

City of Albion  
Council Session Minutes  
February 5, 2018

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: Council Members Maurice Barnes (1).

STAFF PRESENT:

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

V. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Council Members Reid, Lawler and French.

VI. CITY MANAGER REPORT

Assistant City Manager Levin updated the Council on the following items:

- **City Manager** – Sheryl Mitchell is on vacation! Assistant City Manager Stacey Levin will be on hand to address any questions or concerns.
- **Employee of the Month** – AmeriCorp/Vista member Lauren Freeman, who is assigned to City Hall was selected at the Employee of the Month.
- **Diversity Breakfast** – Hosted by Albion College President Mauri Ditzler and Harry Bonner for the Diversity Committee, with representatives from the communities of Albion and Marshall who are working very hard to become communities that respect each other regardless of race, culture, or social-economic status.

- **Zoning Ordinance Update** – the first meeting on the updating of the ordinance was held. The next meeting is scheduled in March. The meetings are open to the public.
- **Civic Democracy Project** - the Albion Community Foundation, City of Albion and MSU Extension are partnering on a new multi-year project around the topics of civic democracy and civic engagement. A meeting was held on January 26<sup>th</sup>. Albion will be leading the way in this pilot project that could have statewide and nationwide impacts. The project is looking to explore all ways in which to share ideas and ways to increase positive public engagement in Albion over the next 2-3 years.
- **Neighborhood Planning Councils** – AmeriCorp/Vista member Andrew Texel is working on a draft for a resolution and bylaws for council to consider that will authorize establishing the Neighborhood Planning Councils based on voting precincts.
- **Albion Building Authority** - has entered into a listing agreement with Dave Brigham Real Estate for the sale of the property located at 309 N. Superior Street. The Albion EDC is expected to move by the end of February. The Albion Community Foundation has already relocated to their new building on Eaton.
- **Albion EDC** – held a meeting with local business owners to discuss opportunities as part of the Big Albion Plan, which involves working with MEDC on plan to redevelop up to 22 vacant/blighted buildings in the downtown. ARC is working on fundraising for the project. Information was shared on local, state and federal programs that provide grants/loans for local businesses.
- **New City Positions** – Deputy Clerk/Treasurer position has been posted and applications are being accepted. Job descriptions for the Code Enforcement positions and Clerical for City Manager are being finalized.
- **Rental Registration** – meet with John Tracy regarding moving forward with resolution. This will likely require a study session to provide the newer council members with an overview of the program, as well as a proposal to initiate a vacant building registration program.
- **Social Media Policy** – staff and the city attorney are working on updating and expanding the “Computer/Electronics Policy” to include a policy to address the use of Social Media by employees and city officials.
- **Assessor** – in early discussions with the City of Marshall and Calhoun County regarding options for future collaborations on Assessing services.

- **Next Council Meeting** – because of the President's Day Holiday observance, the next Council meeting will be on Tuesday, Feb. 20, 2018.
- **Mayor/City Manager Report** – talked on Jan. 23<sup>rd</sup> and discussed MSU Citizen Engagement Project, Vactor Truck purchase, Albion Marshall Connector contract and request to provide street repair estimates for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and Wild Streets. Talked on Jan. 31<sup>st</sup> and discussed council agenda and Council Rules of Procedure.
- **Updates**
- **Cardboard Sled Race** – snow date announcement

## VII. PRESENTATIONS

### A. Oaklawn Benefit Auction-Sara Jeffery

Sara Jeffery, Oaklawn Hospital gave the following presentation on the Oaklawn Benefit Auction:

Every year, Oaklawn holds its annual benefit auction, which attracts hundreds of attendees and accumulated close to \$100,000 in donations last year alone. This year's event is slated for March 10th at FireKeepers Casino, and with a superhero theme and promises to be an entertaining night.

#### WHY DOES THE AUCTION MATTER?

Oaklawn does several fundraising events throughout the year, but the benefit auction is by far the largest. In fact, they've been doing this for 28 years! Every donation and ticket sold not only goes towards helping to provide medical care to those who can't afford it, but it also contributes to bringing services and equipment to Oaklawn that allow us to provide the highest quality of care to our community.

Oaklawn is Marshall's largest employer and a top-rated hospital in the region. When you have convenient access to high-level care in your backyard, it's easy to take it for granted until you find yourself in a position where it's no longer there. Imagine all of the individuals who would be impacted if the hospital didn't exist. From a lack of top-notch healthcare to a serious deprivation of jobs, if the hospital didn't exist our health and the city of Marshall as we know it would take a serious hit. This is clearly a cause worth supporting.

#### HOW CAN YOU HELP?

Luckily, Oaklawn has made it very easy for people to support this wonderful event, so there's really no excuse NOT to make a contribution, regardless of how big or small it might be.

**Be a sponsor or donate an item**

Being that this is an auction, they need to have items for people to bid on. If you're interested in being a sponsor or donating an item to be auctioned off at the event, then please contact Oaklawn's Development office at (269) 789-3942.

**Attend the event**

Regardless of the number of donations they secure, the auction wouldn't be a success without all of the generous people who attend it. You don't have to bid on an item, just by purchasing a ticket, you're making a contribution. If you [purchase your ticket online](#) in advance, you can save \$10 with code REALHERO. At the event, aside from bidding on items, you can also purchase raffle tickets that will contribute to the overall money raised.

There will be music, games and a great selection of food and drinks.

5:30 p.m. Doors Open

6:00 p.m. Silent Auction

8:30 p.m. Live Auction

9:00 p.m. Raffle Winners Announced

Tickets are \$40.00 per person up till March 8<sup>th</sup>, 2018, prices then will be \$50.00 per person.

**Make a donation online**

If you would rather not attend the event, but you still want to make a contribution, then [head to Oaklawn's website](#) or call Oaklawn's Development office at (269) 789-3942.

B. Sister City-Introduction of French Chef Frédéric Théry

Mary Slater introduced Chef Frédéric Théry, France. Chef Théry owns Chateau de Nanteuil which is a bed and breakfast in France. Chef Théry has a busy week in Albion. It was a week-long celebration of food held last week by the Albion Sister City Committee and co-sponsored by Albion College.

Chef Théry visited Harrington Elementary School, Albion College, Lewis Chapel AME Church, Ismon House, and made a gourmet dinner for a fund raiser held at the Albion Food Hub.

Chef Théry thanked Albion stating it was a wonderful trip.

C. Financial Empowerment Fair Outcome-Linda LaNoue

Linda LaNoue, Project Coordinator, Albion-Marshall Resilient Communities Project gave the following presentation on the Financial Empowerment Fair Outcome:

What was the “Own It - Albion - Financial Empowerment Fair”?

This event originated with Homestead Savings Bank reaching out to Starr based on the community collaboration generated through the Albion-Marshall Resilient Communities Project (AMRCP). Homestead wanted to provide information to the community about resources they offer to build/sustain homeownership and general financial literacy information. As Homestead and AMRCP connected with the Albion Branch NAACP and the Build Albion AmeriCorps VISTA team, the event concept grew into a fair to showcase related programs/services that participants could connect with on the spot.

On Saturday, January 20th Homestead Savings Bank had their staff facilitate three workshops during three different time slots throughout the afternoon. With this format, someone could go to all three workshops, while others could drop in and attend any one of the three. Workshop topics were:

1. Homeownership/Mortgage Lending;
2. Budgeting/Credit Repair and Counseling;
3. Financial and Elder Abuse/Predatory Lending, Retirement & Investment Planning

The following twelve local organizations were also at the fair:

- Team 1 Plastics
- Albion Branch NAACP
- Build Albion AmeriCorps VISTA Initiative
- Neighborhood Planning Councils
- Albion Interfaith Ministries
- Albion Health Care Alliance - Navigation Services
- Community Action
- Forks Senior Center
- Albion Community Gardens, Inc.
- Albion District Library
- Marshall Public Schools - Great Start Readiness Program
- Kellogg Community College

**What was the outcome?**

While the exact number of participants is unclear due to many people coming and going, at one-point Homestead staff counted 90 people in attendance. Almost everyone who came went to at least one workshop. Several people came at the beginning and stayed for the entire afternoon.

We received positive feedback from many participants and the participating organizations. People appreciated the opportunity to network with a unique blend of people and institutions.

**What can the community expect going forward?**

- The VISTAs are working with the Southwest Michigan Community Development Corporation to provide credit management workshops on Tuesday, Feb. 13 from 1 - 3PM at the Snyder Building and Thursday, Feb. 22 from 5:30 - 7:30PM at the Library's Naomi Lane Room.
  
- Community Action is beginning to provide one-on-one financial empowerment sessions as an extension to their emergency services provided at 101 N. Albion Street.
  
- The Albion Interfaith Ministries (AIM) currently provides the following informational sessions:
  - Establishing and Maintaining Credit
  - Small Business Ownership
  - Homeownership
  
- Other Transitional Classes for Job/Career Preparation
  
- The Albion-Marshall Resilient Communities Project is preparing for its second year of programming, which may be more similar to the Financial Empowerment Fair, than the previous year of events. A goal for year two is to reach a wider range of people by putting more resources and strategy into fewer events. Please stay tuned for more information about an upcoming calendar of events for AMRCP.

Mayor Brown presented certificates to the following sponsors:

- Troy Kase-Albion College
- Elizabeth Carey-Starr Commonwealth
- Mae Ola Dunklin-Albion Branch NAACP
- Andrew French-Build Albion AmeriCorps VISTA
- Scott Evans-Homestead Savings Bank

Comments were received from Council Member French.

VIII. PUBLIC HEARINGS-None

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).

Comments were received from Travis Copenhaver, 520 N. Main St., Royal Oak; Wayne Arnold, 906 Hall St and Justin Fisher, 275 Preservation Dr., Ada.

X. CONSENT CALENDAR (VV)  
(Items on the Consent Calendar are voted on as one unit)

A. Approval Regular Session Minutes-January 22, 2018

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

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Request Approval 1<sup>st</sup> Reading Ordinance # 2018-01, An Ordinance to Authorize Medical Marihuana Facilities Licensing and Regulations and Create Article V of Chapter 22 of the Albion Code or Ordinances (RCV)

City Attorney Harkness stated the 2<sup>nd</sup> reading date needs to be changed to February 20, 2018 which will make the ordinance effective date March 20, 2018.

Comments were received from Council Member French and Mayor Brown.

Council Member French made a motion to amend Section 22-203 of Ordinance 2018-01, Medical Marihuana Ordinance to read-The City Clerk, after approval from the City Council, shall issue up to 20 licenses for the following types:

- Grower Facilities
- Processor Facilities
- Secure Transporters
- Safety Compliance Facilities.

French moved, Reid supported, CARRIED, to **Amend** Section 22-203 of Ordinance 2018-01, Medical Marihuana Ordinance to read-The City Clerk, after approval from the City Council, shall issue up to 20 licenses for the following types Grower Facilities, Processor Facilities, Secure Transporters and Safety Compliance Facilities. (6-0, rcv)

Brown moved, Spicer supported, CARRIED, To Approve 1<sup>st</sup> Reading Ordinance # 2018-01, An Ordinance to Authorize Medical Marijuana Facilities Licensing and Regulations and Create Article V of Chapter 22 of the Albion Code or Ordinances including the amendment to Section 22- to read-The City Clerk, after approval from the City Council, shall issue up to 20 licenses for the following types Grower Facilities, Processor Facilities, Secure Transporters and Safety Compliance Facilities (6-0, rcv)

B. Discussion-2018 Council Goal Setting Sessions

Council Member Brown stated she would like to start the Council goal setting sessions before the end of the month.

Mayor Brown asked Assistant City Manager Levin to send out a doodle pool of available dates for the goal setting sessions.

C. Request Approval Boards & Commissions Appointments & Reappointments (RCV)

- Holly Zblewski, Reappointment, Zoning Board of Appeals, Term to Expire 12-31-2020
- Richard Lewin, Reappointment, Board of Review, Term to Expire 12-31-2019
- John Williams, Reappointment, Building Board of Appeals, Term to Expire 12-31-2022

Comments were received from Council Member Lawler.

French moved, Brown supported, CARRIED, for the Reappointment of Holly Zblewski to the Zoning Board of Appeals with a term to expire of 12-31-2020 as presented. (6-0, rcv)

Comments were received from Mayor Brown.

French moved, Reid supported, CARRIED, for the Reappointment of Richard Lewin to the Board of Review with a term to expire of 12-31-2019 as presented. (6-0, rcv)

French moved, Reid supported, CARRIED, for the Reappointment of John Williams to the Building Board of Appeals with a term to expire of 12-31-2022 as presented. (6-0, rcv)

D. Request Approval Resolution # 2018-05, A Resolution to Approve Albion Department of Public Services Purchase and Financing of 2012 Vector Truck (RCV)

Comments were received from Council Members Brown, Spicer and French, Mayor Brown and Director of Public Services Lenardson.

French moved, Reid supported, CARRIED, To Approve Resolution # 2018-05, A Resolution to Approve Albion Department of Public Services Purchase and Financing of 2012 Vactor Truck as presented. (6-0, rcv)

E. Request Approval of WWTP Pump Repair (RCV)

Council Member Brown for a resolution to approve these types of expenditures in the future.

Comments were received from Council Members Lawler, Spicer and Brown; Mayor Brown and Director of Public Services Lenardson.

Council Member French made a motion to **Amend** the motion to Add Approval of Quote from Kennedy Industries for \$5, 895.00.

French moved, Lawler supported, CARRIED, to Add Approval of Quote from Kennedy Industries for \$5, 895.00. (6-0, rcv)

French moved, Reid supported, CARRIED, To Approve WWTP Pump Repair for \$5,895.00 Quoted from Kennedy Industries. (6-0, rcv)

XII. Future Agenda Items

Council Member French asked for the following items to be added to the next agenda:

- Approval of Amendment to the Council Rules of Procedures
- Approval of Funding for the Albion-Marshall Connector

City Attorney Harkness asked for Application & License Fees for the Medical Marihuana Ordinance be added to the next agenda.

Mayor Brown asked for approval for Council sub-committee to work with Attorney Smith on the Council Rules of Procedures be added to the next agenda.

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

French moved, Reid supported, CARRIED, to Excuse Council Member Maurice Barnes (1). (6-0, vv)

XIV. 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 Vivian Davis, 901 Huntington Blvd; Robbie Patterson, 412 E. Porter St; Al Smith, 1209 Adams St and Gary Tompkins, Calhoun County Commissioner.

XV. ADJOURNMENT

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

Mayor Brown adjourned the Regular Session at 8:15 p.m.

---

Date

---

Jill Domingo  
City Clerk