



# CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER  
GOVERNMENT

Council members and  
other officials normally in  
attendance.

## AGENDA

COUNCIL MEETING  
Tuesday, January 16, 2018

7:00 P.M.

**Garrett Brown**  
Mayor

**Maurice Barnes, Jr.**  
Council Member  
1<sup>st</sup> Precinct

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

**Sonya Brown**  
Mayor Pro-Tem  
Council Member  
3<sup>rd</sup> Precinct

**Marcola Lawler**  
Council Member  
4<sup>th</sup> Precinct

**Jeanette Spicer**  
Council Member  
5<sup>th</sup> Precinct

**Andrew French**  
Council Member  
6<sup>th</sup> Precinct

**Sheryl L. Mitchell**  
City Manager

**The Harkness Law Firm**  
Atty Cullen Harkness

**Jill Domingo**  
City Clerk

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

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

### PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. CITY MANAGER REPORT
- VII. PRESENTATIONS
  - A. Oaklawn-Richard Lindsay & Dr. Teleah Phillips
  - B. Cardboard Classic Sled Race-Eric Worley & Stacey Levin
- VIII. PUBLIC HEARINGS
- IX. 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.)
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
  - A. Approval Study Session Minutes, December 14, 2017
  - B. Approval Study Session Minutes, December 18, 2017
  - C. Approval Regular Session Minutes, December 18, 2017
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
  - A. Request Approval for Suggested Date to Replace the January 3<sup>rd</sup>, 2018 Regular Meeting (RCV)



# 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

- B. Request Approval 2<sup>nd</sup> Approval of Council Rules of Procedures (RCV)
- C. Request Approval for Purchase of 2012 Vactor Truck for \$210,000 (RCV)
- D. Request Approval Contract with the Albion Clerical Alliance (ACA), Effective October 1, 2017 thru September 30, 2020 (RCV)
- E. Request Approval Contract with the Police Officers Association of Michigan (POAM), Effective October 1, 2017 thru September 30, 2020 (RCV)
- F. Request Approval Contract with the American Federation of State, County, and Municipal Employees (AFSCME), Effective October 1, 2017 thru December 31, 2020 (RCV)
- G. Request Approval Contract with the Albion Command Officers Association (ACOA), Effective October 1, 2017 thru September 30, 2020 (RCV)
- H. Discussion-Ordinance # 2018-01, Medical Marijuana Ordinance
- I. Request Approval Resolution # 2018-01, Performance Resolution for Governmental Agencies (RCV)
- J. Request Approval Resolution # 2018-02, Appointment of Kenneth Snyder as City of Albion Representative to the Calhoun County Consolidated Dispatch Authority-January 1, 2018 – December 31, 2019 (RCV)
- 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**  
**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:** January 16, 2018  
**RE:** **Agenda Summary**

ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval for Suggested Date to Replace the January 3<sup>rd</sup>, 2018 Regular Meeting.** The City Charter requires that council shall hold at least two (2) regular meetings in each month. The meeting that was scheduled for January 3<sup>rd</sup> was cancelled. Council is requested to approve an alternative meeting date for January.
- B. Request Approval – 2<sup>nd</sup> Approval of Council Rules of Procedures.** The committee of Council Members French, Brown and Mayor Brown provided a draft of the proposed amendments to the Council Rules of Procedures. The first reading and approval was on December 18, 2017. This would be the 2<sup>nd</sup> reading and final adoption.
- C. Request Approval for Purchase of 2012 Vactor Truck for \$210,000.** The acquisition of a new Vactor Jet Truck was included in the 2018 Capital Plan, at an estimated cost of \$350,000, because it was recognized that this piece of equipment (2001) was aging and would probably need ongoing extensive repairs. The current estimate for repairs is at least \$25,000 to replace the water tanks and \$10,000 for other repairs. Two city staff persons have inspected the 2012 vehicle and found it in excellent condition with few miles. Local financial institutions have been contacted regarding purchase/lease options. Doheny Companies has agreed to hold the vehicle pending council approval for acquisition at the Jan. 16<sup>th</sup> meeting. Council is requested to authorize the administration to acquire the Vactor Truck at the cost of \$210,000. Funding would be from the Water and the Sewer Funds. The final purchase/lease agreement would come back for council approval.
- D. Request Approval of American Federation of State, County, and Municipal Employees Contract Effective October 1, 2017- December 31, 2020.** Approval of 3 year labor agreement.

- E. **Request Approval of Albion Clerical Alliance (ACA) Contract Effective October 1, 2017- December 31, 2020.** Approval of 3 year labor agreement.
- F. **Request Approval of Police Officers Association of Michigan (POAM) Contract Effective October 1, 2017- December 31, 2020.** Approval of 3 year labor agreement.
- G. **Request Approval of Albion Command Officers Association (ACOA) Contract Effective October 1, 2017- December 31, 2020.** Approval of 3 year labor agreement.
- H. **Discussion – Ordinance #2018-01, Medical Marijuana Ordinance.** The ordinance provides for the licensing and regulation of Medical Marijuana Facilities, in accordance with the Michigan Medical Marijuana Facilities Licensing Act. The four (4) facilities would be allowed in Albion: Grower, Processor, Transporter and Safety Compliance. Provisioning Centers (Dispensaries) would not be permitted. A maximum of five (5) licenses for each category could be issued. All Grower Facilities shall be limited to the M-1-P, M-2, and M-2-P Zoning Districts. Safety Compliance Facilities shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Secure Transporters shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Processor Facilities shall be limited to B-3, M-1-P, M-2, and M-2-P Zoning Districts.
- I. **Request Approval Resolution #2018-01, Performance Resolution for Governmental Agencies.** The Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way. The department contacts are identified for the purpose of obtaining permits - to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits.
- J. **Request Approval Resolution #2018-02, Appointment of Kenneth Snyder as City of Albion Representative to the Calhoun County Consolidated Dispatch Authority – January 1, 2018 – December 31, 2019.** The mission of the Calhoun County Consolidated Dispatch Authority (CCCDA) is to provide the residents and visitors of Calhoun County with a timely and accurate communication link to emergency response services. The CCCDA answers all 9-1-1 and non-emergency calls and efficiently dispatching public safety personnel/agencies within Calhoun County, including the City of Albion. The CCCDA is governed by a Board of Directors, whose membership is comprised of officials appointed from the various municipalities and organizations that the CCCDA services. The nine-member board has the authority to hire an executive director to manage the daily operations of the dispatch center. Previously, the City of Albion appointed Kenneth Snyder as their representative, for the terms that expired on December 31, 2015 and December 31, 2017. City Council is requested to re-appoint Kenneth Snyder as City of Albion Representative to the Calhoun County Consolidated Dispatch Authority (CCCSA), for the term of January 1, 2018 through December 31, 2019.

City of Albion  
Study Session Minutes  
December 14, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: All members were present.

STAFF PRESENT:

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

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 Nidia Wolf, 409 Irwin Avenue; Mary Slater, 517 E. Michigan Avenue; Eric Worley, 420 Allen Place; Nels Christiansen, 915 S. Superior St; Bob Dunklin, 707 Huntington Blvd and Herman McCall, 1206 Maple St.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Economic Development Public/Private Partnerships

1. ARC/EDC Relationship
2. Advancing Albion Action Plan

Amy Deprez, Albion Economic Development Director stated the Albion Economic Development Corporation Jo Fair was held today and they received about 95 or 96 people out of the 105 that was expected.

Amy gave the following presentation on ARC and the Advancing Albion Action Plan:

**ARC-Who are we**

- 501(c)(3) Charitable Organization
- Founded in 2015 to receive and administer funds and property to combat community deterioration.

- Mission Statement – To combat community deterioration in the downtown business district and surrounding areas to improve and revitalize the district into an area that is attractive to businesses, employment and entertainment.
- Promote economic growth, employment and development
- Unites all parties interested in redevelopment
- Advocates and solves problems
- Identifies new construction or expansion opportunities
- Seeks grant and other charitable support for the redevelopment of Downtown and surrounding areas
- Uses all effective means to revitalize and sustain Albion
- <https://www.guidestar.org/profile/81-0880143>

#### **ARC Board of Directors**

- President-Dr. William Dobbins
- Vice-President-Dr. Samuel Shaheen
- Secretary-Jeffrey Ott
- Board Member-Michael McFarlen

#### **Advancing Albion Action Plan**

- Community Plan & Investment Strategy
- Call to Action
- Shared Vision
- Focus
  - Real Estate Development
  - Housing
  - Retail / Commercial
  - Culture
  - Arts
- Defines the Ongoing Transformation of Albion

#### **Why was an Action Plan Required?**

- Identifying a Need
- Downtown Structures:
  - 40% are vacant
  - Majority in dire need of investment
  - Very few residential options
  - Declining & Aging Population
  - Infrastructure & Transportation
  - Reduced property tax income felt throughout the City's infrastructure system
  - Lack of a unified economic plan

Albion must reinvent, diversify, and stabilize its post-industrial economy to meet the changing 21st century economic landscape.

#### **Seizing Opportunities - Creating a Plan**

- Opportunities for Albion:
  - Albion College
  - Walk to Work
  - Historic Downtown
  - Location
  - Market Potential
  - Superior Street Commercial Corridor
  - Albion College / Harrington Neighborhood
  - Michigan Avenue Corridor
  
- Forks Associates – \$387,500 early investment to initial planning and acquisition of blighted properties in the downtown
- Downtown Anchor Projects
  - Kids n Stuff Museum
  - Bohm Theatre
  - Albion Food Hub & Albion Farmer's Market
  - The Ludington Center
  - Courtyard by Marriott – opening February 2018
  - Albion Malleable Brewing Company – opening Spring 2018
  - Peabody Block Project – opening summer 2018
  
- Target Market Analysis (2015)
  - New Housing Developments & Redevelopments
    - 82% - Multi-Family Rental Units  
(apartments, lofts, condos, townhouses)
    - 18% - Single Detached Houses
  - Over the next 5 years
  - 345 households looking to relocate within the City
  - 415 people from Calhoun and surrounding counties
  - 140 people from across the U.S.
  - Strong market for subsidized, rental, market rate and high-end options

#### **Creating Partnerships for Sustainability**

- Albion College
- City of Albion
- Calhoun County & Calhoun County Land Bank
- Albion Economic Development Corporation
- Greater Albion Area Chamber of Commerce
- Downtown Development Authority
- Albion Brownfield Redevelopment Authority
- New Albion Impact Group

#### **Advancing Albion Action Plan**

- Increasing density and reaching for critical mass in the downtown district
  - Revitalization of connecting neighborhoods
  - Enhancing the appeal of community gateways
  - Social plan & strategy

- Increasing density and reaching for critical mass in the downtown district
  - Redevelop ARC owned properties in the downtown district
  - Big Albion Plan – up to 22 vacant/blighted downtown storefronts rehabbed to white-box commercial space with upper floor living options (~ 55 units)
  - Albion / FireKeepers development – “ Albion Fire Hub”
  - Develop retail strategy for Superior Street
    - Diversify the downtown retail mix
    - Extended hours
    - Mix of community grown entrepreneurs and known retailers
  - Business Contest – ARC Tank (~50%)
    - Funding opportunities and “lease subsidy” through NAIG
  
- Revitalization of connecting neighborhoods
  - Harrington Neighborhood – a porch light community
  - Establish Neighborhood Enterprise Zone (NEZ) to spur development
  - Cultivate residential “infill”
  - Long-term community vision for Stoffer Plaza and Riverfront
  - Encourage development projects that reflect the long-term Architectural Plan for Albion College
  - Pedestrian gateway connecting hotel with college
  - Pocket parks connecting downtown with riverfront/parking
  
- Enhancing the appeal of community gateways
  - Encourage streetscape improvements
    - I-94/Eaton Corridor
    - I-94/Michigan Corridor
- Wayfinding signage
- Partner with community leaders to improve the aesthetics and placement of welcoming signage
  
- Social plan & strategy
  - Create a community that will become an attractive place for business, employment and entertainment by offering financial and technical assistance, eliminating blight and attractive investment capital.
  - Enhance quality of life – providing more attainable housing options, creating jobs and updating public infrastructure
    - Change longstanding perceptions – promote successes
    - Community Marketing Committee – shared brand for Albion
    - Engage faith based and other organizations in redevelopment efforts and creation of a long-term shared vision of the community

### **Big Albion Plan – WHY?**



- Window of opportunity is open!
- Momentum building with existing projects underway
  - Successes
  - Current Construction Projects
  - MDOT Superior Street Project - 2017
- Unique opportunity – common ownership
  - 90% of the vacant buildings owned by 3 entities
- Partners involved and at the table
- Michigan Economic Development Corporation is on board and excited to be a part of the BAP
- Maximize leverage – include other state departments
- Once in a lifetime opportunity – here and now!

#### **Big Albion Plan – WHAT?**

- 86,700 square feet redeveloped space
- ~22 buildings
- Project costs: \$13-16 million
- Funding Sources:
  - State of Michigan (MEDC) – community development grant equal to 25% of hard costs of the project
  - Historic Tax Credit (HTC) – 20% of non-grant dollars
  - Owner Equity – 25% of total project costs
  - Community bank(s) – traditional financing
- Other potential sources of funds
  - Tax Increment Financing – reimbursement of brownfield activities
  - Property Assessed Clean Energy (PACE) Program

#### **Big Albion Plan – WHEN?**

- Today!
- 2017-2019 Planned
  - Pro-Forma Financial Statements
  - Defining the development district
  - Application(s) process and tax increment financing plans
  - Apply to funding sources
  - AEDC/DDA – recruiting potential retail operations & coaching entrepreneurs
- ARC's owner equity – raise funds needed

#### **Questions/Comments from Council were as follows:**

- Appreciates and supports the collaboration being made with all the different entities
- Appreciates the Plan but feels it leaves some parts of the City out. Would like to see something for other areas of the City to be included in the redevelopment process. *This Plan is for the Albion Reinvestment Corporation and is for the Downtown area only. There are several other plans being worked out that do include other areas of the City.*

- What is the benefit to having only three owners? *The benefit of having three owners is having the capital and allows for the project to be completed on a larger scale versus one project at a time and also helps with State funding.*
- If someone is looking to locate or relocate to the downtown area, send them to the EDC and they will be happy to assist.
- What is the difference between ARC and the EDC? *ARC is working on redevelopment for the downtown only while the EDC works in all of Albion, Sheridan Township and Albion Township. Also, working with ARC also helps to fuel community type projects such as a grocery store as it creates unities between the two entities. A traditional EDC focuses on manufacturing only. The redevelopment helps pitch the City to potential manufacturers.*
- Where do residents fit into this new vision and what is the plan for jobs to come to Albion? *We need to tap into the disengaged residents. There are jobs available. We need to work on our unemployment as our rate is too high which isn't attractive to potential businesses. We need to present an opportunity to potential manufactures to make it easier for them.*
- We need to reinvent and diversify Albion.
- What do you see for the demographics of the downtown apartments? *Would like to see an overall mix with fifty-five (55) new apartments based on market rate, affordable and size.*
- How can we make sure the Community needs are part of the Big Albion Plan?
- How can community residents that have financial stability be included in the downtown redevelopment? *We would need to identify those interested and work with them.*
- *Some of the properties being redeveloped are held in the Calhoun County Land Bank until the Transform Project is complete. There are currently four entities that have properties in the Land Bank. They are ARC, CCLB, Bishop Acquisitions and Ace Investments.*
- Is it a conflict to be the Executive Director of both ARC and the AEDC? *ARC pays 50% of the Director's wages and should get 50% of her time, however this has not been the case. Beginning in January, she will dedicate more time to ARC. The community actually benefits from this partnership as it will make it easier to work with and attract manufacturers.*
- *The AEDC is currently working on 30 projects that have nothing to do with ARC.*
- Are there additional properties downtown that are not part of the Big Albion Plan? *Yes there are still some remaining blighted buildings in the downtown that are not a part of the plan.*
- *The AmeriCorps Vista are working on a Neighborhood Planning Council.*

Krista Trout-Edwards stated the following information on the Calhoun County Land Bank:

- The Calhoun County Land Bank supports neighborhood revitalization
- The Calhoun County Land Bank entered into the Land Bank agreements for downtown properties beginning in 2013. These agreements were extended in 2014, 2015 and 2016 with the approval of the Calhoun County

Land Bank and the Albion City Council. Currently there are five properties that have these agreements. Two will be taken off in 2018.

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

## B. City Manager Salary Negotiations

City Manager Mitchell stated the following:

- In 2014, she began the "New Albion" which focuses on communication and a unified message which is critical to support Plans and begin the transformation.
- Contract ends on September 1, 2018
- She received an overall 4.5 on her evaluation and her contract allows the Council to increase her salary.
- City Employees had not received an increase in pay in previous four (4) years before she began as City Manager. They have received an increase each year she has been the City Manager.
- City Manager has turned down additional compensation a few times while waiting for the City to attain a stronger financial status.
- She has above the required education and 30 years of governmental experience. She has a wealth of training and experience.
- Although not in her job description she also supports and does work for the ABA, DDA, Planning Commission and other Boards & Commissions.
- She has brought a half a million dollars to the City in grant funding which is a value to what she has brought to the City.
- She has been key in initiating and maintaining collaborations the City currently has.
- Equity should be relative to compensation.
- She respectfully requests the original increase of \$12,000 and is open to negotiations.

Questions/Comments from the Council were as follows:

- Would like to see the Council approve the \$12,000 the City Manager is requesting
- Council recognizes all the great things the City Manager has done
- What were the general increases the City Manager did not receive?
  - 2015-1% increase
  - 2016- 2% increase
  - 2017-2% increase
  - 2018-2% increase
- Hourly employees receive between a 2 and 8 % step increase
- What is the current salary of the City Manager
  - \$96,000 currently
  - \$97,920 in 2018 with the 2% increase

- The bonus received by the City Manager is a separate component of the contract
- Would like to see City Manager receive retro pay for the salary increase.
- Council may be interested in changing City Manager contract to a January start date to coincide with the Budget.
- It also had been discussed to extend the City Manager contract, however that portion of the previous resolution was removed. The negotiations will be for City Manager compensation only.
- Would like to see something in writing that addresses the compensation.
- The following offers were discussed:
  - 7% increase of the 2018 City Manager salary
  - \$9,500 or 9.9% salary increase
  - Raise City Manager salary to a flat \$105,000

The consensus of the Council is to raise the City Manager's salary to a flat amount of \$105,000 starting January 1, 2018.

City Manager accepts the increase to \$105,000 and agrees with a start date of January 1, 2018 with no retro pay.

City Attorney Harkness will do an amendment to the City Manager's current contract to increase salary to \$105,000 starting January 1, 2018. This will be added to the December 18<sup>th</sup>, 2017 Council agenda for approval.

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

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

Comments were received from Lavada Weeks, 917 Luther Dr; Tom Hunsdorfer, 803 S. Superior St; Mayor Brown; Al Smith, 1209 Adams St; Bob Dunklin, 707 Huntington Blvd; Hazel Lias, 12939 29 Mile Rd; Sandra Florence, 1500 E. Michigan Avenue; Joyce Spicer, 27909 Conduit Rd and Sheila Lyons-Sobaski, 1433 E. Michigan Avenue.

VI. ADJOURNMENT

French moved, Brown supported, CARRIED, to ADJOURN Study Session. (7-0, vv).

Mayor Brown adjourned the Study Session at 9:08 p.m.

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Date

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Jill Domingo  
City Clerk

City of Albion  
Council Session Minutes  
December 18, 2017

I. CALL TO ORDER

Mayor Brown called the meeting to order at 7:05 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Council Member Sonya Brown (3)

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Scott Kipp, Chief Public Safety; Tom Mead, Finance Director and John Tracy, Director Planning, Building & Code Enforcement.

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

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

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).

Comments were received from Nidia Wolf, 409 Irwin Avenue and Mary Slater, 517 E. Michigan Avenue.

VII. CONSENT CALENDAR (VV)

(Items on the Consent Calendar are voted on as one unit)

A. Approval Regular Session Minutes-December 4, 2017

French moved, Spicer supported, CARRIED, To Approve Consent Calendar as presented. (6-0, vv)

VIII. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval Resolution # 2017-51, A Resolution for Approval of Sister City Special Liquor License Application (RCV)

Comments were received from City Manager Mitchell.

French moved, Reid supported, CARRIED, to Approve Resolution # 2017-51, A Resolution for Approval of Sister City Special Liquor License Application as presented. (6-0, rcv).

- B. Request Approval Resolution # 2017-52, City of Albion Supporting the Reinstatement of State Historic Tax Credits Senate Bill 469/House Bill 5178 (RCV)

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

French moved, Lawler supported, CARRIED, to Approve Resolution # 2017-52, City of Albion Supporting the Reinstatement of State Historic Tax Credits Senate Bill 469/House Bill 5178 as presented. (6-0, rcv)

- C. Request Approval Resolution # 2017-53, Calhoun County Land Bank & Albion Reinvestment Corporation Agreement (RCV)

Comments were received from Mayor Brown and Krista Trout-Edwards, Director Calhoun County Land Bank.

Barnes moved, French supported, CARRIED, to Approve Resolution # 2017-53, Calhoun County Land Bank & Albion Reinvestment Corporation Agreement as presented. (6-0, rcv)

- D. Request Approval Albion Action Plan

Comments were received by Mayor Brown.

Barnes moved, French supported, CARRIED, to Approve the Albion Action Plan as presented. (6-0, rcv)

- E. Request Approval Resolution # 2017-54, FY 2018 Budget Appropriations & Fee Schedules (RCV)

Comments were received from City Manager Mitchell and Mayor Brown.

Barnes moved, French supported, CARRIED, to Approve Resolution # 2017-54, FY 2018 Budget Appropriations & Fee Schedules as presented. (6-0, rcv)

- F. Request Approval Resolution # 2017-55, FY 2017 Budget Amendments (RCV)

Comments were received from City Manager Mitchell and Finance Director Tom Mead.

French moved, Barnes supported, CARRIED, to Approve Resolution # 2017-55, FY 2017 Budget Amendments as presented. (6-0, rcv)

G. Request Approval Resolution # 2017-56, Approve Purchase of Two Police Vehicles (RCV)

Comments were received from Council Members Barnes and Spicer, Mayor Brown and Chief Kipp.

Barnes moved, French supported, CARRIED, to Approve Resolution # 2017-56, Approve Purchase of Two Police Vehicles as presented. (6-0, vv)

H. Request Approval of Addendum to City Manager's Contract to Increase Wages (RCV)

Council Member Barnes asked to change the effective date from January 1, 2018 to September 2, 2017.

City Manager Mitchell stated that for clarification she was willing to have the increase effective January 1, 2018 if the Council were willing to increase her pay by the full \$12,000. She would like the increase to \$105,000 annual pay to be effective September 2, 2017.

Additional comments were received from Council Members French, Barnes, Lawler and Reid; City Attorney Harkness and Finance Director Mead.

Barnes moved, French supported, CARRIED, To Amend the Addendum to the City Manager's Contract to be effective September 2, 2017. (6-0, rcv)

French moved, Barnes supported, CARRIED, To Amend the Agenda to include the \$3,000 Retro Pay to City Manager's Wages be included in Resolution # 2017-55, FY 2017 Budget Amendments. (6-0, rcv)

I. Request 1<sup>st</sup> Approval Council Rules of Procedures (RCV)

Comments were received from Council Members French, Lawler, Reid, Spicer and Barnes, Mayor Brown and City Manager Mitchell.

French moved, Lawler supported, CARRIED, to Approve 1<sup>st</sup> Approval Council Rules of Procedures as presented. (6-0, rcv)

J. Request Approval to Amend Resolution # 2017-55, FY 2017 Budget Amendments to Include \$3,000 City Manager Salary Increase (RCV)

French moved, Barnes supported, CARRIED, To Amend Resolution # 2017-55, FY 2017 Budget Amendments to Include e\$3,000 City Manager Salary Increase as presented. (6-0, rcv)

IX. City Manager Report

City Manager Mitchell updated the Council on the following items:

- Thanked Council for additional compensation
- Kent Phillips is the December Employee of the Month and Nicole Wygant is the 2017 Employee of Year.
- Superior Street is now open
- The City's dental coverage has been increased with an overall reduction in premium and the vision coverage was increased from twice a year to once a year with a very small increase in premium.
- Thanked the Council again for the Employee Holiday Party.

X. Future Agenda Items

- Council Member Barnes would the following items for Austin Avenue added to the next agenda:
  1. Abatements
  2. Demolition
  3. City's financial ability for demolition
- Mayor Brown would like to receive information on how questions may be sent to Attorney Smith for the meeting on January 11, 2018.
- Mayor Brown would like solid waste fund added to the next agenda.
- Council Member French would like a sidewalk discussion.
- Council Member Spicer would like a discussion on 2018 local street improvements

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

Barnes moved, French supported, CARRIED, to Excuse Council Member Sonya Brown (3). (6-0, vv)

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

City Manager Mitchell stated City Hall will be closed on the following dates:

Monday, December 25<sup>th</sup>  
Tuesday, December 26<sup>th</sup>,  
Monday, January 1<sup>st</sup>  
Tuesday, January 2<sup>nd</sup>.

XIII. ADJOURNMENT



French moved, Lawler supported, CARRIED, to ADJOURN Regular Council Session.  
(6-0, vv).

Mayor Brown adjourned the Special Session at 8:04 p.m.

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Date

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Jill Domingo  
City Clerk

City of Albion  
Study Session Minutes  
December 18, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: Council Member Sonya Brown (3)

STAFF PRESENT:

Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; John Tracy, Director Planning, Building & Code Enforcement and Scott Kipp, Chief Public Safety.

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).

No public comments were received.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. Medical Marijuana Ordinance

City Attorney Harkness gave a brief overview of items of discussion in reference to Ordinance # 2018-01, Medical Marijuana License as follows:

- Outdoor facilities refer to plants grown outdoors in a fenced in area. The City Attorney does not recommend outdoor facilities as it tends to be a target also need to consider soil erosion and run-off. May cause more problems than being beneficial.
- Class A license is up to 500 marijuana plants
- Class B license is up to 1,000 marijuana plants
- Class C license is up to 1,500 marijuana plants
- Stacked licenses allows multiple facilities to operate under the same roof. The grower/processor would need to be locked and separated from each other and no interaction between the two businesses. All facilities must be secured at all times. The City can only regulate whether or not they can be located in the same facility. The City Attorney recommends no limit for stacked licenses.

- City Attorney does not recommend licenses to be automatically renewed. Currently the City does not have any type of license that is automatically renewed.
- City Attorney recommends lights around the exterior as it makes it easier for Public Safety to patrol and tends to detour crime.
- Council will need to determine if they would like facilities distanced from parks, places of worship or other licensed facilities and the distance.
- The Council will determine the application fee.
- The cost of the annual license fee will need to be justified. i.e. cost of staff time for background checks, financial information and annual investigations.

Questions/Comments from the Council were as follows:

- Can we set an unlimited number of licenses as the location will be a factor in how many facilities can be located in the specified areas?
- What is the financial gain for the City? How much will we receive in taxes and license fees? *We will receive state sharing portion which is determined by the number of licenses. We do not have any figures at this time as the program has just began.*
- The exterior should be well lit and also comply with the City's zoning regulations.
- Is there anything stating how tall a fence would need to be? *There is nothing pertaining to fence height in the current ordinance.*
- What about odor from the facilities? *There will be none as there is negative pressure and the air will only flow in.*

Consensus of the Council is as follows:

Outdoor Facilities	No
Stacked Licenses	Yes –Unlimited
Automatic Renewals	No
Lights around the exterior	Yes

If facilities are 250 ft. from a church, school or park, they must have a fence. There are no restrictions on other licensed facilities.

The license and application fee will be determined by resolution.

City Manager Mitchell suggested the following # of licenses:

Grower Facilities-A combination of Class A, B, C licenses up to 20.  
 Processor Facilities-20  
 Secure Transporters-10  
 Safety Compliance Facilities-10

Comments were received from Council Members French, Spicer, Lawler, Reid and Barnes; Mayor Brown; City Manager Mitchell; John Tracy, Director

Planning, Building & Code Enforcement and Lauren Freeman, AmeriCorps Vista member.

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

No public comments were received.

- VI. ADJOURNMENT

French moved, Spicer supported, CARRIED, to ADJOURN Study Session. (6-0, vv).

Mayor Brown adjourned the Study Session at 7:00 p.m.

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Date

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Jill Domingo  
City Clerk



## City of Albion

William L. Reiger Municipal Building  
112 West Cass Street  
Albion, Michigan 49224

### Schedule of 2018 Regular City Council Meetings

The City Council of the City of Albion will meet in regular session in Council Chambers at 112 W. Cass Street beginning at 7:00 p.m. on the dates listed below. Study sessions and special meetings of the City Council will be posted in advance as needed. City Council regular sessions are held the first and third Mondays of each month except where noted below or in case of emergency.

This notice is published in accordance with the Albion City Charter and the Open Meetings Act requirements.

January 3, 2018 (Wednesday)	January 16, 2018 (Tuesday)
February 05, 2018	February 20, 2018 (Tuesday)
March 05, 2018	March 19, 2018
April 02, 2018	April 16, 2018
May 07, 2018	May 21, 2018
June 04, 2018	June 18, 2018
July 02, 2018	July 16, 2018
August 06, 2018	August 20, 2018
September 04, 2018 (Tuesday)	September 17, 2018
October 01, 2018	October 15, 2018
November 05, 2018	November 19, 2018
December 03, 2018	December 17, 2018

Jill Domingo  
City Clerk

**Albion City Council**

# **Rules of Procedure**

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**RULE 1. AUTHORITY**

(a) All City Council meetings shall operate in accordance with the State Constitution, the Open Meetings Act, the Home Rule City Act, the City Charter and all other pertinent laws.

(b) All regular and special meetings of the City Council shall be open to the public and the rules of order of the City Council shall provide that the citizens shall have reasonable opportunity to be heard, except as otherwise provided by law. [Section 5.6g]

(c) These rules of order provide the common rules and procedures for deliberation and debate to provide for constructive and democratic meetings. These rules are to help, not hinder, the business of the City Council and are adopted to expedite and facilitate the transaction of the business of the City Council in an orderly fashion. The failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by, the City Council.

(d) The following words or phrases shall have the following meanings:

*Administration* means the City Manager or his or her designees.

*City Council or Council* means the Mayor and six (6) Council Members.

*Council Member or member* are used interchangeably and means members of the City Council.

*Dates* - whenever a date used in these rules for the doing or completion of an act falls on a Saturday, Sunday or holiday, such act shall be done or completed on the next succeeding day which is not a Saturday, Sunday or holiday.

*Decision* means a determination action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance or measure on which a vote by City Council has occurred.

*Meeting* means the convening of a public body (the City Council) at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.

*Procedural matters* means votes upon motions having no other purpose than to adjourn, to receive and file, to refer a matter, to approve the minutes or accept or decline an invitation may be taken by a voice vote and the chair shall announce the result of the voting. Upon any such matter, a majority of the quorum present shall be sufficient to carry such a motion, unless the Charter or other rule shall specifically require a greater majority in any such matter.

*Unanimous* means that all the members of the City Council are present and have voted the same way. In case of a vacancy on the City Council, the word “unanimous” shall apply to the remaining members of the City Council and the minutes of the meeting shall indicate that a vacancy exists.

(e) On all matters of procedure not addressed in these rules, the Council shall refer to the most current edition of *Robert’s Rules of Order*, for guidance in developing procedures for the conduct of meetings and shall not be 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.

**RULE 2. OATH OF OFFICE; DUTIES ASSUMED; MAYOR PRO TEM APPOINTED**

(a) On the first Monday in December following their election, newly elected members of City Council shall take the oath of office and assume the duties of their office. [Section 5.3] See Appendix B for *Sine Die* procedure.

(b) On the first Monday in December after each City general election, the City Council shall appoint one of its elected members to serve as Mayor Pro Tem. [Section 5.5]

**RULE 3. REGULAR AND SPECIAL MEETINGS; STANDING COMMITTEES**

(a) *Regular meetings*: Regular meetings of the City Council shall be held each month on the days prescribed by resolution beginning at 7:00 p.m. Each calendar year there shall be posted within 10 days after the first meeting of the Council a public notice stating the dates, times and places of the regular meetings. If there is a change in the schedule of regular meetings, a notice shall be posted within 3 days after the meeting at which the change is made listing the new dates, times and places of the regular meetings. [*Open Meetings Act*; [Section 5.6]

(b) *Special meetings*: (*City Charter 5.6*) Special meetings of the council shall be held at the regular meeting place of the council or at an alternate meeting place when notice of such alternate meeting place is posted at the main entrance to the city hall during such meeting. Special meetings shall be called by the clerk on the written request of the mayor, or of any two (2) members of the council. If the capacity of the council Chambers is deemed insufficient to hold the audience that wishes to attend the council meeting, council may decide to move the meeting to a larger venue.

At least eighteen 18 hours written notice shall be given designating the time and purpose of a special meeting. Such notice shall be given personally by the clerk to each member of the council or written notice may be left at their usual place of residence or business by the clerk or by someone designated by him. A copy of such notice shall also be delivered at the place of business of each newspaper printed and published in the city, but this requirement shall not be jurisdictional to the holding of any such meeting.

(c) *Study Sessions*: In addition to regular and special meetings, the Council may hold study sessions from time to time for deliberating towards a decision on any matter or to adopt a motion. All other decisions as a result of deliberations during study sessions shall be made only at a subsequent regular or special meeting. The study sessions shall be open to the public and shall comply with the posting requirements of Act 267, Michigan Public Acts for 1976, as may be amended. For the purpose of posting only, the study sessions shall be considered as special meetings.

(d) Closed Meetings/Executive Sessions - In accordance with the Open Meetings Act, MCL 15.268, the council may meet in a closed session only for one or more of the permitted purposes:

- (1) 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, or individual agent, if the named person requests a closed hearing.
- (2) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing
- (3) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (4) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the city.
- (5) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by the city for employment or appointment to a public office shall be held in an open meeting pursuant to the Open Meetings Act.



(6) To consider material exempt from discussion or disclosure by state or federal statute.

(e) *Standing committees:* In accordance with [Section 5.6(b)] of the City Charter, there shall be no standing committees of the City Council. This does not, however, prohibit the designation of three (3) or less Council Members working together, without compensation, to gather information and/or research a specific subject and to report back to the full City Council at a later date.

**RULE 4. QUORUM**

At any regular or special meeting, four (4) members of the City Council shall be a quorum for the transaction of business. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting. [5.6(h)] Regular meetings that have been adjourned due to a lack of a quorum shall have the agenda material carried over to the next regular meeting unless a special meeting is scheduled prior to that time to deal with those items. Special meetings adjourned due to a lack of quorum shall be rescheduled to a date determined by the authority who called for the meeting. Notices shall be posted in accordance with state law.

**RULE 5. CONDUCT OF MEETINGS**

(a) *Chair:* The Mayor, or in the Mayor’s absence, the Mayor Pro Tem, shall be the chair and preside over the meetings. If both the Mayor and Mayor Pro Tem are absent, the City Clerk shall call the City Council to order and call the roll. If a quorum is present, the Council shall elect, by a majority of those members present, a temporary chair to act until the Mayor or the Mayor Pro Tem appear.

(b) *Preservation of order:* The Chair shall conduct the meeting, arrange the seating, preserve decorum, and decide all questions of order and the interpretation of these rules. Appeals of such interpretation may be made by any Council Member present. The City Attorney normally shall be the advisor of the chair on any point of order or procedure under these rules. While the Chair is putting any questions or while the roll is being called by the Clerk/Treasurer, no Council Member shall leave their seat or entertain private discourse. When a Council Member is speaking, said Council Member shall not be unduly interrupted. The Chair shall, at all times, preserve order and decorum. The Chair 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 Chair in preserving order and decorum.

(c) *Council Members:* 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 Councilperson 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.

5.c.1 Call Member to Order: If any Council Member, in speaking or otherwise, transgresses the rules of the Council, the Mayor shall, or any Council Member may, call said Council Member to order. The question of order shall be decided by the Mayor, without debate, subject to appeal.

5.c.2 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 his/her seat or entertain private discourse. When a Council Member is speaking, said Council Member shall not be unduly interrupted.

(d) Legal counsel: The Chair, or any member of the City Council, may call upon the City's legal counsel in any meeting of the Council, to decide upon any pertinent question of law, but not to decide upon the interpretation of any rule of order or procedure.

(e) As outlined in the City Charter [*Section 7.2(d)(2)*] the City Manager is a non-voting member of all meetings of council

## **RULE 6. PUBLICATION OF NOTICES**

Official notices or proceedings requiring publication or posting shall be displayed on the bulletin board located in City Hall or on the City's official web site. In the event publication is required by law in a newspaper of general circulation, *The Recorder*, and the *Albion E-News* which are circulated in Albion, and are designated as the official newspapers for the City of Albion.

## **RULE 7. CITIZEN PARTICIPATION**

Members of the audience attending regular or special meetings shall have a reasonable opportunity to be heard, except as otherwise may be provided by law, as follows:

(a) Regular and Special meetings: The chair will recognize each person wishing to make comments and the person shall state their name, address and group affiliation (if appropriate) prior to speaking. No citizen shall speak more than once during each of the following segments unless permission is given by the chair:

- (1) Public hearings: When a public hearing on a matter has been scheduled, City Council will hear and consider any comments presented by interested parties or audience members on the specific subject of the hearing. The chair may, if appropriate, limit the amount of time per person based on the requests and determine when the public has had its opportunity to be heard. Public speakers may address the council on the issue of the public hearing for one three (3) minute period.
- (2) Public comment: Speakers have two opportunities to speak. At the start of the council meeting, speakers may address the City Council on agenda items only, for one three (3) minute period. Additionally, at the conclusion of the agenda, speakers may address the council on any issue they wish to speak, also for one three (3) minute period.

(c) Time Deviation: The chair may deviate from the standard amount of time allowed for public comment during meetings and shall announce the reason for any deviation. Reasons include, but are not limited to, the number and complexity of agenda items and the number of persons wishing to address the City Council.

(d) Conduct of speakers and audience members: Persons addressing the City Council shall make responsible comments and shall refrain from making personal, disrespectful, slanderous or profane remarks. Personal debates within the audience are not permitted. To preserve the order and decorum of Council meetings, the audience shall refrain from cheering and applauding during the course of the meeting.

(e) Disorderly conduct: The chair may call to order any person or persons who are being disruptive, disorderly, speaking out of turn or beyond the allotted time, etc. Such persons shall promptly obey the rulings of the chair if called to order. If the person does not obey the ruling, the chair may order the removal of the person from this meeting.

(f) Written communications: Individuals or groups are encouraged to submit written comments to the City Council via mail, e-mail or delivered to the City Clerk's office for distribution. If requested by

the writer, the communication may be added to the appropriate agenda for receipt and/or action as deemed appropriate by the City Council.

(g) *Handouts, supporting materials, photographs, etc.*: Persons wishing to provide copies of comments, handouts, presentations, supporting materials, photographs, etc., are encouraged to submit such items to the City Clerk’s office prior to the start of the meeting for distribution to the City Council. The use of audio or electronically displayed materials by citizens during public comment segments is not allowed. An exception may be given if prior permission is given by the chair and the material is provided to the City Clerk’s office at least two (2) business days prior to a meeting.

**RULE 8. AGENDAS AND ORDER OF BUSINESS**

(a) *Regular meeting agendas*: The City Clerk, with the City Manager and supporting staff, shall be responsible for the preparation of the agenda and supporting material for each regular meeting as follows:

- (1) Every ordinance, resolution and document to come before the City Council at any regular meeting shall be submitted before 12:00 noon on Friday following a regular Council meeting to properly prepare the agenda for the next Council meeting. Items not received may be considered at the next regularly scheduled meeting.
- (2) All requests for administration to prepare simple and uncomplicated resolutions or proposed ordinances, or to take specific action, provided said request is permitted by state law and/or the City Charter, shall be made, in writing, through the City Manager and Clerk ten (10) days prior to the regular meeting in which it is desired. Said requests for action may be added to the agenda for a vote by the council.
- (3) The Council Member who placed an item on the agenda shall have the right to ask to withdraw it prior to any action being taken. Council shall vote to remove any agenda item.
- (4) The agenda shall be furnished to the City Council on the Thursday prior to the regular meeting. On the day following delivery of the agenda to the City Council, if practicable, the agenda will be available on the City’s web site and a paper copy can be viewed at the City Clerk’s office during normal business hours.
- (5) The City Council may by an affirmative vote of at least five (5) members approve the addition, or removal, of agenda items. The motion to add, or remove an item shall occur at the beginning of the meeting, immediately after the previous minutes have been approved.

(b) *Special meeting agendas*: If necessary, the City Clerk shall prepare an agenda for special meetings, in consultation with the Mayor, the council, and the City Manager, based on a written request for a special meeting.

(c) *Order of Business - regular meetings*: The order of business at any regular meeting shall be as follows:

- Call to order
- Moment of Silence
- Pledge of Allegiance
- Roll call
- Mayor and Council Members Comments
- Reports from the City Manager, and other City officers, committees, boards or commissions
- Presentations: These items include proclamations, commendations and recognitions or items prepared by City administration, City boards and commissions or other City-related agencies.

- Public Hearings: Resolutions and/or ordinances applicable to a public hearing shall be considered immediately following the hearing.
- Public Comment – Persons addressing the City Council shall limit their comments to agenda item only, and to no more than 3 minutes. Proper decorum is required.
- Consent Calendar: Approval of all meeting minutes called by council (regular, special, study sessions, etc.)
- Items for Individual Discussion – The work of the council; approval of resolutions, ordinances, Tabled items, action of the City Manager that requires approval of council, council items of discussion, approval of board appointments, Approval of contracts, etc.
- Future Agenda Items – Individual members of council and the Mayor may bring future agenda items to the floor for discussion and approval. Agenda items must receive support of one other Council Member in order to be added to the future agenda.
- Motion to Excuse Absent Council Members
- Public Comment – Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.
- Adjournment

## **RULE 9. RESOLUTIONS**

(a) A resolution or motion shall be limited to matters required or permitted to be done by the Charter, or by state or federal laws, or pertaining to the internal affairs or concerns of the city government. Resolutions, and any long or complicated motions or amendments, shall be put in writing by the mover before being acted upon by the City Council.

(b) Upon the reading by the Mayor of the Title of the resolution, and a brief summary, it shall be for any member of the City Council to move for its adoption. City Council Members can request the Mayor to allow for explanatory or clarifying comments from the City Manager or relevant staff member before an initial motion is made. Before the question is put to a vote, an opportunity for debate, amendment or other appropriate action shall be afforded the City Council.

(c) A resolution is an official City Council action in the form of a motion adopted by an affirmative vote of at least four (4) members, unless otherwise provided by law. A resolution becomes effective on the same day on which it is adopted unless a subsequent date is contained within the resolution.

## **RULE 10. ORDINANCES**

- a) An ordinance is a legislative act establishing a more permanent influence on the City other than a resolution and requires greater formalities in its adoption. In addition to other acts required by law or by specific provision of the City Charter to be adopted by ordinance, acts which do any of the following shall be by ordinance:
  - a. Each proposed ordinance shall be introduced in written form. The style of all ordinances passed by the council shall be, "The City of Albion Ordains:"
  - b. No ordinance shall be passed at the same meeting at which it is introduced, unless it is declared to be an emergency ordinance by a vote of not less than five (5) members of the council.
  - c. An ordinance may be repealed or amended only by an ordinance passed in the manner provided in this section.
  - d. An ordinance may be repealed by reference to its number or title only.

- e. If a section of an ordinance is amended, such section shall be re-enacted and published at length. This requirement shall not apply to zoning ordinance amendments or to the schedules of one-way streets and of parking limitations contained in any traffic ordinance.
- f. Each ordinance, after adoption, shall be identified by a number.
- g. Each ordinance shall be recorded by the clerk forthwith in the ordinance book, and the enactment of such ordinance shall be certified by him therein by his signature.

**State law reference**—Mandatory that charter provide for ordinance adoption procedures, MCL 117.3(k).

## **RULE 11. MOTIONS**

(a) *Generally*: All motions shall be moved and seconded before being considered. Long or complicated motions shall be put in writing. An opportunity for debate, amendments, or other appropriate action, shall be afforded the members of the City Council, except as otherwise stated in these rules. Each amendment proposed shall be considered a separate question.

(b) *Debate*: Council Members wishing to speak during debate shall first obtain the approval of the Chair and each member who speaks shall address the Chair. A Council member cannot speak against his or her own motion, but may vote in the negative. The member making the motion may speak on it first, if he or she expresses a desire to do so.

(c) *Withdrawal*: A Council Member has the right to withdraw his or her motion. If no member objects, the motion is modified or withdrawn. If a member objects to the withdrawal of a motion and a second is received, a vote is immediately taken on the request to withdraw the motion. Friendly revisions to motions agreed to by the Council Member moving and seconding the motion may be made.

(d) *Passage*: Passage of all motions or appeals of the chair shall be on the affirmative vote of at least four (4) members, unless otherwise provided for by law, the Albion City Charter, or by these rules.

(e) *Motion under consideration*: Whenever a main motion or question is under consideration, no other motion can be made except:

- to adjourn – undebatable
- to rise to a question or privilege – undebatable
- to lay on the table – undebatable
- to call for the previous question – undebatable
- to limit or extend limits of debate – undebatable
- to postpone to a certain day – undebatable
- to commit or refer, or recommit, to a committee –undebatable
- to amend – debatable
- to postpone indefinitely – debatable

(f) See Appendix “A” for a “Chart of Motions” listing details about the handling of the various types of motions.

(f) *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.

(g) *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 majority 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.

(h) *Questions Put and Calling Roll:* Questions shall be distinctly put in the following form: "All in favor say 'Yes'." 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 Councilmembers to first vote on an equal basis. It shall be the privilege of any member of the council to change his or her vote upon any question prior to the announcement of the vote by the Mayor.

(i) *Debate During Roll:* While the Mayor is putting any question, or once roll call voting has started, there shall be no interruption.

## **RULE 12. APPEALS**

Any Council Member may appeal a ruling/decision of the chair and the appeal is debatable. The chair shall then put the question, generally phrased as, "Shall the decision of the chair stand as the decision of the Council?" If adopted, the ruling of the chair is sustained (stands); otherwise, it is overruled (ruled against). If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal.

## **RULE 13. POINT OF ORDER**

When a member believes the rules are not being followed, a member may demand the ruling of the chair. The chair shall promptly rule and enforce the rules, if appropriate. The chair's ruling on a Point of Order may be appealed.

## **RULE 14. RESCIND**

Any vote taken may be rescinded, unless something has been done as a result of the vote that the Council cannot undo. Legal counsel shall determine whether or not reconsideration creates a potential legal liability for the city and will advise accordingly.

## **RULE 15. SUSPEND THE RULES**

Any rule may be temporarily suspended by an affirmative vote of at least five (5) members, unless a different number of votes are specifically stated in a rule. Rule 18 shall not be suspended, nor shall any rule be suspended if it is a restatement of a requirement of state law, the City Charter or City Code.

## **RULE 17. VOTING**

(a) The chair determines when to close debate after determining if all Council Members have been given an opportunity to be heard and to order the roll call of the question.

(b) Council Members in attendance shall have a duty to vote for or against all measures before the City Council, unless there is a financial conflict of interest and they have been excused by the remaining council members. Conflicts shall be governed as follows:

- (1) Except for public contracts governed by the Contracts of Public Servants with Public Entities Act (Act 317 of 1968), no member of the City Council shall have an interest, directly or indirectly, in any contract, job or work with the City. No member of the City Council shall be financially interested directly or indirectly in the sale to the City of any land, materials, supplies or services. This does not apply to the official services of his or her office.

- (2) The foregoing prohibitions of paragraph (a) above, as they apply to a Council Member or Council Members, shall not apply if the City Council shall declare on its records by an affirmative vote of five (5) of the remaining members of the City Council that the best interests of the City are served despite a personal interest, direct or indirect, and if in compliance with the Contracts of Public Servants with Public Entities Act (Act 317 of 1968).
- (3) If a Council Member shall have a conflict or believes he/she may have a potential conflict of interest as shown in paragraph (a), the member shall immediately disclose the nature and extent of his or her interest prior to the consideration of the agenda item involved. If it is determined, in consultation with legal counsel and review of the Charter and state law that a conflict does not exist, or the City Council has declared on its record the best interests are served despite the personal interest, the member may participate in the deliberations and shall vote on such matter.

(c) Roll call votes shall be called by the City Clerk in a rotating order and entered upon the record, except that when the vote is unanimous, it shall only be necessary to so state. The Chair shall always vote last. Once voting begins, no Council Member shall be entitled to speak on the question, nor shall any motion be in order, until the roll call is finished, and the results declared.

(d) Procedural matters may be decided by a voice vote if declared by the chair. Such procedural matters include motions to adjourn, receive and file, refer a matter, approve the minutes or to accept or decline an invitation. The chair shall announce the result of the voting. Upon any such matter, a majority of the quorum present shall be sufficient to carry such a motion, unless the Charter or other rule herein specifically requires a greater majority.

(e) All resolutions, ordinances, motions or declarations shall be adopted or passed by an affirmative vote of at least four (4) members, unless otherwise provided by law.

(f) A Council Member may change their vote if he or she makes a request to do so immediately following the vote and prior to the time that the next item in the order of business is taken up. The vote shall be changed and the record shall reflect the Council Member's changed vote. Such member shall not be permitted to make any other change of vote upon the same question, except upon a properly introduced motion to reconsider.

## **RULE 18. AMEND/REPEAL RULES**

These rules may be amended or repealed by resolution of the City Council and shall not be finally passed at the same meeting at which it is introduced, and such resolution shall be postponed for final consideration until the next regular meeting or until such further time as the City Council shall determine. This rule shall not be suspended.

Appendix “A”  
**Chart of Motions**

NOTE: Each item below lists if a motion can be debated, amended, tabled or reconsidered.

Motion	Explanation
<p><b>General Information about Motions</b></p>	<ul style="list-style-type: none"> <li>➤ All motions moved &amp; seconded</li> <li>➤ Long/complicated motions reduced to writing by mover</li> <li>➤ Each amendment is a separate question</li> <li>➤ During debate, members shall speak once, except in rebuttal or explanation, or unless chair or members consent</li> <li>➤ Passage requires at least four (4) affirmative votes of the members, unless state law or a rule provides otherwise</li> </ul> <ul style="list-style-type: none"> <li>➤ Mover of motion may:                             <ul style="list-style-type: none"> <li>• Speak first</li> <li>• Cannot speak against own motion</li> <li>• Can vote in the negative</li> <li>• May withdraw own motion if there are no objections; otherwise four (4) affirmative votes are required to withdraw a pending motion</li> </ul> </li> </ul>
<p><b>Adjourn</b></p>	<p>Ends the meeting. Cannot offer to adjourn if a motion to fix time to adjourn is pending.</p>
<p><b>Adjourn, Fix time to</b></p>	<p>Sets the time for continuation of a meeting.  <b>Debatable, Amendable, Reconsider</b></p>
<p><b>Amendments</b></p>	<p>An amendment proposes a change to a main motion. Each amendment proposed shall be considered a separate question and shall be dealt with before any other amendment is offered.  <b>Debatable, Table, Reconsider</b></p>
<p><b>Appeals</b></p>	<p>Any Council Member may appeal a ruling or decision of the chair. The chair shall then put the question, generally phrased as, “Shall the decision of the chair stand as the decision of the Council?” If adopted, the ruling of the chair is sustained (stands); otherwise it is overruled (rejected). *If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal.  <b>Debatable, Table* (see above sentence), Reconsider</b></p>
<p><b>Call the Question</b></p>	<p>Any member, <i>except the member who moved the pending motion</i>, can move to close debate. The motion may be limited by the mover to one or more questions preceding the main question. If this motion is adopted, the vote on the pending motion is immediately taken. If rejected, debate continues.  <b>Reconsider</b></p>
<p><b>Clear the Floor of Motions</b></p>	<p>Used if procedural matters have become sufficiently confusing. If adopted, it shall clear the floor of all procedural motions as though they have been withdrawn.  <b>*Reconsider</b> (<i>*Only a failed motion can be reconsidered.</i>)</p>
<p><b>Divide the Question</b></p>	<p>The division must divide the motion into two or more separate motions capable of standing as a complete proposition without the others.  <b>Debatable, Amendable, Reconsider*</b> (<i>*Only if a different division is offered.</i>)</p>
<p><b>Object to Consideration</b></p>	<p>Motion is used to avoid consideration of a motion that is undesirable, impractical or improper matter. Must be made before or immediately after a main motion is opened for debate and before any amendments are made to it.</p>



## Chart of Motions

NOTE: Each item below lists if a motion can be debated, amended, tabled or reconsidered.

Motion	Explanation
<b>Postpone to Another Day or Time</b>	If adopted, the motion under consideration at the time is postponed until the stated date and/or time. The matter resumes under “Unfinished Business” if the date stated is another meeting. The matter does not require another motion and second before considering continues. <b>Debatable, Amendable, Reconsider</b>
<b>Postpone Indefinitely</b>	This motion is used to reject the main motion. Can be made only while a main motion is pending. If amendments are on the floor, this motion cannot be offered. <b>Debatable, Reconsider*</b> ( <i>*Only an affirmative vote can be reconsidered.</i> )
<b>Recess</b>	Establishes a brief break in the meeting. <b>Amendable, Reconsider</b>
<b>Reconsideration</b>	See Rule 14 for complete details. Below is a general description of this rule: <ul style="list-style-type: none"> <li>➤ Be made on the same day of initial vote or at next regularly scheduled meeting following.</li> <li>➤ Be made by a member on the <u>prevailing</u> side of the vote, or a member who did not participate in the original question, and shall be seconded by any Council Member.</li> <li>➤ Requires the affirmative vote of the same majority of Council Members as was required for the original question.</li> </ul> If the time limit has lapsed to reconsider a question, the rules may be suspended and the motion to suspend the rules shall require an affirmative vote of at least five (5) members. <b>Debatable, Table</b>
<b>Rescind</b>	Any vote taken may be rescinded, unless something has been done as a result of the vote that the Council cannot undo. This motion cannot be made if the question can be reached by a motion to reconsider. It shall require an affirmative vote depending on whether or not notice of the intent to rescind was provided at a previous meeting: <ul style="list-style-type: none"> <li>➤ If notice was given: Requires an affirmative vote of at least four (4) members.</li> <li>➤ If notice was <u>not</u> given: Requires an affirmative vote of at least five (5) members.</li> </ul> <b>Debatable, Amendable, Table, Reconsider</b>
<b>Suspend Rules</b>	Any rule may be temporarily suspended by <b>an affirmative vote of at least four (4) members</b> , unless a different number of votes are specifically stated in a rule. Rule 18 shall not be suspended, nor shall any rule be suspended if it is a restatement of a requirement of state law, the City Charter or City Code. <b>Debatable</b>
<b>To Table</b>	This motion temporarily suspends debate/action on a motion and all of its pending subsidiary motions. If adopted, only the main motion and any adopted or pending amendments to the main motion are tabled. If the tabled motion is not taken from the table by the end of the current meeting or the next regular meeting following, the main motion dies.
<b>Take from the Table</b>	This motion would take up a matter previously tabled. This motion is <u>not</u> in order unless some business has been transacted since the question to table was adopted. The same question can be again tabled after additional debate has occurred. <b>NOTE:</b> Tabled motions to reconsider cannot be taken from the table.

## APPENDIX B – 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. Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. *Council Comments* (This time is offered for outgoing Council Members to make final comments prior to the expiration of their term of office.)
6. Adjournment Sine Die

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

7. 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”.
8. Call To Order (By new Mayor)
9. Roll Call
10. 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.

11. 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.

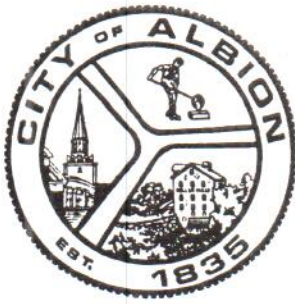
If the motion fails, a motion to elect the second nominee is made and supported, discussed if needed and voted. If approved, the nominee is elected Mayor Pro Tempore. (And so on.)

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\*Note: The index is provided for convenience and may be altered when necessary to add additional indexing items



# City of Albion

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

To: Garrett Brown, Mayor, Albion City Council and Sheryl Mitchell, City Manager

12/28/17

From: Jim Lenardson, Director of Public Services

RE: 2001 Vactor Jet Truck

Hello All,

As we have discussed on several occasions, the Sewer/Water Unit Vactor Jet Truck is slowly nickel and diming away at our sewer budget and is currently in need of approximately sixty thousand dollars (\$60,000.00) of repair/replacement work. The truck is a 2001, series 2100 unit and is used extensively for, and is, an integral part of the operation of both the sewer and water units.

In years past we have spent approximately \$30,000.00 (conservatively) in repair/replacement work on the current unit to include: Brakes, Wiring Repairs, Extension Tube Replacement, Tires, Batteries, Cyclone Separator Replacement, Debris Tank Interior Repairs and Water Tank Repairs.

The unit was purchased in 2001 for approximately \$ 193,000.00 which I believe was paid for from the water and sewer funds. I am told that to replace the current truck with a new one is now around \$350,000.00 plus.

Currently, the water tanks on the truck which, are used for jetting the sanitary sewer lines and hydro excavation are leaking terribly. Through the years we have had them patched several times and we are now at a point where we have resorted to using Flex-Seal (as seen on TV) tape to slow the leaking to a minimum. We have contacted Doheny Companies and have been told that to replace the water tanks alone is in the neighborhood of \$25,000.00.

The vacuum service fan is in need of approximately \$10,000.00 worth of work as it has never been serviced and the list (attached) goes on.

Recently, we were contacted by the Doheny Company who advised that they had received a 2012 Vactor unit that was in remarkable shape, with low mileage and low system work hours. On Wednesday December 27<sup>th</sup> I asked Scott Claucherty and Vince Mastin to make the trip to Northville, MI and inspect the unit. Both reported back to me that they felt that the truck was in exceptional shape and that it is basically the same unit as we currently have with required safety upgrades.

I have communicated with Mr. Keith Veros of the Doheny Company who has provided me with the truck information (attached) and with an asking price of \$ 210,000.00.

*"Our Main Street is Superior"*

Mr. Veros has extended the opportunity for the city to enter into a "temporary commitment" (at no cost to the City) which, will basically put a hold on the sale of the truck until such time as we can solicit the input of Council and secure funding arrangements with a local financial institution.

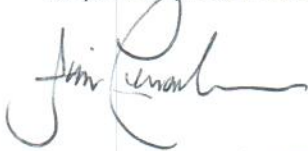
Doheny's has also advised that they would be willing to offer \$10,000.00 for our existing unit, although they did say that they have dealt with similar situations with other municipalities who did better by auctioning their used equipment versus the trade in value.

I do believe that we should draft a letter to the local banks, credit unions, etc. and obtain information from them on what they are willing to offer in regards to funding options.

I am hoping to gather financing information and have it available for the Council's review and recommendations at the January 16<sup>th</sup> Council meeting.

If you have questions or comments please do not hesitate to contact me directly.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jim Lenardson". The signature is fluid and cursive, with a large initial "J" and "L".

Jim Lenardson, Director of Public Services

## ***2001 Vactor Truck- 2100 Series, Combination Sewer Cleaner***

*All Estimated Pricing Provided by Doheny's Company.*

<b><u>Needed Repairs:</u></b>	<b><u>Approximate Cost- \$</u></b>
4 New Water Tanks-	25,000.00
Rebuild Rodder Pump-	12,000.00
Rebuild Service Vacuum Fan-	10,000.00
Replace Front Reel Bearings and Reel Lock-	4,000.00
Debris Box Repairs-	3,500.00
New Rodder Hose, 600 ft. -	2,500.00
4 New Drive Axle Tires-	1,500.00
Annual Service-	600.00
Center Strobe Emergency Light-	200.00
New Stop Light (Wiring Issues) -	200.00
<b>Total Estimated Repair/Replacement</b>	<b>59,500.00</b>



777 DOHENY COURT  
PO BOX 609  
NORTHVILLE MI 48167  
t 248.349.0904  
f 248.349.2774

To: CITY OF ALBION  
112 WEST CASS  
ALBION 49224

Date: 12/20/2017

Attn: James Lenardson  
Email:

Ph: 647/964-1972

One (1) 2012 VACTOR EQ#15682 Model 2110 combination sewer vacuum & high pressure jet rodder having centrifugal fan with auxilliary engine and 10 cubic yard debris hopper capacity, equipped with the following:

**Debris Tank**

10 Cubic Yard Debris Tank  
Cylindrical, 1/4" Exten Steel Debris Body  
Double Acting Hydraulic Dump Hoist Cylinder  
Full Opening Rear Door  
48" Dump Height Capability

**Debris Body Equipment:**

Flat Rear Door With Hydraulic Locks And Open/Close  
Debris Body Flush Out System - 80 GPM  
Dual Stainless Steel Ball Float Shut-Off  
Body Drain Pipe: 6" Knife Valve, Rear Door With Camloc  
450 GPM Debris Body Pump-off w/Curbside 3" Ball Valve Discharge  
Screen Assembly For Trash Pump  
Folding Pipe Rack with twist-lock releases for (3) pipes- Curbside  
Folding Pipe Rack with twist-lock releases for (3) pipes- Street Side  
Folding Pipe Rack with twist-lock releases for (2) pipes- Rear Door  
Splash Shield - Rear Door  
Lube Manifold  
Debris Body Vacuum Relief System, Located In Inlet Of Vacuum System  
Debris Inlet Deflector Plate In Debris Body

**Water Tanks & Equipment:**

150 gallon Low Water Light/Alarm  
Hydraulic Oil High Temperature Light/Alarm  
2-1/2" NST Female Fire Thread Connection on Fill Hose  
3" Y-Strainer At Water Tank Fill  
3" Y-Strainer @ Water Pump  
1000 Gallon Water Capacity  
Aluminum Water Tanks - 10 Gauge with maximum 150 gallon baffled compartments  
Liquid Float Level Indicator

**Vacuum System Equipment:**

Two Stage 38" Aluminum Centrifugal Fan Compressor  
John Deere 6068-TF 6-Cylinder 185 Hp Diesel Engine (Tier 3)  
Gear-Type Step-Up Transmission: 1.9:1 Ratio  
Fluid Coupler Drive System  
(2) Dual Vertical Centrifugal Separators (Cyclone) - (1) each side with cleanout

**Boom Equipment:**

Electronic-Over-Hydraulic, 4-Way Power Boom  
8 Ft. Hydraulic Telescopic Boom With 180 Degree Rotation  
Remote Push Button Pendant Control with E-stop and 30' Cord  
Frame-Mounted Cab Guard with Boom Cradle  
Joystick Control For Boom Function On Hose Reel Panel  
T300 Omnex Remote Wireless BellyPack Control (Boom, Throttle, Pump, Hose Reel I/O, Hose Reel Speed, Vac Relief, E-Stop)

**Water System Equipment:**

Variable Pressure, Hydraulically Driven, Double Acting, Single Piston  
0-80 Gpm / 2500 Psi Water System, (Actual metered delivery to hose reel)  
Extreme Cold Weather Recirculation System - minimum 25 GPM at engine idle speed  
Accumulator System For Water System  
Catch Basin Cleaning Water System: 0-22 Gpm at 600 Psi  
Mid-Ship Handgun Coupler  
A preplumbed fan flushout system with controls for turning on/off shall be provided.

**Hose Reel Equipment:**

600 Ft. x 1 In. Piranah Sewer Hose / 2500 Psi  
Auto Level Wind Guide - Dual Roller  
Hose Footage Counter  
Electronic Digital Hose Footage Counter  
Handgun With 1/2" x 35' Hose, Mid-ship Connection  
Handgun Hose Reel - Spring Retractable Reel With 50' Hose Assy - Mounted Curbside  
Hydraulic Tool Package  
Hydraulic Telescoping Rotating Hose Reel - 800' Capacity  
Hydraulic Shut-Off Valves At Suction, Return And Filter Line (3)  
Rodder Pump Drain Valves (2)

**Front Station And Controls:**

Tachometer and Hour Meter - Chassis Engine  
Tachometer and Hour Meter - Blower  
Tachometer and Hour Meter - Auxiliary engine  
All Hydraulic Functions - Color Coded, Sealed Electric/Hydraulic Nema 4 switches  
Vansco - Electronic Package with Diagnostic Control Panel  
Auxiliary Engine/Vacuum Relief - Sealed Electric/Air Nema 4 Switches

**Electrical System and Lights:**

Sealed "NEMA-4" Electrical System - Labeled & Color Coded  
Vansco-Electronic Package with Diagnostics  
LED Split Arrow Traffic Controller-Rear Door Mounted  
Hand Light With Bumper Plug  
LED Work Light At Operator Station  
LED Work Light At Hose Reel Manhole  
LED Work Lights (2) On Telescopic Boom  
Additional Connector For Hand Light  
Work Light At Midship Curbside  
Work Light / Rear Door (with automatic activation in reverse)  
All LED 6-Light System (2 Cab Guard Strobes, 2 Rear Oval Quad Flash Lights, 2 Mid-Ship)  
Led Lights, Clearance, Stop, Tail & Turn



**Chassis Equipment and Storage:**

Additional Vactor Manual

(2) Tow Hooks: Front

(2) Tow Hooks: Rear

(2) 18 In. x 16 In. x 12 In. Aluminum Toolbox - Front Bumper (1) each end

(1) 48 In. x 20 In. x 12 In. Aluminum Toolbox - Drivers side

(1) 96 In. x 30 In. x 16 In. Aluminum Toolbox - Full-Width Behind Cab

(1) 22 In. x 20 In. x 63 In. Aluminum Toolbox Curbside

Aluminum Fenders

Mud Flaps

Safety Camera Vision, Rear Camera Only

Safety Cone Storage Rack

**Paint:**

Module - Dupont (Base Application)

Body Color: N4636H Blue

Cab Color: OEM Standard White

**Sewer Tools And Accessories:**

(1) 20° Sand Nozzle (70 gpm/2500psi)

(1) 30° Sanitary Nozzle (80gpm/2500psi)

(1) 1" Small finned nozzle pipe skid

(25) Ft 1 In. Sewer Lead Hose

Basic Pipe Package:

(1) 8 In. X 3' Aluminum Pipe

(2) 8 In. X 5' Aluminum Pipe

(1) 8 In. X 6'6 In. Catch Basin Tube

(1) Flexible Hose Guide

(1) Emergency Flare Kit

(1) 5# Fire Extinguisher

**Chassis:**

2013 IH 7400SBA 4x2, 230"WB, 162.9"CA, Maxxforce 330 HP, 1150 lb-ft Torque @ 1200 RPM, 2200

Governed, Allison 3000RDS-P Transmission, 43,000# GVW

Price: \$ 210,000.00

**\*Acceptance of this quote is subject to availability of unit**

**Note: This quotation expires in 30 days.**

**Note: Price does not include any applicable taxes.**

Thank you for your consideration of this budget price proposal.

Sincerely yours,

**Keith Veros**

Keith Veros

Regional Sales Representative

248/798-9858

[keithveros@dohenycompanies.com](mailto:keithveros@dohenycompanies.com)

***This quotation becomes a contract for delivery and payment of the merchandise listed above only when signed by the customer or one of its officers.***

Customer: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

## CITY OF ALBION ORDINANCE 2018-1

### **AN ORDINANCE TO AUTHORIZE MEDICAL MARIHUANA FACILITIES LICENSING AND REGULATIONS AND CREATE ARTICLE V OF CHAPTER 22 OF THE ALBION CODE OF ORDINANCES**

FINDINGS AND PURPOSE: The Michigan Legislature enacted Public Acts 281-283 of 2016 known as the Medical Marihuana Facilities Licensing Act. This Act sets forth the rules, regulations, and standards for five types of medical marihuana facilities authorized under Michigan law. In order for any of those facilities to operate within the City of Albion, the City must first enact an ordinance providing for the same. The City Council has previously authorized the licensing of four of the five allowable facilities. This ordinance outlines the standards, application process, licensing process, and penalties for violations.

THAT THE CODE OF ORDINANCES, CITY OF ALBION, MICHIGAN, IS HEREBY AMENDED BY ADDING ARTICLE V TO CHAPTER 22, WHICH READS AS FOLLOWS:

#### CHAPTER 22, ARTICLE V: MEDICAL MARIHUANA FACILITIES

##### **22-200. LEGISLATIVE INTENT.**

The purpose of this Chapter is to exercise the police regulatory and land use powers of the City of Albion by licensing and regulating, Grower Facilities, Safety Compliance Facilities, Processor Facilities and Secure Transporter to the extent permissible under State of Michigan and federal laws and regulations and to protect the public health, safety and welfare of the residents of the City of Albion; and as such, this Chapter constitutes a public purpose.

The City of Albion finds that the activities described in this Chapter are significantly connected to the public health, safety, security and welfare of its citizens and it is therefore necessary to regulate and enforce safety, security, fire, policing, health and sanitation practices related to such activities and also to provide a method to defray administrative costs incurred by such regulation and enforcement.

It is not the intent of this Chapter to diminish, abrogate or restrict the protections for medical use of Marihuana found in the Michigan Medical Marihuana Act or the Medical Marihuana Facilities Licensing Act.

##### **22-201. DEFINITIONS, INTERPRETATION AND CONFLICTS.**

For the purposes of this Chapter:

(A) Any term defined by the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 et seq., as amended ("MMMA") or the Medical Marihuana Facilities Licensing Act, 2016 PA 281, shall have the definition given in the MMMA, as amended, or the Medical Marihuana Facilities Licensing Act, as amended. If the

definition of a word or phrase set forth in this Chapter conflicts with the definition in the MMMA or the Medical Marihuana Facilities Licensing Act, or if a term is not defined but is defined in the MMMA or the Medical Marihuana Facilities Licensing Act, then the definition in the MMMA or the Medical Marihuana Facilities Licensing Act shall apply.

(B) Any term defined by 21 USC 860(E) referenced in this Chapter shall have the definition given by 21 USC 860(E).

(C) This Ordinance shall not limit an individual's or entity's rights under the MMMA or the Medical Marihuana Facilities Licensing Act. The MMMA and the Medical Marihuana Facilities Licensing Act supersede this Ordinance where there is a conflict between them.

(D) All activities related to Marihuana, including those related to, a Grower Facility, Secure Transporter, Processor Facility or a Safety Compliance Facility, shall be in compliance with the rules of the Medical Marihuana Licensing Board, the Michigan Department of Licensing and Regulatory Affairs or any successor agency, the rules and regulations of the City of Albion, and the MMMA and the Medical Marihuana Facilities Licensing Act.

(E) Any use which purports to have engaged in the cultivation or processing of Marihuana into a usable form, the transportation of marihuana between licensed facilities, or the testing of Marihuana either prior to or after enactment of this Chapter but without obtaining the required licensing set forth in this Chapter, shall be deemed to not be a legally established use and therefore not entitled to legal nonconforming status under the provisions of this Chapter and/or state law. The City of Albion finds and determines that it has not heretofore authorized or licensed the existence of any Medical Marihuana Facility, as defined herein, in the City of Albion.

(F) The following terms shall have the definitions given:

“Chapter” means this Chapter.

“City” means the City of Albion, Michigan.

“Council” or “City Council” means the City Council of the City of Albion, Michigan.

“Enclosed Locked Facility” means a closet, room, or other comparable, stationary, and fully enclosure, equipped with secured locks or other functioning security devices. Marihuana Plants grown outdoors are considered to be in an Enclosed Locked Facility if they are not visible to the unaided eye from an adjacent property when viewed by an individual at ground level or from a permanent structure and are grown within a stationary structure that is enclosed on all sides, except for the base, by chain-link fencing, wooden slats, or similar material that prevents access

by the general public and that is anchored, attached, or affixed to the ground and as defined in the MMMA.

“Grower” or “Grower Facility” means a commercial entity that cultivated, dries, trims or cures and packages Marihuana for sale to a Processor or Provisioning Center.

“License Application” refers to the requirements and procedures set forth in Sections 22-204 and 22-205.

“Marihuana Plant(s)” means any plant of the species Cannabis Sativa.

“Marihuana” means that term as defined in section 7106 of the Public Health Code, 1978 PA 368, MCL 333.7106.

“Medical Marihuana Facility(ies)” means any facility, establishment and/or center that is required to be licensed under this Chapter, including a Provisioning Center, Grower, Processor, Safety Compliance Facility, and Secure Transporter.

“Ordinance” means the Ordinance adopting this Chapter.

“Person” means an individual, corporation, limited liability Company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.

“Processor” or “Processor Facility” means a commercial entity that purchases Marihuana from a Grower and that extracts resin from the Marihuana or creates a Marihuana-infused product for sale and transfer in packaged form to a Provisioning Center.

“Provisioning Center” means a commercial entity that purchases Marihuana from a Grower or Processor and sells, supplies, or provides Marihuana to registered qualifying patients, directly or through the patients’ registered primary caregivers. Provisioning Center includes any commercial property where Marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department’s Marihuana registration process in accordance with the MMMA is not a Provisioning Center for the purposes of this Ordinance.

“Restricted/Limited Access Area” means a building, room or other area under the control of the licensee with access governed by the MMMA or other applicable state law.

“Safety Compliance Facility” means a commercial entity that receives Marihuana from a Medical Marihuana Facility or registered primary caregiver, tests it for

contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the Marijuana to the Medical Marijuana Facility.

“Secure Transporter” means a commercial entity that stores Marijuana and transports Marijuana between Medical Marijuana Facilities for a fee.

“Stakeholder” means with respect to a trust, the beneficiaries, with respect to a limited liability company, the managers or members, with respect to a corporation, whether profit or non-profit, the officers, directors, or shareholders, and with respect to a partnership or limited liability partnership, the partners, both general and limited.

“State” means the State of Michigan.

(G) Any term defined by the MMMA or the Medical Marijuana Facilities Licensing Act and not defined in this Chapter shall have the definition given in the MMMA or the Medical Marijuana Facilities Licensing Act.

### **22-203. LICENSE ALLOCATION AND ANNUAL FEES.**

(A) No Person shall operate a Grower Facility, Processor Facility, Secure Transporter, or Safety Compliance Facility in the City of Albion without first obtaining a license to do so from the City Clerk and the State of Michigan. The City Clerk, after approval from the City Council, shall issue the following number of licenses for medical marijuana facilities:

- |                                 |   |
|---------------------------------|---|
| a. Grower Facilities:           | 5 |
| b. Processor Facilities:        | 5 |
| c. Secure Transporters:         | 5 |
| d. Safety Compliance Facilities | 5 |

The term of each license shall be one (1) year.

(B) The non-refundable application fee for a Medical Marijuana Facility license shall be established by the City Council by resolution.

(C) No license shall be issued by the City Clerk for the operation of a Provisioning Center within the City of Albion. Operation of a Provisioning Center within the City of Albion is expressly prohibited.

### **22-204. LICENSE APPLICATIONS SUBMISSION.**

(A) Application for each Medical Marijuana Facility license required by this Chapter shall be made in writing to the City Clerk, and must be approved by the City Council after receiving a recommendation submitted by the Planning Commission, and approved by the State of Michigan, prior to commencing

operation. Upon the expiration of an existing license, a licensee shall be required to reapply.

(B) An application for a Medical Marihuana Facility license required by this Chapter shall contain the following:

1. The appropriate non-refundable application fee and the refundable licensee fee in the amount per 22-203(B);
2. If the applicant is an individual, the applicant's name, date of birth, physical address, copy of government issued photo identification, email address, and one or more phone numbers, including emergency contact information;
3. If the applicant is not an individual, the names, dates of birth, physical addresses, copy of government issued photo identification, email addresses, and one or more phone numbers of each Stakeholder/shareholder/member of the applicant, including designation of the highest ranking Stakeholder/shareholder/member as an emergency contact person and contact information for the emergency contact person, articles of incorporation, assumed name registration documents, Internal Revenue Service SS-4 EIN confirmation letter, and a copy of the operating agreement of the applicant, if a limited liability company, a copy of the partnership agreement, if a partnership, or a copy of the by-laws or shareholder agreement, if a corporation or;
4. The name and address of the proposed Medical Marihuana Facility and any additional contact information deemed necessary by the City Clerk;
5. For the applicant, for each Stakeholder of the applicant, an affirmation under oath as to whether they are at least eighteen (18) years of age and have never been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any criminal offense under the laws of any jurisdiction, either felony or controlled substance related misdemeanor not including traffic violations, regardless of whether the offense has been expunged, pardoned, reversed on appeal or otherwise, including the date, name and location of the court, arresting agency, and prosecuting agency, the case caption, the docket number, the offense, the disposition, and the location and length of incarceration;
6. Before hiring a prospective agent or employee of the applicant, and after, the holder of a license shall conduct a background check of the prospective employee. If the background check indicated a pending charge or conviction within the past ten (10) years for a controlled substance related felony, the

applicant shall not hire the prospective employee or agent without written permission from the City Clerk;

7. A signed release authorizing the Albion Department of Public Safety to perform a criminal background check to ascertain whether the applicant, each Stakeholder of the applicant, each managerial employee and employee of the applicant meet the criteria set forth in this Ordinance;

8. The name, date of birth, physical address, copy of photo identification, and email address for any managerial employee or employee of the Medical Marihuana Facility, if other than applicant;

9. An affirmation under oath as to whether the applicant has ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any other jurisdiction that has been denied, restricted, suspended, revoked, or not renewed and a statement describing the facts and circumstances concerning the application, denial, restriction, suspension, revocation, or nonrenewal, including the licensing authority, the date each action was taken, and the reason for each action;

10. One of the following: (a) proof of ownership of the entire premises wherein the Medical Marihuana Facility is to be operated; or (b) written consent from the property owner for use of the premises in a manner requiring licensure under this Chapter along with a copy of the lease for the premises;

11. Proof of an adequate premise liability and casualty insurance policy in the amount not exceeding the requirements addressed in the Medical Marihuana Facilities Licensing Act or applicable state laws, covering the Medical Marihuana Facility and naming the City of Albion as an additional insured party, available for the payment of any damages arising out of an act or omission of the applicant or its stakeholders, agents, employees or subcontractors;

12. A description of the security plan for the Medical Marihuana Facility, including, but not limited to, any lighting, alarms, barriers, recording/monitoring devices and/or security guard arrangements proposed for the facility and premises. The security plan must contain the specification details of each piece of security equipment;

13. A floor plan of the Medical Marihuana Facility, as well as a scale diagram illustrating the property upon which the Medical Marihuana Facility is to be operated, including all available parking spaces, and specifying which parking spaces, if any, are handicapped accessible;

14. An affidavit that neither the applicant nor any Stakeholder of the applicant is in default to the City. Specifically, that the applicant or Stakeholder of the applicant has not failed to pay any property taxes, special assessments, fines, fee or other financial obligations to the City;

15. An affidavit that the transfer of Marihuana to and from Medical Marihuana Facilities shall be in compliance with the MMMA and the Medical Marihuana Facilities Licensing Act or other applicable state laws:

16. A staffing plan;

17. Any proposed text or graphical materials to be shown on the exterior of the proposed Medical Marihuana Facility;

18. A patient education plan;

19. A business plan;

20. A location area map of the Medical Marihuana Facility and surrounding area that identifies the relative locations and the distances (closest property line to the subject Medical Marihuana Facility's building) to the subject Medical Marihuana Facility to the closest real property comprising a public or private elementary, vocational or secondary school; and church or religious institution if recognized as a tax-exempt entity as determined by the City Assessor or County Assessor's office;

21. A facility sanitation plan to protect against any Marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any Marihuana will be rendered unusable upon disposal. Disposal by on-site burning or introduction in the sewerage system is prohibited;

22. Verification, with copies of actual bank statements, showing that the applicant has liquid funds in the applicant's name in the amount needed to complete the Medical Marihuana Facility, but in no event less than \$250,000.00, in immediate liquid, available funds;

23. As it relates to a Grower Facility, the following additional items shall be requested:

i. A Grower Plan that includes at a minimum a description of the Grower methods to be used, including plans for the growing mediums, treatments and/or additives;

ii. A production testing plan that includes at a minimum a description of how and when samples for laboratory testing by a state approved



Safety Compliance Facility will be selected, what type of testing will be required, and how the test results will be used;

iii. An affidavit that all operations will be conducted in conformance with the MMMA, the Medical Marihuana Facilities Licensing Act or other applicable state laws and such operations shall not be cultivated on the premises at any one time more than the permitted number of Marihuana Plants per the Michigan Medical Marihuana Act, as amended, and the Medical Marihuana Facilities Licensing Act;

iv. A chemical and pesticide storage plan that states the names of pesticides to be used in Growers and where and how pesticides and chemicals will be stored in the facility, along with a plan for the disposal of unused pesticides;

v. All Growers must be performed within an Enclosed Locked Facility which may include indoors or in an enclosed greenhouse.

(C) Upon receipt of a completed Medical Marihuana Facility application meeting the requirements of this Chapter and confirmation that the number of existing licenses does not exceed the maximum number established by resolution pursuant to Section 22-203(A), the City Clerk shall refer a copy of the application to each of the following for their review and approval: the City Attorney or his designee, the Chief of the Albion Public Safety Department or their designee, the Director of Planning and Development, and the City Finance Director or their designee. Once applications are verified by each department to be sufficiently complete and comprehensive, and no sooner, the City Clerk shall forward the applications to the Planning Commission for recommendation to the City Council.

(D) No application shall be approved unless:

1. The Public Safety Department or designee and the Office of Planning and Development or designee, have inspected the plans of the proposed location for compliance with all laws for which they are charged with enforcement;

2. The applicant, each Stakeholder of the applicant, and the managerial employees and employees of the applicant, have passed a criminal background check conducted by the Albion Department of Public Safety;

3. The Director of Planning and Development, has confirmed that the proposed location complies with the Zoning Ordinance;

4. The Finance Director or their designee has confirmed that the applicant and each Stakeholder of the applicant are not in default to the City;

5. The City Attorney or his designee has completed a detailed review of the Medical Marihuana Facility application for compliance with the applicable state laws and City Ordinances.

(E) If written approval is given by each individual or department identified in Subsection (a)-(e), the City Clerk shall submit the application to the Planning Commission for recommendation to the City Council for the issuing of a license to the applicant. All licenses issued are contingent upon the State of Michigan issuing a license for the operation under state law.

(F) Licensees shall report any other change in the information required by Subsection (b) to the City Clerk within ten (10) days of the change. Fees shall be set by Council Resolution for any Stakeholder added after the original Application is filed.

## **22-205. LICENSE APPLICATIONS EVALUATION.**

(A) The City Council and Planning Commission will assess all applications referred to it by the Planning Commission pursuant to Section 4 and 5.

(B) In its application deliberations, the City Council shall assess each application in each of the following categories:

1. The applicant's experience in operating other similarly licensed businesses.
2. The applicant's general business management experience.
3. The applicant's general business reputation.
4. The integrity, moral character, and reputation; personal and business probity; financial ability and experience; and responsibility or means to operate or maintain a Medical Marihuana Facility of the applicant.
5. The financial ability of the applicant to purchase and maintain adequate liability and casualty insurance.
6. The sources and total amount of the applicant's capitalization to operate and maintain the proposed Medical Marihuana Facility.
7. Whether the applicant has been indicted for, charged with, arrested for, or convicted of, pled guilty or nolo contendere to, forfeited bail concerning, or had expunged any relevant criminal offense under the laws of any jurisdiction, either felony or misdemeanor, not including traffic violation,

regardless of whether the offense has been expunged, pardoned, or reversed as appealed or otherwise.

8. Past convictions of the applicant involving any of the following, but limited to:

- i. gambling;
- ii. prostitution;
- iii. weapons;
- iv. violence;
- v. tax evasion;
- vi. fraudulent activity; and
- vii. serious moral turpitude.
- viii. Felony Drug Convictions

9. A felony or misdemeanor of such a nature that it may impair the ability of the applicant to operate a licensed business in a safe and competent manner;

10. Whether the applicant has filed, or had filed against it, a proceeding for bankruptcy within the past seven (7) years;

11. Whether the applicant has been served with a complaint or other notice filed with any public body regarding payment of any tax required under federal, state or local law that has been delinquent for one (1) or more years;

12. Whether the applicant has a history of noncompliance with any regulatory requirements in this State or any other jurisdiction;

13. As it related to operation of a Provisioning Center, the applicant's type of service and product that will be offered and the overall theme and atmosphere of the proposed Provisioning Center.

(C) The City Council shall assess each application with aforementioned categories Section 22-205(B)(1) through (13) and issue a license to the applicant most qualified and meets the most categories in this section.

(1) On and after February 1, 2018, the City shall accept applications for authorization to operate a medical marihuana facility within the City. Application shall be made on a City form and must be submitted to the City Clerk "Clerk"). Once the Clerk receives a complete application including the initial annual medical marihuana facility fee, the application shall be time and date stamped. Complete applications shall be considered for authorization in consecutive time and date stamped order. Upon consideration, if the facility type authorization is available within the number specified above, then the applicant shall receive conditional authorization to operate such medical marihuana facility within the City. Once the limit on

the number of an authorized facility is conditionally reached, then any additional complete applications shall be held in consecutive time and date stamped order for future conditional authorization. Any applicant waiting for future conditional authorization may withdraw their submission by written notice to the Clerk at any time.

(2) Within thirty days from conditional authorization from the City or from February 1, 2018, whichever is later, the conditionally authorized applicant must submit proof to the Clerk that the applicant has applied for prequalification from the state for a state operating license or has submitted full application for such license. If the applicant fails to submit such proof, then such conditional authorization shall be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in 22-203(1) herein.

(3) If a conditionally authorized applicant is denied prequalification for a state operating license or is denied on full application for a state operating license, then such conditional authorization will be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in 22-203(1) herein.

(4) A conditionally authorized applicant shall receive full authorization from the City to operate the medical marijuana facility within the City upon the applicant providing to the Clerk proof that the applicant has received a state operating license for the medical marijuana facility in the City and the applicant has met all other requirements of this ordinance for operation including but not limited to any zoning approval for the location of the facility within the City.

(5) If a conditionally authorized applicant fails to obtain full authorization from the City within one year from the date of conditional authorization, then such conditional authorization shall be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in 22-203(1) herein. The City Council shall have authority to extend the deadline to obtain full authorization for up to an additional six months on written request of the applicant, within thirty days prior to cancellation, upon the reasonable discretion of the City Council finding good cause for the extension.

## **22-206. LICENSES GENERALLY.**

(A) To the extent permissible, all information submitted in conjunction with an application for a license or license renewal required by this Chapter is confidential and exempt from disclosure under the Michigan Freedom of Information Act, 1976

PA 442, MCL 15.231 et seq. Furthermore, no personal information concerning the applicant shall be submitted to the City Council.

(B) Licensees may transfer a license issued under this Chapter to a different location upon receiving written approval from the City Clerk. In order to request approval to transfer a license location, the licensee must make a written request to the City Clerk indicating the current license location and the proposed license location. Upon receiving the written request, the City Clerk shall refer a copy of the written request to each of the following for approval: the Albion Department of Public Safety, the Director of Planning and Development, the Finance Director or its designee, and the City Council. No license transfer shall be approved unless each such individual or department gives written approval that the licensee and the proposed license location meet the standards identified in this Ordinance.

(C) Licensees may transfer a license issued under this Chapter to a different individual or entity upon receiving written approval by the City Clerk. In order to request approval to transfer a license to a different individual or entity, the licensee must make a written request to the City Clerk, indicating the current licensee and the proposed licensee. Upon receiving the written request, the City Clerk shall consider the request as a new application for a license and the procedures set forth in this Ordinance and the Act shall be followed.

(D) Licensees shall report any other change in the information required by this Chapter to the City Clerk within ten (10) business days of the change. Failure to do so may result in suspension or revocation of the license.

(E) Licensees shall comply with the Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Medical Marihuana Regulation, Emergency Rules governing medical marihuana facilities and any permanent rules promulgated by LARA following the expiration of the Emergency Rules.

#### **22-207. PROVISIONING CENTERS PROHIBITED.**

(A) Provisioning Centers are expressly prohibited from operating within the City of Albion.

#### **22-208. MINIMUM OPERATIONAL STANDARDS OF GROWER FACILITY.**

The following minimum standards for a Grower Facility shall apply:

(A) The Grower Facility shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.

(B) The premises shall be open for inspection upon probable cause that a violation of this Chapter has occurred during the stated hours of operation and at such other times as anyone is present on the premises.

(C) Any Grower Facility shall maintain a log book and/or database indicating the number of Marihuana Plants. Each Marihuana Plant will be tagged as required by the MMMA and Medical Marihuana Facilities Licensing Act.

(D) All Marihuana shall be contained within an Enclosed Locked Facility. All operations shall be conducted within the facility so as not to be exposed to the public and all operations are expressed prohibited from being conducted outside the facility or outdoors.

(E) All necessary building, electrical, plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support the Grower, growing or harvesting of Marihuana are located.

(F) That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the Albion Department of Public Safety to ensure compliance with the Michigan Fire Protection Code.

(G) The dispensing of Marihuana at the Grower Facility shall be prohibited.

(H) All persons working in direct contact with Marihuana shall conform to hygienic practices while on duty, including but not limited to: 1. Maintaining adequate personal cleanliness; 2. Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hands may have become soiled or contaminated; 3. Refraining from having direct contact with Marihuana if the person has or may have an illness, open lesion, including boils, sores or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

(I) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where Marihuana is exposed.

(J) Floors, walls and ceilings shall be constructed in such a manner that they may be adequately cleaned and kept clean and in good repair.

(K) There shall be adequate screening or other protection against the entry of pests. Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for the waste development of odor and minimize the potential for waste becoming an attractant, harborage or breeding places for pests.

(L) Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

(M) Each Grower Facility shall provide its occupants with adequate and readily accessible toilet facilities that are maintained in a sanitary condition and good repair.

(N) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms.

(O) The Grower Facility shall be free from infestation by insects, rodents, birds, or vermin of any kind.

(P) Exterior signage or advertising identifying the facility as a Grower Facility shall be prohibited.

(Q) Odor Control – No person, tenant, occupant, or property owner shall permit the emission of marihuana odor from any source to result in detectable odors that leave the premises upon which they originated and interfere with the reasonable and comfortable use and enjoyment of another's property. Whether or not a marihuana odor emission interferes with the reasonable and comfortable use and enjoyment of a property shall be measured against the objective standards of a reasonable person of normal sensitivity. A grower or processor shall install and maintain in operable condition a system which precludes the emission of marihuana odor from the premises.

a. A plan for ventilation of the medical marihuana facility that describes the ventilation systems that will be used to prevent any odor of medical marihuana off the premises of the business. For medical marihuana facilities that grow medical marihuana plants, such plan shall also include all ventilation systems used to control the environment for the plants and describe how such systems operate with the systems preventing any odor leaving the premises. For medical marihuana infused products, such plan shall also include all ventilation systems used to mitigate noxious gases or other fumes used or created as part of the production process.

b. Cultivated, produced, or distributed by a medical marihuana business. A medical marihuana business shall be ventilated so that the odor of marihuana cannot be detected by a person with a normal sense of smell at the exterior of the medical marihuana business or at any adjoining use or property.

c. Sufficient measures and means of preventing smoke, odor, debris, dust, fluids and other substances from exiting a marihuana commercial entity must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a marihuana commercial entity, the owner of the

subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full clean-up and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable federal, state and local laws and regulations.

## **22-209. MINIMUM OPERATIONAL STANDARDS OF SAFETY COMPLIANCE FACILITY.**

The following minimum standards for the Safety Compliance Facility shall apply:

(A) The Safety Compliance Facility shall comply at all times and in all circumstances with the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.

(B) Consumption and/or use of Marihuana shall be prohibited at the facility.

(C) The premises shall be open at all times to any Michigan Medical Marihuana Licensing Board investigators, agents, auditors, or the State Police, without a warrant and without notice to the licensee, to enter the premises, offices, facilities, or other places of business of a licensee, if evidence of compliance or noncompliance with the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws is likely to be found and consistent with constitutional limitations for the following purposes:

1. To inspect and examine all premises of Medical Marihuana Facilities;
2. To inspect, examine and audit relevant records of the licensee and, if the licensee or any managerial employees or employees fail to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored;
3. To inspect the person and inspect or examine personal effects present in a Medical Marihuana Facility of any holder of State Operating License while that person is present in a Medical Marihuana Facility;
4. To investigate alleged violations of the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws.



(D) Any Safety Compliance Facility shall maintain a log book and/or database which complies with the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws.

(E) All Marihuana shall be contained within the building in an Enclosed Locked Facility in accordance with the MMMA, as amended, and Medical Marihuana Facilities Licensing Act or applicable state laws. All operations shall be conducted within the facility so as not to be exposed to the public and all operations are expressed prohibited from being conducted outside the facility or outdoors.

(F) There shall be no other accessory uses permitted within the same facility other than those associated with testing Marihuana.

(G) All persons working in direct contact with Marihuana shall conform to hygienic practices while on duty.

(H) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where Marihuana is exposed.

(I) Floors, walls and ceilings shall be constructed in such a manner that they may be adequately cleaned and kept clean and in good repair.

(J) Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

(K) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms.

(L) Exterior signage or advertising identifying the facility as a Safety Compliance Facility shall be prohibited.

## **22-210. MINIMUM OPERATIONAL STANDARDS OF PROCESSOR FACILITY.**

The following minimum standards for the Processor Facility shall apply:

(A) The Processor Facility shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.

(B) Consumption and/or use of Marihuana shall be prohibited at the Processor Facility.

(C) All activity related to the Processor Facility shall be done indoors.

(D) The premises shall be open at all times to any Michigan Medical Marihuana Licensing Board investigators, agents auditors, or the State Police, without a warrant and without notice to the licensee, to enter the premises, offices, facilities or other places of business of a licensee, if evidence of compliance or noncompliance with the MMMA and Medical Marihuana Facilities Licensing Act 21 or applicable state laws is likely to be found and consistent with constitutional limitations for the following purposes:

1. To inspect and examine all premises of Medical Marihuana Facilities;
2. To inspect, examine and audit relevant records of the licensee and, if the licensee or any managerial employees or employees fail to cooperate with an investigation, impound, seize, assume physical control of, or summarily remove from the premises all books, ledgers, documents, writings, photocopies, correspondence, records and videotapes, including electronically stored records, money receptacles, or equipment in which the records are stored;
3. To inspect the person and inspect or examine personal effects present in a Medical Marihuana Facility of any holder of state operating license while that person is present in a Medical Marihuana Facility.
4. To investigate alleged violations of the MMMA and Medical Marihuana Facilities Licensing Act or applicable state laws.

(E) Any Processor Facility shall maintain a log book and/or database which complies with the MMMA, as amended, and Medical Marihuana Facilities Licensing Act or applicable state laws.

(F) All Marihuana will be tagged as required by the MMMA, the Medical Marihuana Facilities Licensing Act or applicable state laws.

(G) All Marihuana shall be contained within an Enclosed Locked Facility in accordance with the MMMA, as amended. All operations shall be conducted within the facility so as not to be exposed to the public and all operations are expressed prohibited from being conducted outside the facility or outdoors.

(H) All necessary building, electrical, plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring for devices that support the processing of Marihuana are located.

(I) That portion of the structure where the storage of any chemicals shall be subject to inspection and approval by the Albion Department of Public Safety to insure compliance with the Michigan Fire Protection Code.

(J) The dispensing of medical Marihuana at the Processor Facility shall be prohibited.

(K) All persons working in direct contact with Marihuana shall conform to hygienic practices while on duty, including but not limited to:

1. Maintaining adequate personal cleanliness;
2. Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hands may have become soiled or contaminated;
3. Refraining from having direct contact with Marihuana if the person has or may have an illness, open lesion, including boils, sores or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

(L) Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where Marihuana is exposed.

(M) Floors, walls and ceilings shall be constructed in such a manner that they may be adequately cleaned and kept clean and in good repair.

(N) There shall be adequate screening or other protection against the entry of pests. Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for the waste development of odor and minimize the potential for waste becoming an attractant, harborage or breeding places for pests.

(O) Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

(P) Each Processor Facility shall provide its occupants with adequate and readily accessible toilet facilities that are maintained in a sanitary condition and good repair.

(Q) Marihuana that can support the rapid growth of undesirable microorganisms shall be held in a manner that prevents the growth of these microorganisms.

(R) The Processor Facility shall be free from infestation by insects, rodents, birds, or vermin of any kind.

(S) The Processor Facility shall produce no products other than usable Marihuana intended for human consumption.

(T) Exterior signage or advertising identifying the facility as a Processor Facility shall be prohibited.

(U) Odor Control – No person, tenant, occupant, or property owner shall permit the emission of marijuana odor from any source to result in detectable odors that leave the premises upon which they originated and interfere with the reasonable and comfortable use and enjoyment of another's property. Whether or not a marijuana odor emission interferes with the reasonable and comfortable use and enjoyment of a property shall be measured against the objective standards of a reasonable person of normal sensitivity. A grower or processor shall install and maintain in operable condition a system which precludes the emission of marijuana odor from the premises.

- i. A plan for ventilation of the medical marijuana facility that describes the ventilation systems that will be used to prevent any odor of medical marijuana off the premises of the business. For medical marijuana facilities that grow medical marijuana plants, such plan shall also include all ventilation systems used to control the environment for the plants and describe how such systems operate with the systems preventing any odor leaving the premises. For medical marijuana infused products, such plan shall also include all ventilation systems used to mitigate noxious gases or other fumes used or created as part of the production process.
- ii. Cultivated, produced, or distributed by a medical marijuana business. A medical marijuana business shall be ventilated so that the odor of marijuana cannot be detected by a person with a normal sense of smell at the exterior of the medical marijuana business or at any adjoining use or property.
- iii. Sufficient measures and means of preventing smoke, odor, debris, dust, fluids and other substances from exiting a marijuana commercial entity must be provided at all times. In the event that any odors, debris, dust, fluids or other substances exit a marijuana commercial entity, the owner of the subject premises and the licensee shall be jointly and severally liable for such conditions and shall be responsible for immediate, full clean-up and correction of such condition. The licensee shall properly dispose of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable federal, state and local laws and regulations.

## **22-211. MINIMUM OPERATIONAL STANDARDS FOR A SECURE TRANSPORTER**

The following minimum standards for a Secure Transporter shall apply:

- (A) A Secure Transporter shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, and the general rules of the Department of Licensing and Regulatory Affairs, as they may be amended from time to time.
- (B) Each driver transporting marihuana shall have a valid chauffer's license issued by the State of Michigan;
- (C) Each vehicle shall be operated with a 2-person crew with at least 1 individual remaining with the vehicle at all times during the transportation of marihuana;
- (D) A route plan and manifest shall be carried in the transporting vehicle and presented to a law enforcement officer upon request;
- (E) The marihuana being transported shall only be transported in 1 or more sealed containers and not be accessible while in transit.
- (F) A Secure Transporter shall not bear marking or other indication that it is carrying marihuana or a marihuana-infused product.
- (G) A Secure Transporter shall be subject to administrative inspection by a law enforcement officer, including but not limited to the Albion Department of Public Safety, at any point during the transportation of marihuana in the City of Albion to determine compliance with this Ordinance and the Medical Marihuana Facilities Licensing Act.

**22-212. LOCATION OF GROWER FACILITY, SAFETY COMPLIANCE FACILITY, PROCESSOR FACILITY AND SECURE TRANSPORTER.**

- (A) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within five hundred (500) feet of real property comprising a public or private elementary, licensed child care facility, vocational or secondary school.
- (B) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within two hundred fifty (250) feet of real property comprising a public park. Any Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter located more than two hundred fifty (250) feet but less than one-thousand (1000) feet of real property comprising a public park shall be surrounded by a chain link fence, of at least six (6) feet in height, to preclude access by the public.
- (C) No Grower Facility, Safety Compliance Facility, Processor Facility or Secure Transporter shall be located within two hundred fifty (250) feet of real property comprising a place of religious worship. Any Grower Facility, Safety

Compliance Facility, Processor Facility or Secure Transporter located more than two hundred fifty (250) feet but less than one-thousand (1000) feet of real property comprising a place of religious worship shall be surrounded by a chain link fence, of at least six (6) feet in height, to preclude access by the public.

(D) All Grower Facilities shall be limited to the M-1-P, M-2, and M-2-P Zoning Districts. Safety Compliance Facilities shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Secure Transporters shall be limited to the B-3, M-1-P, M-2, and M-2-P Zoning Districts. Processor Facilities shall be limited to B-3, M-1-P, M-2, and M-2-P Zoning Districts.

## **22-213. DENIAL AND REVOCATION.**

(A) A license issued under this Chapter may be revoked after an administrative hearing at which the City Clerk determines that any grounds for revocation under Subsection (B) exists. Notice of the time and place of the hearing and the grounds for revocation must be given to the holder of the license at least five (5) days prior to the hearing, by first class mail to the address given on the License Application or any address provided pursuant to this Ordinance.

(B) A license applied for or issued under this Chapter may be denied or revoked on any of the following basis:

1. Violation of this Chapter;

2. Any conviction of or release from incarceration for a felony under the laws of this State, or any other State, or the United States, within the past five (5) years by the applicant or any Stakeholder of the applicant as measured from the date of the application or the date of becoming a Stakeholder, whichever occurs later, or while licensed under this Chapter; or any conviction of a substance-related felony by the applicant or any Stakeholder of the applicant whenever or while licensed under this Chapter;

3. Commission of fraud or misrepresentation or the making of a false statement by the applicant or any Stakeholder of the applicant while engaging in any activity for which this Chapter requires a license;

4. Sufficient evidence that the applicant(s) lack, or have failed to demonstrate the requisite professionalism and/or business experience required to assure strict adherence to this Chapter and the rules and regulations governing the Medical Marihuana Program in the State of Michigan;

5. The Medical Marihuana Facility is determined by City of Albion to have become a public nuisance;

6. The Michigan Medical Marihuana Licensing Board has denied, revoked or suspended the applicant's State License.

#### **22-214. PENALTIES AND DISCIPLINE.**

(A) The City of Albion may require an applicant or holder of license of a Medical Marihuana Facility to produce documents, records, or any other material pertinent to the investigation of an application or alleged violation of this Chapter. Failure to provide the required material may be grounds for application denial, license revocation, or discipline.

(B) Any Person in violation of any provision of this Chapter or any provision of a license issued under this Chapter, is responsible for a misdemeanor, punishable by a fine of up to \$500.00 plus costs of prosecution, ninety (90) days imprisonment, or both, for each violation. This section is not intended to prevent enforcement of any provision of the state law by the Albion Department of Public Safety.

(C) All fines imposed under this Chapter shall be paid within forty-five (45) days after the effective date of the order imposing the fine or as otherwise specified in the order;

(D) The City Clerk may temporarily suspend the Medical Marihuana Facility license without a hearing if the City Clerk finds that public safety or welfare requires emergency action. The City Clerk shall cause the temporary suspension by issuing a Suspension Notice in connection with institution of proceedings for a hearing.

(E) If the City Clerk temporarily suspends a license without a hearing, the holder of the license is entitled to a hearing within thirty (30) after the Suspension Notice has been issued. The hearing shall be limited to the issues cited in the Suspension Notice.

(F) If the City Clerk does not hold a hearing within thirty (30) days after the date of suspension was issued, then the suspended license shall be automatically reinstated and the suspension vacated.

(G) In addition to any other remedy available at law, the City of Albion may bring an action for an injunction or other process against a person to restrain, prevent, or abate any violation of this Ordinance.

This Ordinance shall take effect February 1, 2018 after publication.

First Reading:  
December 18, 2017

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

Second Reading & Adoption:  
January 1, 2018

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

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Jill Domingo,  
City Clerk

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Garrett Brown,  
Mayor

DRAFT



RESOLUTION # 2018-01  
**PERFORMANCE RESOLUTION FOR  
GOVERNMENTAL AGENCIES**

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_ CITY OF ALBION \_ \_ \_ \_ \_  
(City, village, township,  
etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.



**Resolution #2018-02**

Appointment of Kenneth Snyder as City of Albion Representative to the  
Calhoun County Consolidated Dispatch Authority  
January 1, 2018 – December 31, 2019

**Purpose and Finding:** The mission of the Calhoun County Consolidated Dispatch Authority (CCFDA) is to provide the residents and visitors of Calhoun County with a timely and accurate communication link to emergency response services. The CCFDA answers all 9-1-1 and non-emergency calls and efficiently dispatching public safety personnel/agencies within Calhoun County, including the City of Albion

The CCFDA is governed by a Board of Directors, whose membership is comprised of officials appointed from the various municipalities and organizations that the CCFDA services. The nine-member board has the authority to hire an executive director to manage the daily operations of the dispatch center. Previously, the City of Albion appointed Kenneth Snyder as their representative, for the terms that expired on December 31, 2015 and December 31, 2017.

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

**RESOLVED**, that the City of Albion hereby re-appoints Kenneth Snyder as City of Albion Representative to the Calhoun County Consolidated Dispatch Authority (CCCSA), for the term of January 1, 2018 through December 31, 2019.

I hereby certify that the above resolution was adopted on January 16, 2018, 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

**INFORMATION  
ONLY**

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016 NORMAL (ABNORMAL)	ORIGINAL BUDGET	11/30/2017 NORMAL (ABNORMAL)	AMENDED BUDGET	USED
Fund 101 - GENERAL FUND						
000-GENERAL		3,501,227.22	3,415,402.00	2,922,394.55	3,415,402.00	85.57
209-ASSESSING		784.29	3,000.00	5.00	3,000.00	0.17
215-CLERK		5,199.89	100.00	36.60	100.00	36.60
260-FINANCE DEPT AND/OR ABA GENERAL		430.78	500.00	2,355.50	500.00	471.10
276-CEMETERY		74,198.22	70,000.00	63,512.74	70,000.00	90.73
345-PUBLIC SAFETY		71,080.54	32,300.00	56,722.06	32,300.00	175.61
422-CODE ENFORCEMENT		111,618.57	90,000.00	92,521.55	90,000.00	102.80
758-ALBION RIVER/BIKE TRAIL		0.00	0.00	221,014.08	0.00	100.00
775-PARKS		3,312.00	2,350.00	2,625.00	2,350.00	111.70
778-HOLLAND PARK TRANSFORMATION PROJECT		45,874.92	27,100.00	84,531.05	27,100.00	311.92
930-TRANSFER IN		10,000.00	10,000.00	10,000.00	10,000.00	100.00
TOTAL REVENUES		3,823,726.43	3,650,752.00	3,455,718.13	3,650,752.00	94.66
101-CITY COUNCIL		33,856.86	36,810.00	32,634.17	36,810.00	88.66
172-CITY MANAGER		90,090.62	107,260.00	92,506.81	107,260.00	86.25
209-ASSESSING		47,943.38	50,300.00	42,864.62	50,300.00	85.22
210-ATTORNEY		90,763.92	92,725.00	82,737.18	92,725.00	89.23
215-CLERK		109,556.35	99,585.00	77,583.41	99,585.00	77.91
226-HUMAN RESOURCES		29,785.65	20,510.00	20,118.96	20,510.00	98.09
260-FINANCE DEPT AND/OR ABA GENERAL		251,397.46	318,225.00	244,837.59	318,225.00	76.94
265-MUNICIPAL BLDG AND/OR 201 N CLINTON ST		68,044.15	71,915.00	75,850.44	71,915.00	105.47
276-CEMETERY		142,006.58	160,985.00	143,669.72	160,985.00	89.24
345-PUBLIC SAFETY		1,788,682.96	1,903,689.00	1,800,216.82	1,903,689.00	94.56
422-CODE ENFORCEMENT		203,504.00	174,870.00	132,802.01	174,870.00	75.94
442-CITY MAINTENANCE		184,738.58	209,195.00	162,184.64	209,195.00	77.53
444-TREE TRIMMING		9,478.38	11,664.00	13,161.39	11,664.00	112.84
447-ENGINEERING		8,735.77	7,954.00	10,125.42	7,954.00	127.30
526-EPA LANDFILL		11,040.77	8,000.00	7,400.93	8,000.00	92.51
758-ALBION RIVER/BIKE TRAIL		0.00	0.00	222,611.87	0.00	100.00
775-PARKS		175,248.29	200,732.00	182,969.60	200,732.00	91.15
778-HOLLAND PARK TRANSFORMATION PROJECT		45,874.92	27,100.00	80,826.89	27,100.00	298.25
895-GENERAL APPROPRIATION		197,335.13	157,600.00	162,459.41	157,600.00	103.08
TOTAL EXPENDITURES		3,488,083.77	3,659,119.00	3,587,561.88	3,659,119.00	98.04
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		3,823,726.43	3,650,752.00	3,455,718.13	3,650,752.00	94.66
TOTAL EXPENDITURES		3,488,083.77	3,659,119.00	3,587,561.88	3,659,119.00	98.04
NET OF REVENUES & EXPENDITURES		335,642.66	(8,367.00)	(131,843.75)	(8,367.00)	1,575.76

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 202 - MAJOR STREETS FUND						
000-GENERAL		551,164.71	642,495.00	522,855.20	642,495.00	81.38
487-M-99 TRUNKLINE		57,318.00	35,000.00	37,152.43	35,000.00	106.15
TOTAL REVENUES		<u>608,482.71</u>	<u>677,495.00</u>	<u>560,007.63</u>	<u>677,495.00</u>	<u>82.66</u>
454-ACT 51 NON-MOTORIZED		6,466.50	0.00	0.00	0.00	0.00
461-MAINTENANCE		283,064.21	361,420.00	306,730.39	361,420.00	84.87
465-TRAFFIC SERVICES		531.52	4,336.00	2,972.70	4,336.00	68.56
467-WINTER MAINTENANCE		20,381.69	28,565.00	13,083.34	28,565.00	45.80
486-I-94 TRUNKLINE		22,145.18	21,902.00	13,249.99	21,902.00	60.50
487-M-99 TRUNKLINE		19,289.38	22,494.00	12,132.01	22,494.00	53.93
488-M-199 TRUNKLINE		9,973.56	13,183.00	7,592.94	13,183.00	57.60
965-TRANSFER OUT		139,366.00	123,000.00	203,000.00	123,000.00	165.04
TOTAL EXPENDITURES		<u>501,218.04</u>	<u>574,900.00</u>	<u>558,761.37</u>	<u>574,900.00</u>	<u>97.19</u>
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		608,482.71	677,495.00	560,007.63	677,495.00	82.66
TOTAL EXPENDITURES		<u>501,218.04</u>	<u>574,900.00</u>	<u>558,761.37</u>	<u>574,900.00</u>	<u>97.19</u>
NET OF REVENUES & EXPENDITURES		107,264.67	102,595.00	1,246.26	102,595.00	1.21

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 203 - LOCAL STREETS FUND						
000-GENERAL		197,919.48	206,125.00	175,153.78	206,125.00	84.97
930-TRANSFER IN		136,366.00	120,000.00	200,000.00	120,000.00	166.67
TOTAL REVENUES		<u>334,285.48</u>	<u>326,125.00</u>	<u>375,153.78</u>	<u>326,125.00</u>	<u>115.03</u>
461-MAINTENANCE		261,301.47	283,498.00	305,289.62	283,498.00	107.69
465-TRAFFIC SERVICES		2,089.47	2,890.00	5,845.18	2,890.00	202.26
467-WINTER MAINTENANCE		15,043.21	28,355.00	15,283.12	28,355.00	53.90
965-TRANSFER OUT		3,000.00	3,000.00	3,000.00	3,000.00	100.00
TOTAL EXPENDITURES		<u>281,434.15</u>	<u>317,743.00</u>	<u>329,417.92</u>	<u>317,743.00</u>	<u>103.67</u>
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		334,285.48	326,125.00	375,153.78	326,125.00	115.03
TOTAL EXPENDITURES		<u>281,434.15</u>	<u>317,743.00</u>	<u>329,417.92</u>	<u>317,743.00</u>	<u>103.67</u>
NET OF REVENUES & EXPENDITURES		52,851.33	8,382.00	45,735.86	8,382.00	545.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BGD
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 208 - RECREATION FUND						
780-RECREATION		160,445.81	118,970.00	135,159.65	118,970.00	113.61
781-POSITIVE YOUTH DEVELOPMENT		10,000.00	0.00	0.00	0.00	0.00
782-JUNIOR OPTMISTS - JOOI		300.00	0.00	50.00	0.00	100.00
TOTAL REVENUES		170,745.81	118,970.00	135,209.65	118,970.00	113.65
780-RECREATION		133,800.50	123,411.00	112,889.00	123,411.00	91.47
781-POSITIVE YOUTH DEVELOPMENT		10,580.00	0.00	0.00	0.00	0.00
782-JUNIOR OPTMISTS - JOOI		215.00	0.00	424.34	0.00	100.00
TOTAL EXPENDITURES		144,595.50	123,411.00	113,313.34	123,411.00	91.82
Fund 208 - RECREATION FUND:						
TOTAL REVENUES		170,745.81	118,970.00	135,209.65	118,970.00	113.65
TOTAL EXPENDITURES		144,595.50	123,411.00	113,313.34	123,411.00	91.82
NET OF REVENUES & EXPENDITURES		26,150.31	(4,441.00)	21,896.31	(4,441.00)	493.05



REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 226 - SOLID WASTE FUND						
000-GENERAL		243,148.63	213,000.00	229,034.73	213,000.00	107.53
TOTAL REVENUES		<u>243,148.63</u>	<u>213,000.00</u>	<u>229,034.73</u>	<u>213,000.00</u>	<u>107.53</u>
523-LEAF PICKUP		52,800.09	59,690.00	13,829.06	59,690.00	23.17
524-TREE DUMP		6,070.56	9,480.00	6,465.78	9,480.00	68.20
528-SOLID WASTE		94,286.31	121,105.00	84,601.90	121,105.00	69.86
965-TRANSFER OUT		11,500.00	25,500.00	25,500.00	25,500.00	100.00
TOTAL EXPENDITURES		<u>164,656.96</u>	<u>215,775.00</u>	<u>130,396.74</u>	<u>215,775.00</u>	<u>60.43</u>
Fund 226 - SOLID WASTE FUND:						
TOTAL REVENUES		243,148.63	213,000.00	229,034.73	213,000.00	107.53
TOTAL EXPENDITURES		<u>164,656.96</u>	<u>215,775.00</u>	<u>130,396.74</u>	<u>215,775.00</u>	<u>60.43</u>
NET OF REVENUES & EXPENDITURES		78,491.67	(2,775.00)	98,637.99	(2,775.00)	3,554.52

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 265 - DRUG LAW ENFORCEMENT FUND						
000-GENERAL		8,285.33	4,900.00	27,556.73	4,900.00	562.38
400-FED DRUG LAW ENFOR - REIMBUR		44,330.70	49,029.00	23,275.71	49,029.00	47.47
TOTAL REVENUES		<u>52,616.03</u>	<u>53,929.00</u>	<u>50,832.44</u>	<u>53,929.00</u>	<u>94.26</u>
333-DRUG LAW ENFORCEMENT						
400-FED DRUG LAW ENFOR - REIMBUR		47,545.69	29,050.00	71,777.49	29,050.00	247.08
TOTAL EXPENDITURES		<u>77,999.96</u>	<u>55,800.00</u>	<u>90,487.63</u>	<u>55,800.00</u>	<u>162.16</u>
Fund 265 - DRUG LAW ENFORCEMENT FUND:						
TOTAL REVENUES		<u>52,616.03</u>	<u>53,929.00</u>	<u>50,832.44</u>	<u>53,929.00</u>	<u>94.26</u>
TOTAL EXPENDITURES		<u>77,999.96</u>	<u>55,800.00</u>	<u>90,487.63</u>	<u>55,800.00</u>	<u>162.16</u>
NET OF REVENUES & EXPENDITURES		<u>(25,383.93)</u>	<u>(1,871.00)</u>	<u>(39,655.19)</u>	<u>(1,871.00)</u>	<u>2,119.46</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 275 - ALBION BUILDING AUTHORITY FUND						
000-GENERAL		36,780.49	4,357.00	4,514.00	4,357.00	103.60
264-EDC BUILDING		10,880.04	10,880.00	26,585.27	10,880.00	244.35
265-MUNICIPAL BLDG AND/OR 201 N CLINTON ST		0.00	1,500.00	1,386.00	1,500.00	92.40
270-101 N GALE ST		7,000.00	7,000.00	0.00	7,000.00	0.00
271-FIRE/AMBULANCE BUILDING		29,264.00	30,000.00	36,000.00	30,000.00	120.00
273		1.00	0.00	1.00	0.00	100.00
TOTAL REVENUES		83,925.53	53,737.00	68,486.27	53,737.00	127.45
260-FINANCE DEPT AND/OR ABA GENERAL		8,445.04	9,865.00	4,766.78	9,865.00	48.32
264-EDC BUILDING		8,281.17	11,970.00	17,514.95	11,970.00	146.32
265-MUNICIPAL BLDG AND/OR 201 N CLINTON ST		2,248.30	190.00	1,453.28	190.00	764.88
270-101 N GALE ST		1,947.48	6,290.00	0.00	6,290.00	0.00
271-FIRE/AMBULANCE BUILDING		15,235.45	25,000.00	14,689.63	25,000.00	58.76
273-112 E ERIE ST		26,829.56	2,100.00	1,508.79	2,100.00	71.85
TOTAL EXPENDITURES		62,987.00	55,415.00	39,933.43	55,415.00	72.06
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
TOTAL REVENUES		83,925.53	53,737.00	68,486.27	53,737.00	127.45
TOTAL EXPENDITURES		62,987.00	55,415.00	39,933.43	55,415.00	72.06
NET OF REVENUES & EXPENDITURES		20,938.53	(1,678.00)	28,552.84	(1,678.00)	1,701.60

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BGD
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 277 - ABA SEC 8 MAPLE GROVE						
000-GENERAL		455,447.69	431,208.00	422,594.59	431,208.00	98.00
TOTAL REVENUES		<u>455,447.69</u>	<u>431,208.00</u>	<u>422,594.59</u>	<u>431,208.00</u>	<u>98.00</u>
701-ABA SEC 8 MAPLE GROVE		344,264.48	374,350.00	271,970.47	374,350.00	72.65
905-DEBT SERVICE - BONDS		64,962.50	62,488.00	62,487.50	62,488.00	100.00
TOTAL EXPENDITURES		<u>409,226.98</u>	<u>436,838.00</u>	<u>334,457.97</u>	<u>436,838.00</u>	<u>76.56</u>
<hr/>						
Fund 277 - ABA SEC 8 MAPLE GROVE:						
TOTAL REVENUES		455,447.69	431,208.00	422,594.59	431,208.00	98.00
TOTAL EXPENDITURES		<u>409,226.98</u>	<u>436,838.00</u>	<u>334,457.97</u>	<u>436,838.00</u>	<u>76.56</u>
NET OF REVENUES & EXPENDITURES		46,220.71	(5,630.00)	88,136.62	(5,630.00)	1,565.48

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 367 - SIDEWALK PROGRAM FUND						
000-GENERAL		154,081.85	128,250.00	139,107.47	128,250.00	108.47
TOTAL REVENUES		<u>154,081.85</u>	<u>128,250.00</u>	<u>139,107.47</u>	<u>128,250.00</u>	<u>108.47</u>
443-TRANSFER OUT		110,406.63	128,250.00	450.00	128,250.00	0.35
TOTAL EXPENDITURES		<u>110,406.63</u>	<u>128,250.00</u>	<u>450.00</u>	<u>128,250.00</u>	<u>0.35</u>
Fund 367 - SIDEWALK PROGRAM FUND:						
TOTAL REVENUES		154,081.85	128,250.00	139,107.47	128,250.00	108.47
TOTAL EXPENDITURES		<u>110,406.63</u>	<u>128,250.00</u>	<u>450.00</u>	<u>128,250.00</u>	<u>0.35</u>
NET OF REVENUES & EXPENDITURES		43,675.22	0.00	138,657.47	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BGD
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 590 - SEWER FUND						
000-GENERAL		1,226,952.45	1,191,250.00	1,073,355.60	1,191,250.00	90.10
544-SAW GRANT PROJECT		591,503.63	526,500.00	479,353.78	526,500.00	91.05
546-MEDC GRANT - DIGESTER, PUMP, ETC.		0.00	950,000.00	498,678.85	950,000.00	52.49
TOTAL REVENUES		1,818,456.08	2,667,750.00	2,051,388.23	2,667,750.00	76.90
536-SEWER UTILITY OPERATIONS		1,108,753.35	1,236,750.00	1,046,429.57	1,236,750.00	84.61
542-WWTP ENERGY IMPROVEMENTS		7,827.03	7,800.00	6,633.04	7,800.00	85.04
544-SAW GRANT PROJECT		591,503.63	526,500.00	496,911.78	526,500.00	94.38
546-MEDC GRANT - DIGESTER, PUMP, ETC.		0.00	1,110,000.00	548,892.16	1,110,000.00	49.45
965-TRANSFER OUT		151,447.00	148,400.00	148,400.00	148,400.00	100.00
TOTAL EXPENDITURES		1,859,531.01	3,029,450.00	2,247,266.55	3,029,450.00	74.18
Fund 590 - SEWER FUND:						
TOTAL REVENUES		1,818,456.08	2,667,750.00	2,051,388.23	2,667,750.00	76.90
TOTAL EXPENDITURES		1,859,531.01	3,029,450.00	2,247,266.55	3,029,450.00	74.18
NET OF REVENUES & EXPENDITURES		(41,074.93)	(361,700.00)	(195,878.32)	(361,700.00)	54.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 591 - WATER FUND						
000-GENERAL		973,881.31	918,300.00	869,878.12	918,300.00	94.73
TOTAL REVENUES		<u>973,881.31</u>	<u>918,300.00</u>	<u>869,878.12</u>	<u>918,300.00</u>	<u>94.73</u>
536-WATER UTILITY OPERATIONS		908,269.44	1,077,876.00	813,360.94	1,077,876.00	75.46
540-WELLHEAD PROTECTION		0.00	500.00	0.00	500.00	0.00
905-DEBT SERVICE-BONDS		6,240.00	3,974.00	3,224.00	3,974.00	81.13
965-TRANSFER OUT		11,668.00	11,450.00	111,450.00	11,450.00	973.36
TOTAL EXPENDITURES		<u>926,177.44</u>	<u>1,093,800.00</u>	<u>928,034.94</u>	<u>1,093,800.00</u>	<u>84.85</u>
Fund 591 - WATER FUND:						
TOTAL REVENUES		973,881.31	918,300.00	869,878.12	918,300.00	94.73
TOTAL EXPENDITURES		<u>926,177.44</u>	<u>1,093,800.00</u>	<u>928,034.94</u>	<u>1,093,800.00</u>	<u>84.85</u>
NET OF REVENUES & EXPENDITURES		47,703.87	(175,500.00)	(58,156.82)	(175,500.00)	33.14

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 11/30/2017  
 % Fiscal Year Completed: 91.51

GL NUMBER	DESCRIPTION	END BALANCE	2017	YTD BALANCE	2017	% BGDGT
		12/31/2016	ORIGINAL	11/30/2017	AMENDED BUDGET	USED
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)		
Fund 661 - EQUIPMENT POOL FUND						
000-GENERAL		301,906.41	278,725.00	271,244.94	278,725.00	97.32
TOTAL REVENUES		<u>301,906.41</u>	<u>278,725.00</u>	<u>271,244.94</u>	<u>278,725.00</u>	<u>97.32</u>
770-EQUIPMENT POOL		260,686.23	276,090.00	219,933.37	276,090.00	79.66
905-DEBT SERVICE - BONDS		157.61	222.00	220.25	222.00	99.21
906-DEBT SERVICE - LOANS		(26.00)	971.00	0.00	971.00	0.00
965-TRANSFER OUT		18,159.00	17,850.00	17,850.00	17,850.00	100.00
TOTAL EXPENDITURES		<u>278,976.84</u>	<u>295,133.00</u>	<u>238,003.62</u>	<u>295,133.00</u>	<u>80.64</u>
Fund 661 - EQUIPMENT POOL FUND:						
TOTAL REVENUES		301,906.41	278,725.00	271,244.94	278,725.00	97.32
TOTAL EXPENDITURES		<u>278,976.84</u>	<u>295,133.00</u>	<u>238,003.62</u>	<u>295,133.00</u>	<u>80.64</u>
NET OF REVENUES & EXPENDITURES		<u>22,929.57</u>	<u>(16,408.00)</u>	<u>33,241.32</u>	<u>(16,408.00)</u>	<u>202.59</u>
TOTAL REVENUES - ALL FUNDS		9,020,703.96	9,518,241.00	8,628,655.98	9,518,241.00	90.65
TOTAL EXPENDITURES - ALL FUNDS		<u>8,305,294.28</u>	<u>9,985,634.00</u>	<u>8,598,085.39</u>	<u>9,985,634.00</u>	<u>86.10</u>
NET OF REVENUES & EXPENDITURES		<u>715,409.68</u>	<u>(467,393.00)</u>	<u>30,570.59</u>	<u>(467,393.00)</u>	<u>6.54</u>



FROM 11/01/2017 TO 11/30/2017

FUND: 101 202 203 208 226 250 265 367 450 590 591 661 711 735

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2017	Total Debits	Total Credits	Ending Balance 11/30/2017
Fund 101	GENERAL FUND				
001.00	CASH	258,726.38	80,561.04	264,958.95	74,328.47
002.00	CASH - INCOME TAX ACCOUNT	606,736.60	25,652.73	3,039.06	629,350.27
003.00	CERTIFICATES OF DEPOSIT	149,972.50	0.00	31.50	149,941.00
007.00	CASH PARK FENCE	17,490.33	5.75	0.00	17,496.08
017.00	INVESTMENTS	306,214.67	311.13	0.00	306,525.80
	GENERAL FUND	1,339,140.48	106,530.65	268,029.51	1,177,641.62
Fund 202	MAJOR STREETS FUND				
001.00	CASH	295,124.71	60,644.55	31,538.66	324,230.60
017.00	INVESTMENTS	100,046.17	101.67	0.00	100,147.84
	MAJOR STREETS FUND	395,170.88	60,746.22	31,538.66	424,378.44
Fund 203	LOCAL STREETS FUND				
001.00	CASH	186,056.75	19,335.97	23,049.06	182,343.66
Fund 208	RECREATION FUND				
001.00	CASH	94,808.30	948.04	6,299.37	89,456.97
Fund 226	SOLID WASTE FUND				
001.00	CASH	166,058.86	0.00	4,481.42	161,577.44
017.00	INVESTMENTS	52,377.05	53.21	0.00	52,430.26
	SOLID WASTE FUND	218,435.91	53.21	4,481.42	214,007.70
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,195.80	15.01	0.00	33,210.81
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	17,874.43	200.42	6,282.40	11,792.45
Fund 367	SIDEWALK PROGRAM FUND				
017.00	INVESTMENTS	150,069.25	152.47	0.00	150,221.72
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	24,319.37	8,656.25	600.00	32,375.62
017.00	INVESTMENTS	250,115.45	254.15	0.00	250,369.60
	STREET IMPROVEMENTS FUND	274,434.82	8,910.40	600.00	282,745.22
Fund 590	SEWER FUND				
001.00	CASH	246,860.11	99,080.02	210,258.32	135,681.81
017.00	INVESTMENTS	304,880.48	309.77	0.00	305,190.25
	SEWER FUND	551,740.59	99,389.79	210,258.32	440,872.06
Fund 591	WATER FUND				
001.00	CASH	144,122.99	79,769.46	51,882.12	172,010.33
003.00	CERTIFICATES OF DEPOSIT	549,752.50	0.00	154.50	549,598.00
017.00	INVESTMENTS	355,059.85	360.75	0.00	355,420.60
	WATER FUND	1,048,935.34	80,130.21	52,036.62	1,077,028.93
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	198,710.01	18,145.20	9,137.89	207,717.32
Fund 711	CEMETERY TRUST FUND				
001.00	CASH	37,124.93	140.13	0.00	37,265.06
003.00	CERTIFICATES OF DEPOSIT	149,873.00	0.00	6.50	149,866.50
017.00	INVESTMENTS	52,377.05	53.21	0.00	52,430.26
	CEMETERY TRUST FUND	239,374.98	193.34	6.50	239,561.82
	TOTAL - ALL FUNDS	4,747,947.54	394,750.93	611,719.75	4,530,978.72