice to the other party. In the event of termination, the Contractor will be compensated by the Owner for all services performed up to and including the termination date.

Unless otherwise provided in this Agreement, Contractor hereby warrants that all work performed, (or to be performed), is in accordance with requirements of the project specifications of this Agreement and free from defective equipment and workmanship for a period of (1) year from the date the work is performed.

If within the warranty period, the Owner or Contractor finds that warranted work needs to be repaired or changed because the equipment or workmanship is inferior, defective, or not in accordance with the requirements of the Agreement or project specifications, then Contractor agrees to promptly and without additional expense to the Owner, satisfactorily correct any and all inferior, defective or non-compliant workmanship or equipment.

**Terms:**

1. Revize v4.3 Features List describes the functional capabilities of Revize v4.3. [www.revize.com](http://www.revize.com)
2. Payments:
  - \* All Invoices are Due Upon Receipt. Work begins upon receiving initial payment.
3. This Sales Agreement is the only legal document governing this sale.
4. If additional "as is" content migration is required it will be done for \$3 per web page or document.
5. Both parties must agree in writing to any changes or additions to this Sales Agreement.
6. This Sales Agreement is subject to the laws of the State of Michigan.
7. Pricing expires in 30 days.

**AGREED TO BY:**

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person:

Date:

Please sign and return to: Joseph Naqrant

at Fax # 206-350-0153 or 866-346-8880

|  |  |
|--|--|
| <p style="text-align: center;">CLIENT</p> <p><u><i>Sheryl L. Mitchell</i></u></p> <p><u>Sheryl L. Mitchell</u></p> <p><u>City Manager</u></p> <p><u>10-24-14</u></p> | <p style="text-align: center;">REVIZE</p> <p><u><i>Joseph J. Naqrant</i></u></p> <p><u>Joseph J. Naqrant</u></p> <p><u>Sales Director</u></p> <p><u>10-27-14</u></p> |
|--|--|

*City of Albion*  
*Schedule of Budgets Presented To Council*

| <u>Fund #</u>   | <u>Fund Name</u>                     | <u>Status</u> |
|---|--------------------------------------|---------------|
| <b>Monday, October 27, 2014 - Budget Overview</b>                                       |                                      |               |
|   | FY 2015 Budget Overview              |               |
|   | Goals and Objectives                 |               |
| <b>Thursday, November 6, 2014 - Budget Summaries - General Fund</b>                     |                                      |               |
|   | Revenues -- Taxes and Fee Schedules  |               |
|   | Organizational Structure - Positions |               |
| 101   | City Council                         |               |
| 172   | City Manager                         |               |
| 209   | Assessing                            |               |
| 210   | Attorney                             |               |
| 215   | City Clerk                           |               |
| 226   | Human Resources                      |               |
| 260   | Finance / Treasurer                  |               |
| 265   | Municipal Building                   |               |
| 276   | Cemetery                             |               |
| 304   | Dispatch                             |               |
| 306   | PPO Program                          |               |
| 308   | Animal Control                       |               |
| 345   | Public Safety                        |               |
| 371   | Building Inspection                  |               |
| 400   | City Planning                        |               |
| 422   | Code Enforcement                     |               |
| 442   | City Maintenance                     |               |
| 444   | Tree Trimming                        |               |
| 447   | Engineering                          |               |
| 526   | EPA Landfill                         |               |
| 775   | Parks                                |               |
| 895   | General Appropriations               |               |
| <b>Monday, November 10, 2014 - Budget Summaries - Streets and Special Revenue Funds</b> |                                      |               |
| 208   | Recreation Fund                      |               |
| 226   | Solid Waste                          |               |
| 590   | Sewer Fund                           |               |
| 591   | Water Fund                           |               |
| 248   | DDA                                  |               |
| 275   | Albion Building Authority            |               |
| 277   | Maple Grove Apartments               |               |
| 250   | Community Development Block Grants   |               |
| 265   | Drug Law Enforcement                 |               |
| 369   | Albion Building Authority Bonds      |               |
| 367   | Sidewalk Program Fund                |               |

*City of Albion*  
*Schedule of Budgets Presented To Council*

**Thursday, November 20, 2014 - Budget Summaries - Enterprise Funds, Internal Service  
EDC, DDA, Trusts**

|     |                             |
|-----|-----------------------------|
| 202 | Major Streets               |
| 203 | Local Streets               |
| 450 | Street Improvement Fund     |
| 364 | GO Bond for Water Projects  |
| 661 | Equipment Pool              |
| 244 | Economic Development        |
| 246 | Business Incubator          |
| 247 | TIFA                        |
| 296 | Revolving Loan              |
| 363 | Energy/425/Generator Bonds  |
| 711 | Cemetery Trust              |
| 732 | Public Safety Pension Trust |
| 735 | Albion Trust                |
| 737 | Retiree Health Care         |
| 370 | 201 N. Clinton St. Debt     |
| 371 | 111 Center St. Debt         |
| 374 | DPW Building Debt           |
| 452 | MDOT Street Reconstruction  |

**Monday, November 24, 2014 - Budget Wrap Up**

Health Insurance  
Personnel  
Capital Improvement Plan

**Monday, December 1, 2014 - Public Hearing**

Public Hearing

**Monday, December 15, 2014 - Adoption of Budget**

Budget Resolution  
Levy of General Operating Millage

Revised 10.29.2014