



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

AGENDA COUNCIL MEETING

Monday, November 16, 2015

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

• **Joseph V. Domingo**
Mayor

▪ **Maurice Barnes, Jr.**
Council Member
1st Precinct

▪ **Lenn Reid**
Council Member
2nd Precinct

▪ **Garrett Brown**
Council Member
3rd Precinct

• **Rebecca Decker**
Council Member
4th Precinct

• **Cheryl Krause**
Council Member
5th Precinct

• **Andrew French**
Mayor Pro Tem
Council Member
6th Precinct

• **Sheryl Mitchell**
City Manager

• **The Harkness Law Firm**
Atty Cullen Harkness

• Jill Domingo
City Clerk

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Replacement of City Welcome Signs-Marie Macone/Amy Robertson
 - B. Update on Food Hub/Farmers Market-Patrick Lopez
 - C. Residential Side Lot Program-Amy Rose
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Regular Session Minutes-November 2, 2015
 - B. Approval Budget Study Session Minutes-November 9, 2015
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval Resolution # 2015-28, To Approve Replacement of City Welcome Signs (RCV)
 - B. Request Approval for Assignment of Easement for Oaklawn Hospital (RCV)
 - C. Request Approval Resolution # 2015-26, Poverty Exemption Guidelines (RCV)
 - D. Request Approval Resolution # 2015-27, Increase



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

**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

Solid Waste Millage 1 mill to Make a Full 3 Mills (RCV)

- E. Discussion-Austin Avenue Initiative
 - F. Discussion- Purchase of Vacant Land from Grant Funded Property Demolitions
 - G. Request Approval to Purchase 2014 Chevy Express 3500-15 Passenger Van-Purchase Price \$26,175.00 for Recreation Department (RCV)
 - H. Request Approval To Sell 1999 Recreation Van (RCV)
 - I. Request Approval of Vehicle for Hire License, Maxie Transportation for Partial Year License from November 17, 2015 through March 31, 2016 (RCV)
 - J. Request Approval Resolution # 2015-29, Dog Park Rules (RCV)
 - K. Request Approval Resolution # 2015-30, Designating SAW Grant Authorized Representative (RCV)
 - L. City Manager Report
 - M. Future Agenda Items
 - N. Motion to Excuse Absent Council Member (s)
- X. **CITIZENS COMMENTS** (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)
- XI. **ADJOURNMENT**

SIDE LOT PROGRAM

INFORMATION AND APPLICATION



The residential Side Lot Program, is one of many programs supported by the Calhoun County Land Bank Authority. The following is a brief explanation of the program's background and purpose. For further questions or information please contact the CCLBA at 269-781-0777.

Program Background

The CCLBA collaborates closely with the Calhoun County Treasurer's office to acquire, manage, and redevelop tax-reverted properties back into productive use. The Side Lot Program has been in place since 2007 to improve neighborhood character, increase property values, and put properties back onto the tax roll.

Program Purpose

The Side Lot Program provides the opportunity for homeowners to purchase qualifying adjacent vacant lots for sale by the CCLBA. The purchase of a residential vacant lot enables homeowners to expand their side yard and to increase the overall value of their property. Homeowners purchasing adjoining residential vacant parcels may be able to claim a Principle Residence Exemption (PRE) on the purchased parcel; refer to your local assessor for PRE guidelines.

Program Qualifications

Applications that are submitted will be reviewed by Land Bank staff to determine compliance with CCLBA policies and procedures as well as existing CCLBA and neighborhood plans. Policy does not allow the CCLBA to sell property to applicants with delinquent property taxes or outstanding code violations.

To purchase a vacant lot, the parcel must be owned by the CCLBA, as well as be available and for sale by the CCLBA.

Application Submission

To apply for a residential side lot please submit the Side Lot Program Application, CCLBA Applicant Certification Form, and all required attachments to the CCLBA. Complete applications will be processed within two weeks. Incomplete applications will not be processed.

Email your materials to:

landbank@calhouncountymi.gov.

Mailing Address:

Calhoun County Land Bank Authority
315 Green St W

(PDF Format Preferred)

315 W Green St
Marshall MI 49068

Updated 07/2015



REQUESTED SIDE LOT

Property Street Address and City: _____

Parcel ID: _____

APPLICANT INFORMATION

Name of Applicant: _____

Name of Co-Applicant: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Your address neighboring CCLBA Side Lot, if different than mailing address:

- 1) Does your property adjoin the requested CCLBA property? **Yes** or **No**
- 2) Do you own the property, near the CCLBA property, via deed or land contract? **Yes** or **No** *Only land owners, by deed or land contract are eligible. Attach a copy of your recorded land contract or deed as proof of ownership.*
- 3) Are your property taxes current on all properties you own in Calhoun County? **Yes** or **No**
If you own property in Calhoun County beyond your mailing address above, attach a list of all properties, including parcel number and address, noting the tax status of each as current or delinquent.
- 4) Do you have any outstanding code violations on any properties you own? **Yes** or **No** *Explain any code issues on the property list attached for question 3.*
- 5) What do you plan to do with the side lot if awarded? _____

QUIT CLAIM DEED TRANSFER INFORMATION

Unless other arrangements are made, properties sold through the residential Side Lot Program are transferred via Quit Claim Deed. This is not a Warranty Deed and, therefore, does not necessarily construe clear, insurable title. Side Lots must be kept separate from adjacent properties for a period of five years, after which a side lot may be combined with another parcel. The CCLBA recommends against combining if title insurance is not in place.

In certain circumstances, the CCLBA has the option to include a reverter clause in the Quit Claim Deed which would allow the CCLBA to reclaim the property and any improvements thereon should the new owner fail to maintain the property.

APPLICANT'S SIGNATURE AND AFFIRMATION

I understand that the CCLBA staff will review this request and determine it's compliance with CCLBA policies and procedures as well as existing CCLBA and neighborhood plans. If this application is approved, I will care for and maintain the property, complying with applicable ordinances and regulations. I understand that this form is a statement of interest only. By receiving it, the CCLBA does not commit to the transfer of property. Furthermore, I read and understand the information about Quit Claim Deeds.

I hereby affirm by my signature affixed hereto that I understand the residential Side Lot Program as detailed herein and that all the materials which I have submitted and answers I have provided are true to the best of my knowledge, information and belief.

Applicant Signature

Date

Co-Applicant Signature

Date

STAFF USE ONLY: <input type="checkbox"/> Ownership <input type="checkbox"/> 100% PRE <input type="checkbox"/> Tax History <input type="checkbox"/> Violation Free <input type="checkbox"/> Lot line shared Which _____ % _____	NOTES: _____ _____ _____ _____ _____ _____ _____	DATE: _____ _____ _____ _____ _____ _____ _____	Staff: _____ _____ _____ _____ _____ _____ _____
--	--	---	--



1. I am not in default on property taxes payable to any governmental taxing unit in the State of Michigan. I understand that the Calhoun County Land Bank Authority (CCLBA) will verify my tax status relative to taxes owed in Calhoun County.
2. All materials and copies submitted with this application are complete, accurate and current as of the date of submission.
3. I am responsible for determining local land use, zoning, and property maintenance laws and I certify that I will maintain the property in accordance with all such applicable laws and ordinances.
4. I agree and acknowledge that I will pay all costs and fees associated with the property, the closing of this transaction and any future related costs, taxes or fees of any type, including any and all delinquent taxes and outstanding water assessments, if applicable.
5. I agree and acknowledge that the CCLBA has the sole discretion to accept or reject my offer and may decline my offer to acquire this property for any reason or for no reason at all.
6. I agree that if my offer is accepted I will submit the purchase price and required documents to the CCLBA within 14 calendar days from the date of the acceptance letter or the CCLBA may cancel the agreement.
7. I agree, if my offer is accepted, to authorize the CCLBA to record the Quit Claim Deed on my behalf and such recording will constitute delivery and my acceptance of the deed. Thereafter, the original will be provided to me.
8. The CCLBA, its officers, board members, employees, contractors, and agents, make no warranty or representation as to the status or condition of title to the property to be conveyed. I assume all responsibility to search and, if necessary, clear title to the property.
9. I acknowledge that I have been advised to obtain a title insurance policy for any property purchased and to obtain legal or other technical advice in order to search and clear title to the properties.
10. The CCLBA, its officers, board members, employees, contractors, and agents, make no warranty or representation as to the presence or absence of any hazardous substance or hazardous waste on the property to be conveyed and all property is sold "as is" and "where is." The CCLBA, its officers, Board Members, employees, contractors, and agents, make no warranty or representation as to the environmental condition of the property or any of the structures or improvements located on the property. I acknowledge and agree that I have assumed all responsibility to investigate, and if necessary remediate, any environmental condition of the property. I acknowledge that I have been encouraged to obtain technical advice in order to investigate, and if necessary, remediate the environmental condition of the property.
11. The CCLBA, its officers, board members, employees, contractors, and agents, make no warranty or representation as to the physical condition of the properties or any structures or improvements located on the property conveyed by the CCLBA. I acknowledge and agree that I have assumed all responsibility to investigate, and if necessary, repair the physical condition of the property or of any structures or improvements located on the property. I acknowledge that I have been advised and encouraged to obtain technical advice in order to investigate, and if necessary repair, the physical condition of the property or of any structures or improvements located on the property.
12. I acknowledge, unless other arrangements have been made, and agree that I will receive a Quit Claim Deed from the CCLBA. The property will be conveyed "as is," with no title insurance. I acknowledge and agree to assume responsibility for the property including future tax bills. The Quit Claim Deed does not warrant title and may be subject to redemption rights (that right which allows a former owner of a tax reverted property to invoke a legal claim) to reclaim forfeited property by paying delinquent taxes, fees and/or costs.

13. I acknowledge and agree that the property may have substantial physical, environmental, and legal (title) defects. I understand and agree that I am assuming the risk for any defects in the property. No one from or on behalf of the CCLBA, its officers, board members, employees, contractors, and agents, has made any statements, promises, representations or warranties, expressed or implied, as to the condition of the property or title to the property. I acknowledge that I am proceeding at my own risk.

14. I hereby release, waive, discharge, and covenant to hold harmless the CCLBA, its officers, Board Members, employees, contractors, and agents, from all liability regarding the condition of the property, whether environmental, physical, legal (title), or otherwise.

15. I hereby grant the CCLBA, its agents, employees, contractors, successors, and assigns, full rights to access the property for a period of five years from the date of purchase for the sole purpose of photographing said property for program documentation and consent to the use of such photographs print, digital, or other medium, in any publication, including but not limited to the internet, in conjunction therewith, waiving any right to inspect or approve any photographs or associated copy material in connection therewith. I hereby acknowledge that I will not receive any payment for the use of any such images. This agreement applies to property photographs only. Any photographs capturing individual persons will require the CCLBA to obtain a separate release prior to publication.

I hereby affirm by my signature affixed hereto that I acknowledge and agree to the terms above I certify that all components of and statements within my application are true and accurate to the best of my knowledge, information and belief.

Applicant signature

Date

Co-Applicant signature

Date

City of Albion
City Council Meeting
November 2, 2015

I. CALL TO ORDER

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

II. ROLL CALL

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

III. MOMENT OF SILENCE TO BE OBSERVED

IV. PLEDGE OF ALLEGIANCE

STAFF PRESENT:

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

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Member Barnes.

VI. CITIZENS COMMENTS

No comments were received.

VII. CONSENT CALENDAR (VV)

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

- A. Approval Study Session Minutes-October 12, 2015
- B. Approval Regular Session Minutes-October 19, 2015
- C. Approval Study Session Minutes-October 26, 2015

Comments were received from Council Member French.

Krause moved, French supported, CARRIED, to Approve the Consent Calendar with the following correction to the October 12, 2015 Study Session minutes: Item III-Budget Discussion-Attorney, labor attorney should be Keller Thoma.
(6-0, vv)

VIII. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval 2nd Reading Ordinance # 2015-07, Operation of Golf Carts on City Streets (RCV)

Comments were received from Council Member French.

French moved, Krause supported, CARRIED, to Approve 2nd Reading Ordinance # 2015-07, Operation of Golf Carts on City Streets as presented. (6-0, rcv)

- B. Request Approval for Michigan Municipal League Membership Dues-\$5585.00 (RCV)

Comments were received from Council Member Barnes.

French moved, Krause supported, CARRIED, to Approve Michigan Municipal League Membership Dues-\$5585.00 as presented. (6-0,rcv)

- C. Request Approval of Purchase of 2004 Ford E450 Super Duty Bus for Recreation For the Purchase Price of \$6,000 (RCV)

This item was removed from the agenda.

French moved, Krause supported, CARRIED, To remove Item (C),(Purchase of 2004 Ford E450 Super Duty Bus for Recreation for the Purchase Price of \$6,000) from the Agenda. (6-0, rcv)

- D. City Manager Report

City Manager Mitchell reported the following:

- She thanked everyone for their well wishes and assistance with her recovery
- She stated we have Albion College students observing the council meetings and each student has been given the task of asking a council member a question
- Albion College is working on their strategic planning and President Ditzler has extended an invitation to Council for the meeting on Tuesday, November 10, 2015 from 7 pm to 9 pm at the President's House.
- The Flu Clinic will be Thursday, November 5, 2015 from 7am to 9 am at City Hall. The Clinic is for employees and their spouses.
- The Leaf Pickup Program has begun. November 2, 2015 through November 6, 2015 will be the NW section which is North of W. Cass, West of

N. Superior, West of N. Eaton and South of Bemer St. The next section will be the SW section.

- The Recycling Center will be closed Wednesday, November 11, 2015 for Veteran's Day. They will also be changing their schedule to three days a week with shorter hours.
- The Albion Recreation Football team The Rockets, took the championship in the Varsity league and the Junior Varsity team came in second. The Albion Recreation Department will have a banquet for the teams on Wednesday, November 4, 2015 at 6:30 at the Albion Community School. Pizza Hut has generously donated pizza for the players.
- Youth basketball will begin this week. The program will run Monday through Friday from 5 pm to 6:30 pm and is a K-8 program.
- City Manager Mitchell also stated she is co-chairing the Committee for the Albion Community Schools and asked for Council feedback on whether it was acceptable for her to continue on this committee
- Council Member Reid stated she thought it was important for her to continue in helping to make decisions for the school. The consensus of the Council was fine with City Manager Mitchell continuing with the Committee.
- Council Member Reid asked if the City could get additional information out about the leaf pick-up
- City Manager Mitchell introduced our French Intern-Marie Macone to speak on the "Show Your Best Event".
- Ms. Macone, French Intern for the City of Albion stated the following:
 - The event was very successful
 - She would like to thank the vendors and everyone that participated
 - Approximately 200 people attended the event
 - They had 65 organizations with booths and served 105 lunches
 - She will now be moving forward with raising funds for the new Albion welcome signs.

Comments were received from Council Members Krause, French, Reid and Mayor Domingo who were pleased with the event and thought Ms. Macone did a wonderful job.

E. Future Agenda Items

Council Member Barnes asked to have the following items added to the next agenda:

- Purchase of vacant land from property demolitions received from grant.
- Austin Avenue Initiative

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

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

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

No comments were received.

- X. ADJOURNMENT

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

Mayor Domingo adjourned the Regular Session at 7:18 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Budget Study Session
November 9, 2015

I. CALL TO ORDER

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

II. ROLL CALL

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

STAFF PRESENT:

Sheryl Mitchell, City Manager; Tom Mead, Finance Director; Jill Domingo, City Clerk; Cullen Harkness, City Attorney and Jim Lenardson, Director of Public Services

III. Budget Discussion

• **Overview:**

City Manager Mitchell gave a brief overview of the following funds: Major Streets, Local Streets, Street Improvements, MDOT Street Reconstruction, Retiree Health Care, Sidewalk Program and Equipment Pool funds.

• **Fund 202-Major Streets:**

Finance Director Mead highlighted the following items for the Major Street Fund:

- There haven't been too many changes in this fund for the past few years.
- Fund 202-000-569 is State Grants-Others. The State began paying additional funds to municipalities in 2013 to help with the hard winters. These funds were allotted in four payments which were November, December, January and February. The amount was increased in 2015 and we received four payments. The remaining two payments will be in January and February of 2016. It is not known whether the State will continue this program. These funds were split 50/50 between Major and Local Street funds.
- The \$42,885 in Fund 202-000-676 in 2014 was a one-time special disbursement from the State.
- The revenue for this fund remains the same.
- Department 454-Non-Motorized Vehicle Fund is a new fund in 2016. The City must spend funds received from the gas and weight tax money on non-motorized vehicles. MDOT requires 1% on a ten year rolling cycle of funds collected be spent on the non-motorized vehicles such as bike lanes or

sidewalks. The City is currently in compliance with this policy but needs to consider spending a portion of these funds each year to ensure compliance.

- Salaries and Wages are now spread more evenly throughout the Major and Local street funds.
- Fund 467 Winter Maintenance is an estimate as it is dependent on the weather and may be spread over two budgets.
- Funds are transferred from Major Streets to Local Streets according to need. It is allowable for the City to transfer 50% from the gas taxes received.
- \$3,000 is transferred out for the lease payment on the Street Department garage.
- We are currently look at a \$41,000 surplus in this Fund for 2015.
- If the \$10,000 MDOT funds are spent in 2016, we will have a \$4,200 surplus in 2016 for this fund.

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

- **Fund 203-Local Streets:**

Finance Director Mead highlighted the following items for The Local Street Fund:

- Fund 202-000-569 is State Grants-Others. The State began paying additional funds to municipalities in 2013 to help with the hard winters. These funds were allotted in four payments which were November, December, January and February. The amount was increased in 2015 and we received four payments. The remaining two payments will be in January and February of 2016. It is not known whether the State will continue this program. These funds were split 50/50 between Major and Local Street funds.
- The revenue for this fund remains the same.
- Salaries and Wages are now spread more evenly throughout the Major and Local street funds.
- \$3,000 is transferred out for the lease payment on the Street Department garage.
- A \$3,000 surplus is expected for both 2015 and 2016 for this fund.

Comments were received from Council Member Barnes.

- **Fund 450-Street Improvements:**

Finance Director Mead highlighted the following items for the Street Improvement Fund:

- The millage money received is put into this this Fund and is strictly used for street projects.
- In 2015 there was no activity for street projects. The West Erie Street Project was used from Fund 452-MDOT Street Reconstruction as it was a grant funded project.
- If a project has a local match, it must be used from this fund.

- It is unknown at this time what the local match amount will be for the 2017 Downtown Street Project will be. On November 3, 2015, the estimate we received from MDOT for the local match was \$119,687.00 with bump outs and \$144,450.00 to reconstruct as we currently have. The difference in these costs are due to the increased amount of bricks, concrete and labor needed. On November 9, 2015 we received an estimate of \$287,932.00 with bump outs and \$352,185.00 for what we currently have. Director of Public Services Lenardson is looking into the difference in quotes.
- There is a possibility of receiving TAP funds and also the 1% required use of the gas and weight tax can be used to help fund the local match for the project.
- The above quotes are for street work only and does not include funds for the water and sewer portion of the project. The local match projected for the water and sewer portion of the project is \$46,000. This is \$.10 on the dollar and will taken from the Water Fund.
- Due to the uncertainty of the local match for the 2017 Downtown Street Project, there is hesitancy to use any of these local funds for street projects in 2016.
- The 2017 Downtown Street Project is still in the design phase but should include all new pavers for the street.
- A \$270,000 surplus is expected for 2015 and a \$483,000 surplus for 2016 for this fund.

Comments were received from Council Members Krause and Barnes; City Manager Mitchell; Director of Public Services Lenardson and Mayor Domingo.

- **Fund 452-MDOT Street Reconstruction:**

Finance Director Mead highlighted the following items for the MDOT Street Reconstruction Fund:

- This fund is used for MDOT projects only.
- The funds are transferred in for the projects.
- The West Erie Project was approximately \$170,000 less than projected due in part to the bids being sent out early and receiving good rates from the contractors.
- This fund carries a fund balance of \$4500.00 and will remain the same for 2015 and 2016.

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

- **Fund 737-Retiree Health Care:**

Finance Director Mead highlighted the following items for the Retiree Health Care Fund:

- This fund began in 2001 and was a self-administered retiree health care plan.
- The funds were deducted from employees' wages and put in this fund to be used at employee's retirement for health care.

- This deductions for the retiree health care was discontinued in 2013 as it did not meet the IRS requirements for this type of plan.
- The employee's deductions deposited into this fund were paid back in 2013.
- Only the employees that were currently retired and already drawing from this fund remained. The amount these employees are receiving monthly is approximately \$20.00-\$50.00 per month as all but one are Medicare eligible and the one remaining will be eligible in 2016. For this reason, we are able to decrease the amount of expenses. The balance in this account will last several years and will accommodate the City's obligations to the employees that remain on the plan.

- **Fund 367-Sidewalk Program:**

Finance Director Mead highlighted the following items for the Sidewalk Program Fund:

- Funds that are collected from property taxes are placed in this fund to repair sidewalks throughout the City.
- Title companies collect on special assessments and pay them in full at closing which creates less revenue for the year the assessment is to be collected.
- The year to date activity is low. The crews are out working now and we anticipate spending approximately \$110,000.00 on sidewalks for 2015.
- The estimated expense for 2016 is \$125,000.00.
- This fund can be used for street projects if it directly relates to sidewalks.
- This was a ten year assessment and the final year of collection will be 2017.
- A request for a legal opinion on whether or not the City can assess this tax. City Attorney Harkness stated the assessment as it is structured is not legal as it is more in the form of a tax. City Manager Mitchell stated that a survey of the sidewalks will be done and a presentation made so the Council can determine how they would like this handled. She further stated for future sidewalk assessments that they would need to be done by districts and also the cost associated with the sidewalks.

Comments were received from Council Members Krause and Barnes; City Attorney Harkness; Director of Public Services Lenardson and City Manager Mitchell.

- **Fund 661-Equipment Pool:**

Finance Director Mead highlighted the following items for the Equipment Pool Fund:

- The Equipment Pool Fund is used to purchase capital equipment and is used to estimate how much it would cost to lease or rent equipment.
- Improvements need to be made to this fund.
- No major changes to this fund for 2015 or 2016. If equipment is purchased, this fund may change.

- An equipment loan of \$105,000 will be paid off in 2015 so we will not have to pay any interest in 2016.

Comments were received from Council Member Barnes.

IV. CITIZENS COMMENTS

Comments were received from Finance Director Mead who stated the Thursday, November 19, 2015 Budget Session has been cancelled; Mayor Domingo who stated he had received a call from the American Legion asking the City to replace the 3 x 5 flags at the cemetery.

Director of Public Services Lenardson stated he will check on this.

Additional comments were received from Council Member Krause.

V. ADJOURNMENT

Krause moved, Decker supported, CARRIED, to Adjourn the Study Session (7-0, vv)

Mayor Domingo adjourned the Budget Study Session at 7:30 p.m.

Date

Jill Domingo
City Clerk

RESOLUTION #2015-28

To Approve Replacement of City Welcome Signs

Purpose and Finding: The City currently has several street level signs placed at key point of entry to the city, welcoming people to the City of Albion. These signs are beginning to age and could benefit from upgrades. The Albion Chamber of Commerce has requested permission to replace the current signs with redesigned signs. As such, permission to use the name of the name of the City, approval of the content, and approval for placement is required. It is recommended that approval be granted as the new signage will encourage visitors to the city, furthering community and business development within the city.

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

RESOLVED, that, the Albion Chamber of Commerce is hereby authorized to place signs welcoming people to the City of Albion at the following locations at the City limits:
1. The intersection of E. Michigan and N. Clark, 2. S. Superior, and 3. Austin Ave.

BE IT FURTHER RESOLVED that the Albion Chamber of Commerce is hereby authorized to use the City of Albion name on the three signs placed at the location referenced herein.

BE IT FURTHER RESOLVED that, having reviewed the proposed design and content at a regular meeting of the council, the Albion City Council approves the design and content of the signs.

I hereby certify that the above resolution was adopted on November 16, 2015 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Clerk

November 16, 2015

SCHEDULE A OF ASSIGNMENT OF EASEMENT

Oaklawn Hospital to City of Albion

A 30 feet wide easement located in the Southwest 1/4 of Section 26 and the Northwest 1/4 of Section 35, Town 2 South, Range 4 West, City of Albion, Calhoun County, Michigan, having a centerline being described as follows: Commencing at the West 1/4 Corner of Section 26, T2S, R4W; thence N00°08'41"W, 592.18 feet along the West line of said Section 26 to the South line B Drive North; thence N89°14'38"E, 558.84 feet along said South line; thence N69°14'32"E, 260.34 feet along said South line; thence S00°01'13"E, 198.84 feet; thence S89°25'36"E, 240.00 feet; thence S00°34'25"W, 15.00 feet to the point of beginning of the following described centerline; thence N89°25'35"W, 222.08 feet; thence S00°01'53"W, 1428 feet, more or less, to the North line of Watson Street and the point of ending; said easement being subject to any easements or restrictions of use or record.

Resolution # 2015-26
POVERTY GUIDELINES RESOLUTION

WHEREAS the adoption of guidelines for poverty exemptions from real property taxation of the principal place of residence is within the purview of the City of Albion board as the governing body of the local assessing unit; and

WHEREAS the principal place of residence of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under MCL 211.7u; and

WHEREAS pursuant to MCL 211.7u, City of Albion adopts the following guidelines for the Assessor and Board of Review to implement. The guidelines shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all of the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the assessor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Produce a valid drivers' license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
5. Meet the federal poverty income standards as defined and determined annually by the United States Department of Health and Human Services.
6. File the application for an exemption after January 1, in the year for which an exemption is applied, but before the day prior to the last day of board of review.
7. Any additional eligibility requirements as determined by City of Albion.

NOW, THEREFORE, BE IT RESOLVED that City of Albion adopts the attached Policy and Guidelines for Applicants Requesting Consideration for Poverty Exemption, and the board of review shall follow the stated policy and guidelines granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and guidelines; and these reasons are communicated in writing to the claimant.

2016 POLICY AND GUIDELINES FOR APPLICANTS REQUESTING
CONSIDERATION FOR A POVERTY EXEMPTION

1. Applicant must obtain the proper applications from the Assessor's office. Handicapped or infirm applicants may call the Assessor's office to make necessary arrangements for assistance.
2. Applicant must be an owner and occupy the property as his/her principal residence.
 - a. Must provide valid driver's license or other acceptable methods of identification.
 - b. Must produce a deed, land contract, or other evidence of ownership, as specified by the Assessor.
3. Applicant must fill out the application form in its entirety and return it, in person, to the Assessor's office, except as noted in Item 1 above.
 - a. Must not sign the application until it is returned.
 - b. Applicant's signature must be witnessed by the Assessing officer or Board of Review members.
4. All applicants and any person residing in the homestead shall submit last year's copies of the following:
 - a. Federal Income Tax Return – 1040 or 1040 A.
 - b. State Income Tax Return – MI-1040.
 - c. Homestead Property Tax Claim – MI-1040 CR.
 - d. Statement of benefits paid from Michigan Department of Social Services and/or Social Security Administration.
5. Applications must be filed with the Assessor after January 1, but before the day prior to the last day of the March Board of Review. Applications may be reviewed by the Board without applicant being present. However, the Board may request that an applicant be physically present to respond to any questions the Board or Assessor may have.
6. An applicant may have to answer questions regarding his/her financial affairs, or the status of the people living in his/her home at a meeting before the Board of Review, which is open to and may be attended by the public at large.
7. The Board of Review may vote to go into closed session pursuant to MCL 15.268(h) to review an applicant's state or federal return claim as exempt under state or federal law, if the applicant requests confidentiality. If the Board wishes to go into closed session, the Open Meetings Act requirements must be followed.
8. Applicants appearing before the Board will be administered an oath, as follows:

“Do you _____ swear (or affirm) that evidence and testimony you will give on your own behalf before this Board of Review, is the truth, the whole truth, and nothing but the truth, so help you.”

9. Applicant will be evaluated based on the following:
 - a. Data submitted to the Assessor or Board of Review.
 - b. Information taken from applicant and information gathered from any source the Assessor or Board may wish to use. The Board will also consider all revenue and non-revenue producing assets owned by the applicant.
10. Exemptions are granted annually.
11. Applicant will not be eligible for consideration if he/she does not meet the federal income guidelines determined annually by the United States Department of Health and Human Services.
12. **Applicant will not be eligible for consideration if total household assets exceed eleven thousand seven hundred seventy dollars (\$11,770), excluding the homestead and one automobile. The total assets value shall be adjusted annually effective January 1, to reflect the current Consumer Price Index level.**
13. An exemption shall not be granted if the applicant owns real property or holds a partial interest in any other real estate other than their homestead. (A joint interest, life estate, or remainder interest in property which is the homestead of another, will not be considered).
14. The filing of a claim with the Board of Review constitutes an appearance before the Board of Review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.
15. Any successful applicant may be subject to personal investigation by City of Albion to verify information submitted or statements made to the Assessor or Board of Review for this poverty exemption claim.
16. The Board of Review shall follow the Policy and Guidelines of City of Albion in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be deviation from the Policy and Guidelines. The substantial reasons will be communicated in writing to the applicant.

POVERTY EXEMPTION REQUIREMENTS

MCL211.7u provides that the poverty exemption shall not be granted to property owned by a corporation.

MCL211.7u provides that the **governing body** of the local assessing unit shall determine the Policies and Guidelines that the local assessing unit will use when deciding whether to grant poverty exemptions.

MCL211.7u requires that the poverty exemption guidelines include the income and asset levels of claimant and the entire household. The determination of the amount of the asset levels is left to the discretion of the local governing body. Local governing bodies are required by the Act to set income and asset levels for their poverty exemption guidelines.

In order to qualify for the poverty exemption, the claimant must meet **all** of the tests set by the local governing body.

MCL211.7u requires that the governing body of the local assessing unit make available to the public the Policies and Guidelines for the granting of poverty exemptions. The Board of Review shall follow the Policies and Guidelines of the local assessing unit when granting or denying a poverty exemption. The same standards shall apply to each claimant in the unit for the assessment year.

MCL211.7u requires that the poverty exemption guidelines set by the governing body of the local assessing unit include income and asset levels. The Act further requires that the income eligibility requirements NOT be set lower than the federal poverty income guidelines.

PARTIAL POVERTY EXEMPTIONS

MCL211.7u authorizes partial poverty exemptions. A partial poverty exemption is an exemption of only a part of the taxable value of the property rather than the entire taxable value.

IF ASSETS ARE LESS THAN	\$0-3,500	pay 0%
	\$3,501 -7,000	1.0%
	\$7,001 – asset limit	2.0%

FILING FOR THE POVERTY EXEMPTION:

In order to be eligible for the poverty exemption, the claimant must do all of the following **on an annual basis**:

1. Own and occupy, as the principal place of residence, the property for which the exemption is requested.
2. File a Claim with the Assessor or Board of Review after January 1, but before the day prior to the last day of the Board of Review on a form provided by the local assessing unit.

3. Provide Federal and State income tax returns for all persons residing in the principal residence including any property tax credit returns filed in the immediate preceding year or in the current year.
4. Produce a valid drivers' license or other form of identification, if requested.
5. Produce a deed, land contract, or other form of ownership of the property for which an exemption is requested, if required by the Board of Review.
6. Meet the federal poverty income standards adopted by the governing body of the local assessing unit.
7. Meet the asset levels set by the governing body of the local assessing unit as annually adjusted effective January 1, by the Consumer Price Index.

A claimant may request a poverty exemption and appeal the property's assessment to the March Board of Review.

FEDERAL POVERTY INCOME STANDARDS:

The following are the federal poverty income standards that the United States Department of Health and Human Services recommends that the federal departments and agencies use. City of Albion has adopted the Income Levels for the bases of granting "Poverty Exemptions." These amounts are adjusted annually.

To be eligible for a poverty exemption in The City of Albion in 2016, your income may NOT exceed these guidelines. If your income exceeds the levels listed below, you do NOT qualify for a Poverty Exemption:

1 person	\$11,770
2 persons.....	\$15,930
3 persons.....	\$20,090
4 persons.....	\$24,250
5 persons.....	\$28,410
6 persons.....	\$32,570
7 persons.....	\$36,730
8 persons.....	\$40,890
For each additional person, add.....	\$ 4,160

MAXIMUM ASSET STANDARD TO BE ELIGIBLE FOR A POVERTY EXEMPTION

(MCL211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

See attached for City of Albion MAXIMUM ASSET STANDARDS POLICY AND GUIDELINES that shall be used when considering the eligibility of a poverty exemption application. Asset levels DO NOT include the value of your homestead. (Per Tribunal ruling 08-13-97, Docket #236230, the equity of the homestead should not be included within the asset test to be valid).

If your household assets exceed this amount, you are NOT eligible for a POVERTY EXEMPTION.

Please fill out the following forms to be considered for a poverty exemption by City of Albion's Board of Review.

POVERTY EXEMPTION APPLICATION

I, _____, being an owner of and occupant of my principal residence of the property listed below, apply for tax relief under MCL 211.7u of the General Property Tax Act, (the real property of persons who, in the judgment of the Board of Review, by reason of poverty are unable to contribute toward the public charges, is exempt from taxation under this Act).

Property Tax ID Number: _____
 Property Description: _____

Property Address: _____ Phone (____) _____

Marital Status: M S D W

Age of Applicant: _____ Age of Spouse: _____

Number of Dependents: _____ Age of Dependents: _____

Have you applied for Homestead Property Tax Credit this year? Yes No

ATTACH A COPY OF 1040-CR AND FEDERAL OR STATE INCOME TAX RETURN, IF FILED FOR THE CURRENT YEAR.

REAL ESTATE: Is home paid for? Yes No Unpaid balance: \$_____

Name of Mortgage Company: _____

Do you own or are you buying any other property? Yes No

If so, list below:

Property Address	Name of Owner	Assessed Value	Amount & Date of Last Taxes Paid

Income earned from above property \$_____

Name of employer: _____

Address: _____

Phone Number: (____) _____

List all income from salaries, Social Security, rents, pensions, unemployment compensation, disability, government pensions, workers' compensation, dividends, claims and judgments from lawsuits, alimony, child support, and any other source.

Source of Income	Monthly or Annual Income

OTHER ASSETS: List all other assets and their value that are owned or controlled by you. (For example: boats, coin collection, antiques, silver)

Type of Asset	Value	Owner

PERSONAL DEBTS:

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSES:

UTILITIES: \$ _____ FOOD: \$ _____ PHONE: \$ _____

CLOTHING: \$ _____ HEAT: \$ _____ CAR EXPENSES: \$ _____

OTHER (specify): _____

Reason for Requesting Exemption

Any applicant may provide to the Board of Review, in addition to the required application, either in written or oral form, any specific circumstances or information which the applicant would like the Board to consider when reviewing the application.

NOTICE: Any willful misstatements or misrepresentations made on this form may constitute perjury, which under the law, is a felony punishable by fine or imprisonment.

NOTICE: A copy of your latest Federal Income Tax return, State Income Tax return (MI-10140), and your Homestead Property Tax Credit claim (MI-1040CR 1, 2, 3, or 4) must be attached as proof of income.

NOTE: Do not sign until witnessed by the Assessor, Board of Review member, or Notary Public.

STATE OF MICHIGAN, COUNTY OF CALHOUN

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that he/she has no money, income, or property other than as identified herein.

Applicant Print Name

Applicant Signature

Subscribed and sworn this _____ day of _____, 20_____

Assessor, Board of Review Member, or Notary Public Signature

This Application must be returned no later than the morning of the last day of the Board of Review to:

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

FOR BOARD OF REVIEW USE ONLY

Disposition by Board of Review

Date: _____

Denied: _____ Approved: _____

Taxable Value reduced to: \$ _____

Chairperson: _____

Second Member: _____

Third Member: _____

Fourth Member _____

Decisions may be appealed to Michigan Tax Tribunal

RESOLUTION #2015-27

To Approve Increase in Solid Waste Millage

Purpose and Finding: The City currently assesses a solid waste millage of 2.0 mills per \$1,000.00 on taxable value of all taxable property within the city. Given the recent decline in revenue and to ensure the solid waste removal needs of the City continue to be met so as to adequately serve the citizens of Albion, it is recommended that the millage be increased from 2.0 mills to the maximum amount permitted by MCL 123.261 (Public Act 298 of 1917), 3.0 mills.

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

RESOLVED, that, pursuant to MCL 123.621 (Public Act 298 of 1917), the Solid Waste millage for the City of Albion shall be increased from 2.0 mills per \$1,000.00 of taxable value of all taxable property within the City of Albion to 3.0 mills per \$1,000.00 of taxable value of all taxable property within the City of Albion.

BE IT FURTHER RESOLVED that the annual solid waste millage shall be in addition to the amount authorized by Michigan law to be levied for general purposes;

BE IT FURTHER RESOLVED that this millage shall continue at the rate of 3.0 mills until such time as otherwise designated by the Albion City Council.

I hereby certify that the above resolution was adopted on November 16, 2015 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Clerk

November 16, 2015

GARBAGE DISPOSAL PLANTS (EXCERPT)

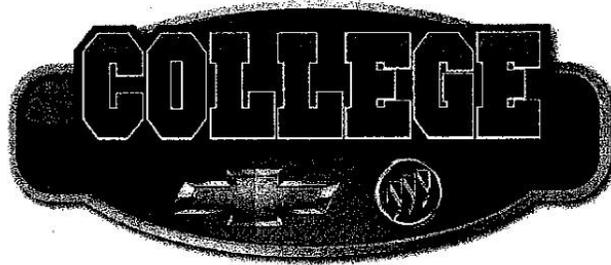
Act 298 of 1917

123.261 Garbage disposal plants or systems in cities or villages; establishment and maintenance; annual garbage tax; construction bonds; "garbage" defined.

Sec. 1. (1) The city council of a city, whether organized under the general law or special charter, or the president and board of trustees of a village may establish and maintain garbage systems or plants for the collection and disposal of garbage in the city or village, and may levy a tax not to exceed 3 mills on the taxable value of all taxable property in the city or village according to the valuation of the property, as made for the purpose of state and county taxation by the last assessment in the city or village for these purposes. The annual garbage tax shall be in addition to the amount authorized to be levied for general purposes by the general law or special charter under which the city or village is incorporated. All cities or villages may, for the construction of a garbage disposal plant or system, issue bonds in a sum not to exceed 3 mills on the dollar on all taxable property in the city or village according to the valuation of the property, as made for the purpose of state and county taxation by the last assessment in the city or village. Bonds issued under this section are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

(2) As used in this act, "garbage" means any putrescible and nonputrescible solid wastes, except body wastes, and includes ashes, incinerator ash, incinerator residue, street cleanings, solid market wastes, solid industrial wastes, and also rubbish including such items as paper, cardboard, tin cans, yard clippings, wood, glass, bedding, crockery, and litter of any kind.

History: 1917, Act 298, Eff. Aug. 10, 1917;—Am. 1919, Act 253, Eff. Aug. 14, 1919;—CCL 1929, 2480;—CCL 1948, 123.261;—Am. 1969, Act 213, Imd. Eff. Aug. 6, 1969;—Am. 1975, Act 38, Imd. Eff. May 12, 1975;—Am. 1976, Act 127, Imd. Eff. May 25, 1976;—Am. 2002, Act 239, Imd. Eff. Apr. 29, 2002.



QUOTATION
For the City of Albion, Michigan
2014 Chevrolet Express 3500
15 Passenger Van

November 2, 2015

VIN: 1GAZG1FG4E1203948

LT Preferred Equipment Group: Includes Standard Equipment with AM/FM Stereo with CD and rear air conditioning

Mileage: 33,246

Color: White with Pewter interior

Transmission: 6-speed automatic heavy duty electronically controlled with overdrive and towhaul mode

Rear axle: 3.42 ratio

Engine: Vortec 6.0 8 Cylinder with external engine cooler

Seating: 15 (2-3-3-3-4)

SELLING PRICE:

Vehicle price	\$25950
Document Fee	210
Title	15
Tax Exempt	
Total	\$26175

Chuck Hiatt, General Manager
Art Kale, Sales Consultant



**CITY OF ALBION
APPLICATION FOR VEHICLE FOR HIRE LICENSE**

CITY OF ALBION
 DATE 11/05/2015 1:40:11 PM
 REF MECHANICAL AMUSEMENT DEVICE
 RECEIPT 40059035
 AMOUNT \$37.50

Applicants Name:	<i>Emery & Irene Bates</i>	
Doing Business As:	<i>Maxie Transportation</i>	
Address:	<i>808 E. Broadwell St. Albion, Mi. 49224</i>	
Telephone #:	<i>517-465-7095</i>	<i>517-917-5760</i>

VEHICLE INFORMATION

YEAR	MAKE	MODEL	BODY STYLE	VIN #	LICENSE PLATE #
<i>2003</i>	<i>Chrysler</i>	<i>Town+Country</i>	<i>Sta - Wagon</i>	<i>2C8GP04L63R244715</i>	

<u>FEE:</u>	<u># of Vehicles</u>	<u>Fee</u>	<u>Total Annual Fee</u>
	<u><i>1</i></u>	<i>\$75/vehicle/year</i>	<u><i>\$ 75.00</i></u>

Please Submit The Following:

- Copy of Proof of Insurance for each vehicle (\$50,000 property damage; \$100,000/\$300,000 public liability)
- Copy of Registration for each vehicle
- Copy of Vehicle Inspection Report signed by a certified mechanic
- Copy of current rate (fare) schedule

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

Applicant's Signature: *Emery A. Bates*
 Date: *10/27/2015*

Please remit necessary completed application with signature and fee to: City Clerk's Office, 112 W. Cass Street, Albion, MI 49224. **Make checks payable to: City of Albion**

City of Albion Use Only

DATE PAID: *11-5-15* AMOUNT PAID: *\$37.50* - *ok Per Sheryl - 6 months license*

CLERK'S SIGNATURE: *Jul A. Domingo*

DATE APPROVED BY CITY COUNCIL: _____

LICENSE YEAR: ~~2015~~ *11-17-15* to March 31, *2016*

RESOLUTION #2015-29

To Regulate Use and Operation of the City of Albion Dog Park

Purpose and Finding: The park near the former Union Steel site currently houses the City's Dog Park. It is important to regulate the conduct and use of parks and public grounds to protect public property and the safety, health morals, and welfare of the public. Additionally, Ordinance 62-1 allows the City Manager to enact rules to regulate the parks within the City of Albion, Subject to the approval of the City Council. As such, the following rules are recommended for adoption:

1. All users of the dog park must abide by these rules and regulations and follow all City of Albion ordinances at all times.
2. The City of Albion is not responsible for the condition of the Dog Park facilities or equipment at any time, resulting from dogs, dog owners, and unauthorized guests.
3. Dog waste must be cleaned up by their owners/handlers IMMEDIATELY and properly disposed.
4. Dog owners are legally responsible for their dogs and any injuries caused by their dogs.
5. Use of the Dog Park is limited to City of Albion residents. Adults ages 18 and older are entitled to use the Dog Park. Children under the age of 14 are not permitted in the Dog Park. Children between the ages of 14 and 17 are permitted in the Dog Park if they are under the supervision of an adult. Adults may only bring the number of children to the Dog Park that they can adequately supervise along with the dogs. No one under 18 may be left in the dog Park without adult supervision. While in the Dog Park there will be no running, ball playing, or Frisbee use or any like by children between the ages of 14 and 17.
6. Use of the Dog Park is at the owners own risk
7. Owners must stay in the Dog Park with their dogs at all times. If you need to leave the confines of the Dog Park for any reason you must take your dog(s) with you.
8. An act of aggression, either verbal or physical, by a dog owner towards another dog owner at the Dog Park will not be tolerated. All complaints will be investigated and could lead to the guilty party being banned from the use of the Dog Park.
9. The following is not permitted at the Dog Park: dogs in heat; dogs under the age of four months; dogs with contagious diseases or internal or external parasites;

aggressive dogs; dogs that are not licensed or has any vaccination expired; or dogs that have been identified as dangerous by the City of Albion or court of law.

10. Dogs exhibiting aggressive behavior or barking excessively must be removed from the Dog Park at the first sign of this behavior. Examples of aggressive behavior are, but are not limited to: a dog going after another dog unprovoked, a dog that bites another dog or human being, or a dog that picks up another dog in its mouth. If a dog should bite another dog or human being at the park the offending dog will be removed from the park by the owner and will no longer be allowed at the Dog Park.
11. No fighting between dogs is allowed. Owners must immediately remove any dog exhibiting hostile, fighting, or aggressive behavior from the Dog Park. Owners may protect dogs which they are responsible, but shall do so only after protecting any people in the Dog Park, and then only by causing or encouraging disengagement and separation of dogs engaged in fighting or aggressive behavior. Owners bear all risks of their involvement and for the protection of any users of the Dog Park. The City of Albion has no responsibility to intervene in any situation, and are not responsible for the behavior of suitability of any dog brought to the Dog Park.
12. Tennis balls and other toys are allowed. However, please use caution when using toys to play with your dog. Dominance issues may arise which could cause your pet to become unusually aggressive and bite someone or another dog. Only owners of the dog should be actively involved in playing with the dog.
13. People food, alcoholic beverages, and glass containers are not permitted in the Dog Park. Pet food must not be left unattended or accessible to dogs other than those of the owner.

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

RESOLVED, that, the above rules are approved by the Council and shall be adopted for regulation of the Dog Park.

BE IT FURTHER RESOLVED that the penalty for violation of the Rules shall be punishable as provided by the City of Albion Code of Ordinances.

I hereby certify that the above resolution was adopted on November 16, 2015 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

November 16, 2015

Jill Domingo, Clerk

RESOLUTION #2015-30

To Designate SAW Grant Authorized Representative

Purpose and Finding: The State of Michigan is authorized to provide grant assistance to municipalities pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The City of Albion currently receives grant assistance under this act through a Stormwater, Asset Management and Wastewater (SAW) grant. As part of the Saw Grant, a Saw Grant Agreement was executed designating an authorized representative, charged with the day to day administration of the SAW Grant for the City. It is recommended that the authorized representative for the City of Albion be amended to allow for greater efficiency in the day to day administration of the grant.

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

WHEREAS the City of Albion authorized the SAW Grant Agreement on or about November 18, 2013, in the amount of \$1,624,000.00;

WHEREAS the City of Albion designated Joseph Domingo, Mayor for the City of Albion as the Authorized Representative for purposes of the SAW Grant;

WHEREAS the City of Albion desires to designate an additional Authorized Representative as the day to day operations of the City of Albion are handled by the City Manager;

NOW, THEREFORE, BE IT RESOLVED, that Joseph Domingo, Mayor for the City of Albion and Sheryl Mitchell, Albion City Manager, are hereby designated as Authorized Representatives for purposes of the SAW Grant Agreement effective April 2015;

IT IS FURTHER RESOLVED that Joseph Domingo, Mayor for the City of Albion and Sheryl Mitchell, Albion City Manager are each authorized representatives for purposes of the SAW Grant and may act independently of each other;

IT IS FURTHER RESOLVED that this resolution supersedes the November 18, 2013 SAW Grant Authorized Representative authorization that names the Joseph Domingo, as the sole Authorized Representative for the SAW Agreement.

I hereby certify that the above resolution was adopted on November 16, 2015 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

November 16, 2015

Jill Domingo, Clerk



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: November 16, 2015

RE: Agenda Items

IX. A. Request Approval Resolution #2015-28, To Approve Replacement of City Welcome Sign

The Greater Albion Chamber of Commerce has initiated an effort to update the Welcome to Albion Signs located at 3 sites: intersection of E. Michigan/N. Clark; South Superior (cemetery) and Austin Avenue. The resolution approves the design and content of the signs. The Chamber is raising funds for this project.

IX. B. Request Approval For Assignment of Easement for Oaklawn Hospital

Oaklawn Hospital is developing a dialysis center. The Council is requested to approve an easement for the sanitary, sewer, and water lines. The City agrees to maintain, repair, and provide improvements to the sanitary improvements currently constructed within the easement.

IX. C. Request Approval Resolution #2015-26, Poverty Exemption Guidelines

The resolution adopts the required 2016 policy and guidelines for the Assessor and Board of Review when addressing requests from residents. The income guidelines are based on the Federal Poverty Income Standards for 2016. Applicants will not be eligible for exemption if their total assets (excluding their home) exceeds \$11,770.

IX. D. Request Approval Resolution #2015-27, Increase Solid Waste Millage One (1) Mill to Make a Full 3 Mills

MCL 123.621 allows up to 3 mills to be assessed for the collection and disposal of garbage in the city. Albion's solid waste millage is currently 2 mills. The Solid Waste Fund's service programs include: Leaf Collection, Tree Dump, and Solid Waste (trash collection for public events and tree/brush removal from city owned property). The Solid Waste Fund has declining revenues.

The resolution authorizes increasing the levy from 2 mills to 3 mills. The increase will generate an estimated \$91,933 in revenues (before DDA/TIFA capture).

SOLID WASTE – PROPERTY TAX REVENUES @ 2 MILLS			
2013	2014	2015	2016
\$189,140	\$169,824	\$153,500	\$148,500

IX. E. Discussion – Austin Avenue Initiative

Council Member Barnes requested an update on the Austin Avenue properties. For those properties not moving forward with repairs, citations will be issued.

IX. F. Discussion – Purchase of Vacant Lot from Grant Funded Property Demolitions

Council Member Barnes requested additional information regarding ability of residents to purchase lots from the recent demolitions. The County Land Bank indicated that the lots will be available for purchase through their Side Lot Program after the grant closes out (around early fall 2016).

IX. G. Request Approval to Purchase a Vehicle for Recreation Department

College Chevy has a 2014 15-passenger van with 33,000 miles for \$26,175. The request is to authorize the purchase and financing for the new vehicle

IX. H. Request Approval for Sale of 1999 Van

The Recreation Department's Blue 1999 Chevy Van has almost 100,000 miles and requires extensive repairs. Approval is requested for the Equipment Pool to sale/auction the 1999 vehicle as surplus property.

IX. I. Request Approval for Vehicle for Hire License, Maxi Transportation for Partial Year License from November 17, 2015 through March 31, 2016.

Application was received from Emery and Irene Bates doing business as Maxie Transportation for a Vehicle for Hire License. They have completed the requirements including the inspection by public safety. Fee is \$75 per year, with renewals in March. Because the time period is only for a few months – it is recommended to reduce the fee by 50% to \$37.50.

IX. J. Request Approval Resolution #2015-29, Dog Park Rules

The Citizens Advisory Committee for Recreation, as part of their assessment of all of the City's parks, they identified that rules and signage were needed for the Dog Park. Ordinance 62-1 allows the City Manager to enact rules to regulate parks, subject to the approval of the City

Council. The dog park rules are based on input from the Citizen's Committee and staff. Following adoption of the rules, DPW will work on having proper signage posted.

IX. J. Request Approval Resolution #2015-30, Designating SAW Grant Authorized Representative

The City Council approved the initial SAW Grant Agreement in 2013 and designated the Mayor as the Authorized Representative and later Mr. Markovich. In speaking with the MDEQ, most communities designate the mayor and/or city manager. The documentations often require an electronic signature. The resolution designates both the Mayor and the city manager as the authorized representative as of April 2015.

REPORT FROM THE CITY MANAGER – INFORMATIONAL ITEMS

Redevelopment Ready Community - the steering group is initially plans for the citizen engagement component of the Master Plan and RRC process. It is anticipated that the MEDC will have the official kick-off in the next 2 months.

Employee of the Month – Joe Pace from the Sewer Department was selected as the November Employee of the Month. He has been with the city for 7 years. Please join in congratulating him.

Department of Public Services – We are expecting the work to be completed for the re-wiring of the sound system in time for Albion Aglow on December 1st.

Greater Albion Chamber of Commerce Updates:

First, Albion starts the holiday season off with the Albion Aglow parade, scheduled for Tuesday, December 1st @ 6:30 PM. Anyone interested in parading with us should call the Chamber to receive a parade application (517) 629-5533. Participation is free.

Second, the Albion-Homer United Way has teamed up with Famous @ the Forks to host a holiday music concert and barbecue fundraising party prior to and after the parade. We'll have plenty of food available and plenty of revelry. If your group is interested in "playing" with us, call the united Way for more information (629-2645).

Third, the City of Albion, Albion College, and the Chamber are holding a ceremonial Christmas Tree lighting event after the parade. The City is installing this year's Christmas tree near the Mulder Statue at the intersection of Michigan Ave and Superior Street. Bring the children downtown and watch the Albion Christmas Tree light: Mayor Joe Domingo officiating. For more information, call the Chamber (629-5533).

Fourth, HOMEOWNERS! Compete for "Most Christmas Spirit" and prize money in this year's exterior and landscape Christmas decorating contest. Registration forms and full contest rules available at Albion Insurance Agency, 609 S. Superior St., (629-3104). Home must be located within the City limits. Christmas decor must be "on" December 11-17 between 7 - 9 PM in order to win. First, second and third place prize winners will be announced December 18th. For more information, call Albion Insurance Agency.

Fifth, the Greater Albion Chamber of Commerce & Visitors Bureau has teamed up with Starr Commonwealth for a very special Eggs & Issues meeting, Friday morning December 18th at Starr's Mawby Center (7:30 - 9 AM). At this meeting, you will enjoy a small, 15-minute performance by Famous @ the Forks winners. This will give you a "kernel" of an idea of what you will enjoy if you attend the Albion-Homer United Way's evening music concert fundraiser (see below) that same evening (December 18th). To register for this extraordinary morning breakfast meeting (\$9/person), please call the Chamber at 629-5533.

Sixth, (but definitely not least) the Albion-Homer United Way has teamed up with G & A Enterprises and Famous @ the Forks to host a fundraising Christmas Music concert (proceeds benefiting the United Way), December 18th. Tickets are \$15/person. Dress in your Christmas best and enjoy an hour and a half performance of classic, traditional, and contemporary Christmas favorites. For more information or to purchase tickets, please call the Albion-Homer United Way at (629-2645).

