



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

AGENDA

COUNCIL MEETING Monday, July 16, 2018

7:00 P.M.

COUNCIL-MANAGER
GOVERNMENT

Council members and other officials normally in attendance.

Garrett Brown
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Sonya Brown
Mayor Pro-Tem
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Andrew French
Council Member
6th Precinct

Scott Kipp
Interim 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. PRESENTATIONS
 - A. 2017 Audit Presentation-Stevens, Kirinovic & Tucker P.C.
 - B. The Big Read-Jess Roberts
 - C. Albion College/Oaklawn Clinic Project-Dr. Ditzler & Dr. Williams
 - D. Introduction of Lindsey Collins, New Code Enforcement Officer
 - E. National Night Out-Officer Karilynn Noppe
- VI. PUBLIC HEARINGS
- VII. 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.)
- VIII. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
 - A. Approval Study Session Minutes, June 25, 2018
 - B. Approval Regular Session Minutes, July 2, 2018
 - C. Approval Study Session Minutes, July 9, 2018
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 1st Reading Ordinance # 2018-06, An Ordinance to Amend Article V of Chapter 22, Section 22-204, of the Albion Code of Ordinances, Medical Marihuana Facilities License Applications



CITY OF ALBION

CITY COUNCIL MEETING AGENDA

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

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- B. Request Approval 1st Reading of the Amended Council Rules & Procedures
- C. Discussion-Parking on Maple Street
- D. Update on Closure of Michigan Street between Dalrymple and Albion Streets
- E. Election Discussion
- F. Discussion-Rental Certification Ordinance
- G. Discussion-Sale of City Owned Property Policy
- H. Request Approval Boards & Commissions Reappointment
 - Marvin Itner, Reappointment, Public Safety Pension Board, Term to Expire 12-31-2021
- I. Discussion-Street Millage
- J. Discussion-Sale of 702,704,706 & 708 W. Erie Street
- K. Request Approval of Demolition Bid for 608 Austin Avenue
- X. Future Agenda Items
- XI. Motion to Excuse Absent Council Member(s)
- XII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- XIII. CITY MANAGER REPORT
- XIV. MAYOR AND COUNCIL MEMBER COMMENTS
- XV. ADJOURN

City of Albion
Study Session Minutes
June 25, 2018

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Council Members Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3) and Jeanette Spicer (5) and Mayor Brown.

ABSENT: Council Members Marcola Lawler (4) and Andrew French (6)

STAFF PRESENT:

Cullen Harkness, City Attorney and Jill Domingo, City Clerk.

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. Council Rules & Procedures-Attorney Scott Smith

Mayor and Council discussed Council Rules of Procedure with Attorney Scott Smith with the following questions/comments:

- The current rules were taken from Port Huron and modified.
- Rule 1-Do definitions need to be placed in the Council Rules? It is ok to have definitions in the Council Rules but not necessary.
- Unanimous should be all members present not the total members of the Council
- Study Sessions are to work toward a consensus of the Council and although a formal vote is not taken, it is ok to poll the Council
- Rule 1 (c) This sentence should be removed-The failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the City Council.
- Rule 1 (f)-The Mayor and City Manager meetings should be in person if possible; should set specific dates/times for meetings and should include the one the following depending on the agenda items:
 - Mayor Pro-Tem

- City Clerk
- Council Member on a rotating basis
- Department Head

**** Council Member Barnes left at 7:10 p.m.**

- Notice times for meeting can't be less notice than the City Charter or Open Meetings Act states.
- Who has the authority to change the venue? A policy can be established in the Council Rules for how this is handled. Generally, the City Manager or City Clerk will notify the Mayor if a large turn out is expected. A notice should be posted on the City's website and the door of the meeting and try to get the word out to the public.
- Rule 3 (d)- Should be Closed Sessions not Executive Sessions
- Rule 5-Conduct of the meeting:
 - Recommendations:
 - The Chair or presiding officer facilitates the orderly conduct of the meeting. The Chair determines the seating order of the body but should get consensus from Council.
 - Rule 5 (b) and (d) are conflicting. The City Attorney should be the advisor of the Chair on any point of order or procedure.
 - Rule 5 (c) Language should be modified so Council Members may only speak for a total of ten (10) minutes on an agenda item.
 - Rules 5 (c 1) Only the Chair can call a member to order. The Mayor should check with legal counsel on question of order.
 - Rule 5 (C2) Preserving Order-the following should be removed-entertain private discourse. Add language stating there are only three (3) circumstances in which a Council Member should be interrupted: 1. Point of Order 2. Called out of order and 3. Request to yield.
 - Rule 5 (d) Modify Language-City Attorney should be the advisor of the Chair on any point of order or procedure.
 - Sub-section should be added for the City Attorney role.
 - Possible actions for disruption of meetings:
 - Take immediate action with the following
 - Recess the meeting
 - Adjourn the Meeting
 - During Council comments, may call out the Council member for the disruption by stating disruptions hurt the process of taking care of City business.
 - Mayor or Council Member may follow up with Council Member after the meeting.
 - May also apply a censure to Council Members for bad behavior.

- Can a penalty be added to a censure?
- Council Member making the motion should speak first during the discussion period. Should also determine an order of which Council Members should speak after that.
- Council rules should be enforced.
- Rule 5 (e) City Manager is able to attend meetings and participate in discussion but is not a Member of Council.
- Rule 7 (a & c) Mayor may introduce a deviation of time for public comments and request Council approval.
- Add to Rule 7-one public comment at the end of the agenda for study sessions.
- Rule 8-need to determine agenda procedure
- Rule 8 (a) #1-2-4 Attorney Smith will provide language for these sections.
- Approval of the agenda should be added right after roll call
- Place a 3-5-time limit on presentations
- Consent Calendar should include minutes and miscellaneous
- Change Council comments and City Manager report to the end of the agenda right before adjournment
- It is ok to respond to public comments in council comments at the end of the meeting.
- Rules 9-all resolutions should be written
- Remove Rule 11 and follow chart of motions
- Ok to do voice vote versus roll call vote
- Rule 16-Attorney Smith will send language for reconsideration
- Rule 17-Allow for voice vote instead of roll call vote
- Attorney Smith will add a rule for Appendix A

Comments were received from Council Members Spicer, Brown and Reid and Mayor¹Brown.

- 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

Brown moved, Spicer supported, CARRIED, to ADJOURN Study Session. (5-0, vv).

Mayor Brown adjourned the Study Session at 8:45 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Council Session Minutes
July 2, 2018

I. CALL TO ORDER

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

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

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

ABSENT: All members were present.

STAFF PRESENT:

Scott Kipp, Interim City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and Jim Lenardson, Director Public Services.

Mayor Brown asked to make the following changes to the agenda:

- Add Item B-Presentations-Visiting French Intern, Nicolas Schwindling
- Move City Manager Report and Council Comments to Item VIII after second Public Comment.

Brown moved, Reid supported, CARRIED, to add Item B to Presentations for Visiting French Intern, Nicolas Schwindling. (7-0, vv)

Lawler moved, Spicer supported, CARRIED, to Move the City Manager Report and Council Member Comments to Item VIII after Second Public Comment. (5-2, rcv) (Barnes and French dissenting).

V. PRESENTATIONS

A. Certificate of Appreciation for Scott Claucherty Retirement

Mayor Brown read aloud Certificate of Appreciation for Scott Claucherty.

B. Introduction of Visiting French Intern Nicolas Schwindling

Mary Slater, 517 E. Michigan Avenue introduced visiting French Intern Nicolas Schwindling. Nicolas will be here for three (3) months and will be interning with Albion City Hall, Albion College and the Greater Albion Chamber of Commerce & Visitors Bureau.

Comments were received from Nicolas Schwindling.

VI. PUBLIC HEARINGS-None

VII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

No public comments were received.

VIII. CONSENT CALENDAR (vv) (Items on Consent Calendar are voted on as one unit)

A. Approval Regular Session Minutes, June 18, 2018

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

IX. ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/Approval Closure of Michigan Street Between Dalrymple Street and Albion Street

Council Member Reid stated for the safety of children, she would like to block off Michigan Street between Dalrymple and Albion Streets until the end of September.

Mayor Brown would like administration to look into the cost of a gate to close the area off as a more sustainable solution.

Additional comments were received from Council Members Brown and French and Interim City Manager Kipp.

Council Member French made a motion to TABLE the Approval of Closure of Michigan Street Between Dalrymple Street and Albion Street.

Mayor Brown stated because this was a discussion item, it did not need to be tabled.

B. Discussion-Options for Notification of Emergencies

Interim City Manager Kipp stated the City pays \$2500.00 per year for Nixle services. The City can for an additional \$1,000 per year upgrade to Nixle 360 which would call any phone in the designated area and leave voice messages for emergency notifications. He stated the City currently has 589 subscribers in Albion. The calls would be designated by billing address and would include landline phones. He would need to further investigate to see if cell phones could/would be included.

Council Member Brown stated she feels it is worth the money but the City needs to have an emergency communication plan.

Attorney Harkness stated the State sets administrative rules regarding notification of emergencies. The manner of the notice is dictated by the severity of the emergency. There is not a personal door to door requirement.

Mayor Brown asked whether the fire siren was still tested and used?

Interim City Manager Kipp stated the siren has not been tested since dispatch left as it requires someone to be in the building during the test. The siren is used only for tornado warnings.

Interim City Manager Kipp stated we can move forward with the upgrade to the Nixle 360 for the additional \$1,000 that will be taken from Public Safety's budget.

C. Discussion/Sale of City Owned Property

Attorney Harkness stated the City needs to have a consistent process for sale of City owned property. He looked into how other municipalities handle the process and the City of Detroit seemed to have the best model. They use a closed bidding process which allows the City to include items such as closing costs & title insurance must be paid by the purchaser and set a minimum bid such as 10% of the assessed value.

Council questions/comments were as follows:

- Would like to give preference to surrounding property owners.
- Would there be a timeframe requirement in selling the property?
- The City could make adjacent property owners aware of the property for sale and if no one was interested, they could do a closed bid for the sale of the property.

- The City would identify the properties that are for sale and whether to sell multiple properties or just one at a time.
- Need a policy in place but would like to see a short time frame of maybe one year for offers to adjacent property owners.
- Are there other options other than the closed bid process?
- Other options for sale of property would be:
 - Offer the sale at the assessed value
 - Closed bid process
 - A consistent price for sale of all properties
- Would like a study session on sale of City owned property to assess all options
- All city properties and values are available on the Assessing page of the City's website.

Comments were received from Council Members French, Brown and Spicer; Mayor Brown, City Attorney Harkness and Interim City Manager Kipp.

D. Set Date for Rental Certification Study Session

Mayor Brown asked for a Study Session on Monday, July 9, 2018 for rental certification and sale of City owned property.

The consensus of Council is to hold a Study Session on Monday, July 9, 2018 for rental certification and sale of City owned property.

E. Request Approval for Computer Programming to Operate Starr Commonwealth Treatment Plant

Comments were received from Council Member Brown; Mayor Brown; Interim City Manager Kipp and Public Services Director Lenardson.

French moved, Lawler supported, CARRIED, to Approve Computer Programming to Operate Starr Commonwealth Treatment Plant as presented. (7-0, rcv)

F. Request Approval for Emergency Water Main Repair for Irwin Avenue

Comments were received from Council Member Brown, Mayor Brown and Public Services Director Lenardson.

Brown moved, French supported, CARRIED, To Approve Emergency Water Main Repair for Irwin Avenue as presented. (7-0, rcv)

X. Future Agenda Items

The following items were requested for the next agenda:

- Mayor Brown asked for the 1st reading of the Amended Council Rules & Procedures
- Attorney Harkness asked for an amendment to the Medical Marihuana Facilities Ordinance
- Council Member Lawler asked for a discussion for parking on Maple Street
- Council Member Reid asked for an update on closure of Michigan Street between Dalrymple and Albion Streets
- Council Member Barnes asked for a discussion on election tampering
- Mayor Brown stated there will be a joint meeting with the Albion Economic Development Corporation on Thursday, July 19, 2018 at 6:00 p.m. at the Ludington Center

Comments were received from Council Member Spicer and Attorney Harkness.

XI. Motion to Excuse Absent Council Member (s)

No action was necessary as all members were present.

XII. 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 John Dunklin, 1203 Second St, Randy Davis, Superintendent of Marshall Public Schools and Gary Tompkins, Calhoun County Commissioner.

XIII. CITY MANAGER REPORT-None

XIV. MAYOR AND COUNCIL MEMBER'S COMMENTS

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

XV. ADJOURNMENT

Brown moved, Spicer supported, CARRIED, to ADJOURN Regular Council Session. (7-0, vv).

Mayor Brown adjourned the Regular Session at 8:00 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Study Session Minutes
July 9, 2018

I. CALL TO ORDER

Mayor Brown called the meeting to order at 6:30 p.m.

II. ROLL CALL

PRESENT: Council Members Maurice Barnes (1), Lenn Reid (2), Sonya Brown (3), Marcola Lawler (4) and Jeanette Spicer (5) and Mayor Brown. Andrew French (6) arrived at 6:40 p.m.

STAFF PRESENT:

Scott Kipp, Interim City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk and John Tracy, Director of Planning, Building & Code Enforcement.

III. ITEMS FOR INDIVIDUAL DISCUSSION

A. Rental Certification

Director of Planning, Building & Code Enforcement Tracy stated the City drafted the rental certification ordinance two years ago. Packets included the four (4) page rental certification ordinance along with the 2015 International Property Maintenance Codes. The purpose of the rental certification ordinance is to protect renters, surrounding property owners and owners of the rental property from blight, sanitation fire and electrical hazards. The City has had problems with insufficiencies with rental units in the past. The 2015 International Property Maintenance Codes were adopted by the Council in 2016. These codes are used for all properties across the Board and not just for rental certification.

Questions/Comments from Council were as follows:

- Does the rental certification apply to dorms? *Yes-there are no exceptions for anyone.*
- What will be the frequency of the inspections? *The frequency is set by Council so it could be annually, bi-annually or every three years. The ordinance is currently written for bi-annual inspections.*
- How long will it take to have the rental certification process completed? *The first phase of the rental certification is the registration and that will take about a year. The registration will be an annual process. The second phase will be the actual certification/inspection which will begin the second year. The inspections are the just the basic necessity for health and safety.*
- How will the 2015 International Maintenance Codes be incorporated into the Ordinance? *They will be included by reference.*

- The commentary was included in the Ordinance to help understand why the codes were written.
- Why in the ordinance does it state that addresses can't be written out? *The reason for this code is to help first responders locate a residence. The numbers are easier for them to see and read. There is also a City code pertaining to addresses.*
- Who will be responsible for enforcing this ordinance? *Most municipalities that have rental certification either have a full-time employee that handles this or they contract the certification inspections to an outside contractor. Paperwork that would need to be done would most likely be done in house.*
- The City currently only inspects rentals if there has been a complaint filed.
- What would be the difference in how we handle rentals now and if we had rental certification? *Currently we would only inspect a rental property if we had a complaint but with rental certification the rentals would be inspected annually or bi-annually.*
- The fee for the rental certification would cover the contractor doing the inspection. This would not be an added cost to the tax payers. If areas identified in an inspection were found that required additional permits such as mechanical or electrical, the owner of the property would need to secure those permits separately from the inspection certification fee.
- The registration fees would be an annual cost to property owner.
- Would we use SAFEbuilt for the rental certification? That would be up to the Council, SAFEbuilt does rental certification for Three Rivers and other surrounding areas.
- Has the City spoke with the Landlord Association and incorporated items they may have liked to see in the ordinance? Yes, the City has met with the Landlord Association and added some things they would like to have in the ordinance. The Landlord Association was interested in Section 8 inspections. These types of inspections are a lesser inspection and is not recommended by Director Tracy. The ordinance currently is written to comply with the State's minimum. Lesser inspections may open the City to liability.
- The owner of the property would be responsible for completing the paperwork for the registration. \$25.00 per parcel is the suggested annual registration fee.
- What about air bnb's? *Air bnb's are a separate type of rental and are not covered under rental certification.*
- Who is responsible for trash? *The primary responsibility is the property owner; however, if the tenant was the one creating a problem with not properly disposing of trash or leaving furniture outside, the tenant would be responsible.*
- Will there be a certain date and time for inspections? *Yes, the landlord would be notified ahead of time of inspection date and time.*
- Gas and electrical bills follow the person who's name the bill is in. Water bills are a City utility and the City does provide an ordinance in which the owner can put the bill in the tenant's name without recourse to the owner.

- Approximately 35% of Albion's housing is rentals.
- How will we know if someone rents and doesn't register? *Use of homestead information, water bills, word of mouth and research.*
- What happens if someone doesn't register? *They would be fined.*
- Garbage is covered under section 6.
- Approximate cost of an inspection would be \$54.00 with an additional percentage for paperwork.
- With the current percentage of rentals, approximately \$55,000-\$60,000 would be generated every two years from owners of rental property. This revenue would be used to pay the cost of the inspectors.
- This is a bare bones ordinance.
- Is there an appeal process? *The owner may appeal to the Building Board of Appeals.*

Council will need to determine the following items:

- 1. Whether to contract out for the inspection services*
- 2. How often to have the inspections? i.e. annually-bi-annually*
- 3. To move forward with the ordinance but make the effective date further out so the City would have a contract in place for the inspections.*

Comments were received from Council Members Lawler, Spicer, Reid, and French; Mayor Brown; City Attorney Harkness and Director of Planning, Building & Code Enforcement Tracy.

B. Sale of City Owned Property

City Attorney Harkness stated the Council will need to determine a procedure for the sale of city owned property. Sample ordinances from other municipalities were provided in the packet. A brief overview is as follows:

- City of Leslie-If the fair market value of the property is less than \$5,000, the item may be sold by the City Manager without competitive bidding. If the property is estimated over \$5,000 it will be sold to the highest and best bidder.
- Midland-If the property has a value in excess of \$20,000 the property shall be sold by sealed bids.
- City of Lansing-Appraisal of the property; price negotiation; establishment of just amount not less than fair market value stated in appraisal and a public hearing for sale of the property.
- City of Detroit-Sealed bid process with a 10% deposit to accompany bid. If property is valued at \$2,000 or more, a minimum bid will be required.

City Attorney Harkness recommends a sealed bid or auction process that would include the following criteria:

- A minimum price to be established for all property. Such as a percentage of fair market value.
- A 10% deposit to accompany bid. Bidders not awarded the property would have deposit refunded to them.
- An allowance for sale of certain property to adjoining owner if it meets specific criteria.
- The winning bidders deposit would be deducted from the sale price.
- Can also build in a provision for which Council may waive the criteria used to sell property.

****Council Member Brown left at 7:55 p.m.*

Questions/Comments from Council were as follows:

- The bid process would stop the back and forth negotiation with Council and potential purchasers.
- The highest bidder would obtain the property
- Would like to see Albion model the Detroit policy
- Does the City know what vacant property we have?
- How would we list/sell the vacant property?
- How would you prevent gentrification?
- Property values are available on the City's website through the BSA system.

City Attorney Harkness will bring a draft to Council for discussion at an upcoming meeting.

Comments were received from Council Members Barnes and French; Mayor Brown; City Attorney Harkness; Interim City Manager Kipp and Director of Planning, Building & Code Enforcement Tracy.

IV. 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 Chris Herweyer, 400 E. Cass St; Eric Tobin, 409 W. Ash St; Jay Loomis, 408 W. Ash St; Terry Atkins, 28 Mile Rd, Homer; Brian Mull, 24772 J Drive S, Homer, Director Planning, Building & Code Enforcement Tracy; Mayor Brown; Council Members French, Spicer and Reid and Interim City Manager Kipp.

VI. ADJOURNMENT

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

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

Date

Jill Domingo
City Clerk

CITY OF ALBION ORDINANCE 2018-06

AN ORDINANCE TO AMEND ARTICLE V OF CHAPTER 22, SECTION 22-204, OF THE ALBION CODE OF ORDINANCES, MEDICAL MARIHUANA FACILITIES LICENSE APPLICATIONS

FINDINGS AND PURPOSE: The Albion City Council recently approved the City's medical marihuana facility ordinance via Ordinance 2018-01. As the city has continued to evaluate applications under this ordinance, various ambiguities have arisen which need to be clarified as it relates to the amount of the liability insurance required for each type of facility as well as the necessary financing required for applicants. This amendment amends the current ordinance to more closely reflect the language from the state administrative rules regarding liability insurance and requisite financing for proposed facilities and applicants. Given the number of pending and incoming applications for facilities, it is recommended that this ordinance be deemed an emergency and be given immediate effect.

THAT THE CODE OF ORDINANCES, CITY OF ALBION, MICHIGAN, IS HEREBY AMENDED BY AMENDING ARTICLE V TO CHAPTER 22, Section 22-204 AS FOLLOWS:

22-204. LICENSE APPLICATIONS SUBMISSION.

(A) Application for each Medical Marihuana 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 in the amount per 22-202(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 Marijuana 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 less than one hundred thousand (\$100,000.00) dollars, covering the Medical Marijuana 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. Proof of said insurance shall be provided not later than sixty (60) days after a state operating license is issued or renewed;

12. A description of the security plan for the Medical Marijuana 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 Marijuana Facility, as well as a scale diagram illustrating the property upon which the Medical Marijuana 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 Marijuana to and from Medical Marijuana Facilities shall be in compliance with the MMMA and the Medical Marijuana 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 Marijuana 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 of the sources and total amount of capitalization to operate a proposed marihuana facility. The total amounts of required capitalization for each type of marijuana facility are as follows:

- a. Grower: Class A - \$150,000.00;
- b. Grower: Class B - \$300,000.00;
- c. Grower: Class C - \$500,000.00;
- d. Processor: \$300,000.00;
- e. Provisioning Center: \$300,000.00;
- f. Secure Transporter: \$200,000.00;
- g. Safety Compliance Facility: \$200,000.00;

23. An applicant shall provide proof to the City of Albion of the capitalization amounts described in 22-204(B)(22) from sources as follows:

- a. Not less than twenty-five (25%) percent is in liquid assets to cover the initial expenses of operating and maintaining the proposed marijuana facility. For purposes of this subsection, liquid assets include assets easily convertible to cash, including, but not limited to, cash, CDs, 401(k), stocks and bonds, and marihuana inventory that meet all of the following conditions:
 - i. The marihuana inventory is possessed by an applicant who is a registered qualifying patient or registered primary caregiver or by an applicant who applies for a state operating license and possesses marihuana inventory in compliance with the Michigan medical marihuana act;
 - ii. No more than fifteen (15) ounces of usable marijuana or (72) marihuana plants may be utilized as marihuana inventory in this

subsection or utilized towards the capitalization requirement;

- b. Proof of the remaining capitalization to cover the initial expenses of operating and maintaining the proposed marihuana facility may include, but is not limited to additional liquid assets or equity in real property, supplies, equipment, fixtures, or any other non-liquid asset;
- c. The applicant shall provide proof that there is no lien or encumbrance on the asset(s) provide as a source of capitalization;
- d. The capitalization amounts and source must be validated by CPA-attested financial statements. The applicant shall disclose any of the capitalization sources that are foreign and a foreign CPA or its equivalent shall attest to the validation and a domestic CPA shall attest that foreign validation.

24. 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 22-202(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.

25. All documents submitted in support of an application for a marihuana facility license must be legible.

Repealer: All other ordinances in conflict or inconsistent with this ordinance are hereby repealed.

Severability: The provisions of this Ordinance are deemed to be severable and should any provision, section, or party thereof be declared to be invalid, the remainder of the ordinances shall continue in full force and effect.

Emergency: The enactment of this ordinance is deemed to be an emergency and necessary for the health, safety, and welfare of the citizens of the City of Albion;

This Ordinance shall take immediate effect.

First Reading:
July 16, 2018

Ayes _____
Nays _____
Absent _____

Jill Domingo
City Clerk

Garrett Brown,
Mayor

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City of Albion

Planning, Building, Code Enforcement
112 West Cass Street
Albion, Michigan 49224

(517) 629-7189 office
(517) 629-7454 fax
Email: jtracy@cityofalbionmi.gov

PROPOSED RESIDENTIAL RENTAL REGISTRATION & CERTIFICATION

Purpose and intent

The city recognizes the importance to the general health, safety and welfare of all of its citizens, including its citizens who reside in residential dwellings, dwelling units and / or dormitories. The city therefore also recognizes a compelling interest in establishing standards for the maintenance of sanitary, health and safety of residential rental dwellings, dwelling units and dormitories. Proposed ordinance requires rental dwelling, dwelling units and / or dormitories to meet the minimum State of Michigan health and safety code requirements as referenced to in the international property maintenance code.

Proposed ordinance is designed to promote the continued maintenance of quality and safe residential rental properties and to enhance and maintain property value of all properties and to reduce the causes of blight and other deleterious factors affecting neighborhoods.

Registration

The owner of any residential rental dwelling, dwelling units and / or dormitory would be required to register rental property yearly. The registration would require the owners information to be supplied, and if applicable, local agent who shall be legally responsible for operating the registered rental property.

Certification

Proposed rental certification requires biannual inspection of rental properties. Biannual inspection of rental property is to ensure property meets the minimum health and safety codes. Biannual inspection is also to ensure property is maintained so as not to create blight and help deter decreased value to residential neighborhood.

POSSIBILITY OF VACANT PROPERTY REGISTRATION

Purpose and intent: The purpose of establishing a registration process for vacant properties with structures is to provide requirements for responsible parties to implement required vacant property maintenance for such properties which protect public health, safety and general welfare of the citizens and prevent neighborhood blight, ensure properties are secured, prevent deterioration, and protect property values and neighborhood integrity.

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CITY OF ALBION CODE OF ORDINANCE

CHAPTER 18
BUILDING AND BUILDING REGULATIONS

ARTICLE IX. RESIDENTIAL RENTAL REGISTRATION AND CERTIFICATION

Sec. 18 – 401 Purpose.

(a) The city recognizes the importance to the general health, safety and welfare of all of its citizens, including its citizens who rent residential rental structures. The city therefore also recognizes a compelling interest in establishing standards for the maintenance of sanitary, health and safety of residential rental structures and residential rental units in the city. This article is designed to promote the continued maintenance of quality and safe residential rental properties and to enhance and maintain property value of all properties and to reduce the causes of blight and other deleterious factors affecting neighborhoods.

(b) All residential rental structures shall be registered with the city and a valid and current rental certification shall be in effect at all times a residential rental structure is being occupied by a tenant. Approved certificate of rental certification shall only be available for those residential rental structures which meet and maintain the minimum standards as required by chapter 18, article IX, residential rental registration and certification, sec. 18-410 referenced codes and standards.

Sec. 18 – 402 Scope.

(a) *Application.* This Code shall apply to all rented or leased buildings, including manufactured homes, or any portions thereof, that are used or intended to be used for human habitation as single-family, two-family dwelling, multi-family dwelling, rooming house, rooming unit, housekeeping unit, sleeping unit or dormitory.

(b) *Alterations.* Existing certified buildings that are subject to this Code, but that do not comply with this Code shall, at the time of alteration or repair, and with respect to this new work, be altered or repaired to conform to this Code, the City Building Code (Chapter 18 of the Code of Ordinances), and the laws of the state of Michigan.

(c) *Relocation.* Buildings which are moved or relocated shall be considered new buildings and shall comply with all of the requirements of this Code.

(d) *Severability.* If a section, subsection, sentence, clause or phrase of this Code is, for any reason, held to be unconstitutional or a violation of the laws of the State of Michigan, such decision shall not affect the validity of the remaining portions of this Code.

Sec. 18 – 403 Definitions.

Code Enforcement Officer. The officer or building official charged with the enforcement of this code, or any duly authorized representative.

Director of Planning, Building, Code Enforcement. The official who is charged with the administration of this code, or any duly authorized representative.

Dwelling. A building, including manufactured homes, used in whole or in part for human occupancy.

Dwelling Unit. A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Dormitory. A room, building, or part of a building with sleeping accommodations for a number of people, or a building with many rooms that provide sleeping and living accommodation for a number of people, as at college.

Family. This term shall mean “traditional family” or “functional family” as defined below:

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- a. *Traditional family* – an individual or group of two or more persons related by blood, marriage or adoption, or other legal relationship, together with foster children, with a maximum of not more than (3) three additional unrelated persons, who are domiciled together as a single domestic housekeeping unit in a dwelling.
 - b. *Functional family* – a collective number of individuals domiciled together in one dwelling unit of not more than four (4) unrelated persons, and who are in fact cooking and living as a single nonprofit housekeeping unit. A functional family shall not include any society, club, fraternity, sorority, association, lodge, combine, federation group, coterie, or other organization.

Any person or group of persons seeking the legal rights and privileges of a “family” as defined in subparagraph a. or b. above in any administrative, judicial, or quasi-judicial proceeding, whether as the proponent or by way of defense, shall have the burden of proving that their relationship satisfies the criteria in either *subparagraph a.* or *b.* Above.

Housekeeping Unit. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

Manufactured Home. Manufactured home means a structure, transportable in one or more sections, which in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein; except that such term shall include any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary (HUD) and complies with the standards established under this title. For mobile homes built prior to June 15, 1976, a label certifying compliance to the Standard for Mobile Homes, NFPA 501, in effect at the time of manufacture is required. For the purpose of these provisions, a mobile home shall be considered a manufactured home.

Occupancy. The purpose for which a building or portion thereof is utilized or occupied.

Occupant. Any individual living or sleeping in a building, or having possession of a space within a building.

Owner. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Rooming House. A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one – or – two family dwelling.

Rooming Unit. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

Sleeping Unit. A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

Sec. 18 – 404 Registration required.

Registration. The owner of any residential rental structure or residential rental unit shall register each residential rental structure and all residential rental units contained within the residential rental structure with the city and shall designate a person, as defined in section 18 – 403 *owner*, as the responsible local agent who shall be legally responsible for operating the registered residential rental structure or residential rental unit and shall also be responsible for providing access to such premises for making the inspections necessary to ensure compliance with the terms of this article and all applicable codes and ordinances adopted by the city. A certification shall not be issued unless an applicant complies with the registration sections of this article. The seller of a dwelling house sold on a land contract, within 30 days of its execution, shall provide a copy of the land contract or memorandum of land contract to the director of planning and building.

Sec. 18 – 405 Registration forms and fee.

(a) Applications for registration pursuant to this article shall be made in such form and in accordance with such instructions as may be provided by the city planning and building department and shall include at least the following information:

- (1) The name, address and telephone number of the applicant.
- (2) The names, addresses, telephone numbers and dates of birth of all owners of the residential rental structure.
- (3) The name, local address, telephone number and date of birth of the responsible local agent.
- (4) The number of residential rental structures at each site, the address of and number of residential rental units in each residential rental structure.
- (5) If applicable, an authorization appointing a responsible local agent signed by both the owner and the responsible local agent.

(b) Name, date of birth, address and contact number of occupant shall be made available by landlord upon request of planning and building department or designee in regard to violation(s) of code caused by legal occupant.

(c) A registration fee (*to be determined by council*) for each site/parcel (*to be determined*) where residential rental structure(s) are located shall be paid at the time of registration. No post office box will be accepted as a legal address. A post office box, however, may be accepted as a mailing address for legal correspondence upon written request of the property owner and maintaining the legal street address on file with the city's planning, building, code enforcement department. Upon registration, the director of planning, building & code enforcement department; building official or authorized representative, shall inform the applicant of certification requirements. The fee for each registration shall be as set by resolution of the city council from time to time. The owner shall be responsible for notifying the city of any change of address of either the owner or the responsible local agent.

Sec. 18 - 406 Registration term and renewal.

Registration pursuant to this article shall be made prior to the use or occupancy of any residential rental structure and / or residential rental unit(s) except as otherwise provided by this article. The term of the registration shall be valid for *two (2) year's*. Thereafter, as required, every *two (2) year's* between thirty (30) and seven (7) days before the expiration date on the registration issued for a residential rental structure and / or residential rental unit(s), every owner shall renew registration of residential rental structure and / or residential rental unit(s) with the city planning and building department. City shall issue notice of required renewal sixty days in advance.

Sec. 18 - 407 Transfer of ownership.

(a) It shall be unlawful for the owner of any residential rental structure or residential rental unit who has received a notice of violation of any code or ordinance of the city, including notices that the number of residential rental units exceeds that permitted by chapter 30 which pertains to zoning, to transfer, convey, lease or sell, including by land contract, his ownership and/or interest in any way to another, unless such

owner shall have first furnished to the grantee, lessee, vendee, or transferee a true copy of any notice of violation and shall have furnished to the building official a signed and notarized statement from the grantee, vendee, lessee, or transferee acknowledging the receipt of such notice of violation and acknowledging legal responsibility for correction of the violation.

(b) The new owner, upon acknowledging and accepting property with outstanding code violations must either correct code violations within 30 days of the transfer or due to the extensive nature of the violations, may enter into a work timeline agreement with the city within 10 days of the transfer in order to ensure repairs and renovations are made in accordance with all codes, ordinances and renovations standards established. Failure to do so may result in a municipal civil infraction, declaration of the building as a public nuisance, dangerous structure or blight. These time periods do not apply to property which has been determined to constitute a nuisance under chapter 18 article III – dangerous buildings under the city code of ordinance.

Sec. 18 - 407 Certification required.

No person shall lease, rent or cause to be occupied a residential rental structure or residential rental unit unless there is a valid certification issued by the city planning and building department in the name of the owner and issued for the specific residential rental structure and each residential rental unit. The certificate shall be produced upon request. The certificate may be issued after an inspection by but not limited to the code enforcement officer or building official. Under certain health and safety conditions, additional inspection(s) may be required to be performed by the building inspector, mechanical inspector, electrical inspector, plumbing inspector, and / or fire inspector to determine that each rental dwelling and rental unit complies with the provisions of the codes and ordinances of the city. Such inspections shall commence after the effective date of the ordinance from which this article is derived and shall continue until all rental dwellings and all rental units in the city have been inspected and continue, thereafter, as required every *two (2) year's*. Not more than 30 days before the expiration date on the certification issued for a rental property, every owner shall apply to the city planning and building department for the scheduling of an inspection for the issuance of a new certification for that residential rental structure.

Sec. 18 – 408 Every owner shall comply with the following provisions:

- (a) At the time a new tenant occupies a vacant dwelling unit, the new tenant shall be provided with a clean, healthful dwelling unit, free of visible mold and mildew.
- (b) Maintain the public or shared areas of a dwelling or the premises in a clean, safe, and sanitary condition.
- (c) Maintain in good repair every dwelling and premises and all parts thereof, including, but not limited to, plumbing, heating, ventilation, and electrical systems, and the interiors and exteriors of dwellings and dwelling units.
- (d) An owner or agent shall not allow a dwelling unit to be occupied by more persons than such dwelling unit is registered for or allow any portion of the dwelling unit to be occupied in such a manner that any of the provisions of this Code are violated.
- (e) Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this Code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's installation instructions.
- (f) Equipment, systems, devices and safeguards required by this Code or a previous regulation or Code under which the building was constructed, altered or repaired shall be maintained in good working order. No owner, operator or occupant shall cause any service, facility, equipment or utility which is required by applicable law to be removed from or shut off for any occupied dwelling or dwelling unit, while occupied, except for such temporary interruption as necessary while repairs or alterations are in progress. The requirements of this Code are not intended to provide the basis for removal or abrogation of fire protection and safety systems and devices in existing buildings.
- (g) All water leaks shall be properly repaired.
- (h) All locations within the building for which the Landlord is responsible for under the lease, shall be kept free of visible mold and mildew.

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- (i) Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals. Numbers shall be a minimum of 4 inches (102mm) in height with a minimum stroke width of ½ inch (12.7 mm). Two or more units with the same street address shall be individually identified by approved number or alphabet letter.
- (j) Refuse service shall meet the requirements of Chapter 66 of the city ordinance.
- (k) Grass shall be maintained and noxious vegetation shall be abated as required by Chapter 90 of the city ordinance.
- (l) Comply with other applicable provisions of this Code.

Sec. 18 – 409 Building Maintenance

- (a) Every legal occupant shall notify the owner or his/her agent in writing of any water leaks or of any other condition believed to be in violation of this code which directly affects the dwelling unit within a reasonable time of discovery of any leaks or condition.
- (b) After notification is made by legal occupant to landlord, the legal occupant may notify the planning and building department or authorized designee, of a complaint regarding any condition believed to be in violation of this code. Complaint shall be filed on a form supplied by the planning and building department. Complaint may be followed up with an inspection of rental structure/premises by but not limited to the code enforcement officer or building official. Under certain health and safety conditions, additional inspection(s) may be required to be performed by the building inspector, mechanical inspector, electrical inspector, plumbing inspector, and / or fire inspector. If a complaint is made and violation is found to have been created by occupant, or false, the occupant who filed complainant shall be charged an inspection fee, or fees for additional inspections if required.
- (c) Every occupant shall properly maintain all facilities, including bathroom and kitchen facilities, in a manner that is clean and sanitary, so as not to place other occupants within that building at risk for safety or health reasons.
- (d) An occupant shall not sublet or allow any portion of the dwelling unit to be occupied in such a manner that any of the provisions of this code are violated.
- (e) Every occupant shall properly use the designated parking area provided by the applicable lease and shall not park across sidewalks or front yard.
- (f) Occupants shall not place any article of furniture and/ or an appliance manufactured for and intended primarily for indoor use out of doors, in yards, on open porches, or patios.
- (g) No occupant of any rental unit or building shall cause intentional destruction nor allow the intentional destruction by others to the rental unit or building or any part thereof.
- (h) No occupant shall access, nor permit access by others, to the rooftop of any structure. Exception: access by property maintenance personnel shall be permitted for necessary repairs.
- (i) Every occupant shall properly maintain all facilities in a clean and sanitary manner free of excessive accumulations of waste product or clutter. All areas for which the tenant is responsible for under the lease, shall be kept free of visible mold or mildew.
- (j) No occupant of any rental unit or building shall allow any refuse, debris or other substance to accumulate in the rental unit or building or any other area, which said occupant has use or possession thereof, or area which might put other occupants of that building at risk for health or safety reasons.

Sec. 18 – 410 REFERENCED CODES AND STANDARDS.

Chapters 2 through 8 of the 2015 edition of the International Property Maintenance Code are hereby adopted in their entirety, except as added, amended or deleted, as follows:

Add Sec. 301.4 Owner occupied rental. Owner occupied portions of residential dwelling buildings shall be inspected every *two (2) year's* to ensure that a non-owner occupant of that residential dwelling building

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will not be subject to risk because of safety or sanitary conditions existing in the owner occupied portion of the residential dwelling building.

Add Sec. 302.3.1 Whenever any public sidewalk shall be obstructed or encumbered because of any snow ice, water, slush, mud, dirt, filth, rubbish, debris, leaves or any other thing, article or substance which may have fallen, formed, accumulated or been placed or dropped upon the sidewalk, it shall be removed as required by sec. 74-22 sidewalk obstruction; snow and ice accumulations, of the city code of ordinances.

Delete Sec. 302.4 Weeds

Add Sec. 302.4.1 Noxious weeds, grass and brush shall be maintained and abated in compliance with chapter 90 – vegetation article III. – noxious weeds, grass and brush, of the city code of ordinance.

Delete Sec. 302.8 Motor Vehicles

Insert Sec. 304.14 Insert “during the period from May 1 to October 1.

Delete Sec. 308 Rubbish and Garbage 308.1 through 308.3.2

Add Sec. 308.4 Solid waste shall be kept properly stored and disposed of in compliance with chapter 66 – solid waste, of the city code of ordinance.

Insert Sec. 602.3 Insert “during the period from October 1 to May 1.

Insert Sec. 602.4 Insert “during the period from October 1 to May 1.

Sec. 18 – 411 Penalty for violation.

Any violation of chapter 18, article IX, shall constitute a civil infraction and complaints shall be processed and punished according to section 1-26 of the city code of ordinance. *et. seq.*

Means of appeal: Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the building board of appeals, provided that a written application for appeal is filed within twenty (20) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Detroit

Sec. 14-8-4. - Recommendation of sale of surplus property.

It shall be the duty of the community and economic development department to recommend to the city council that those parcels of real property which it has determined are not essential to the city be offered for sale, and when the department's recommendation has been approved by the city council, such property shall thereafter be termed "surplus real property."

(Code 1964, § 2-7-89)

Sec. 14-8-5. - Estimate of market value of surplus property; semiannual review of surplus real property.

It shall be the duty of the community and economic development department to obtain an estimate of the market value of such surplus real property from the finance director or from an independent appraiser approved by the city council. At least once every six (6) months, the department shall review each parcel of surplus real property, the original market value of which was estimated at two thousand dollars (\$2,000.00) or more, and shall revise or cause to be revised such market value where advisable.

(Code 1964, § 2-7-90)

Sec. 14-8-6. - City council to authorize sale of surplus property; when sealed bids required; deposit to accompany bids.

The city council, after approving the estimated market value of surplus real property, shall authorize that the same be advertised for sale, either with or without a minimum bid price. Except as provided in this article, sealed bids shall be required on reasonable notice as determined by the community and economic development department for the sale of any parcel of such real property. Bids received shall be opened at a stated time and place and must be accompanied by a ten (10) per cent deposit.

(Code 1964, § 2-7-91)

Sec. 14-8-7. - Sales of surplus property to be approved by city council; procedure when bid price fails to reach established minimum.

All sales of surplus real property shall be approved by the city council and shall be made in accordance with the Charter. Whenever a minimum bid price is established for the sale of any parcel of surplus real property, and bids equal to or in excess of such minimum bid price are not

received, the community and economic development department shall recommend subsequent procedures for the disposition of such real property as regards reoffering, reappraisal or withdrawal from sale, which recommendations shall be submitted to the city council for approval.

(Code 1964, § 2-7-92)

Sec. 14-8-8. - Bids on surplus property to be submitted to council; right of council to reject all bids.

All bids on surplus real property shall be submitted to the city council for approval or rejection. The city council reserves the right to accept or reject any bids.

(Code 1964, § 2-7-93)

Sec. 14-8-9. - Sale of certain property to adjoining owner.

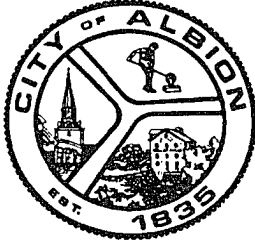
Whenever a parcel of surplus real property is so limited in size or shape, or is of such a nature that it could only be put to its best use by an adjoining owner, public advertisement and the taking of bids may be waived and such real property may be sold to the adjoining owner at a price approved by the city council.

(Code 1964, § 2-7-94)

Sec. 14-8-10. - Sale without public advertising or taking of bids.

Whenever it is deemed in the best interests of the city, surplus real property may be sold without public advertisement or the taking of bids, with the approval of the city council.

(Code 1964, § 2-7-95)



City of Albion

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

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

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

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

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

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

Name: Marvin Norman Ittner
(First) (Middle) (Last)

Home Address: 5118 Golfview Drive Telephone #: 989-826-2004
Aubree, MI 48703

Place of Employment: Retired - Chemical Bank

Business Address: _____ Telephone #: _____

E-Mail: mnittner@gmail.com Fax: _____

Title/Type of Work: Commercial Banker

Length of Residence in City: 10+ Own/Rent: Own US Citizen: Y N

Educational Background: BA, Central Michigan University

Community Activities: Arenac Community Fund, Aubree Lions,
Starbuck Kiwanis, Arenac Opportunities Inc.

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

- 1) Albion Department of Public Safety Pension Board
- 3) _____
- 4) _____

Additional information on experience, qualifications, etc.:

Have served on this board 30+ years.

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

Make sure that those who serve us have a viable pension system while also making sure it is well funded so the city does not need to contribute any monies into it.

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

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

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

REFERENCES:

Name: Dr. Otis McKinley Relationship: Dentist

Telephone #: 989-876-7141 (W)

Name: Richard Spies Relationship: Grocery / Friend

Telephone #: 989-876-8086

Tom Mead - City of Albion

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Marvin N. Jaffer, certify that the information provided
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: September 25, 1957

Signature: Marvin N. Jaffer Date: 1-25-2018

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.

To: Albion City Council

From: Ronnie Sims, Albion City Resident
517-803-0323

Date: July 10, 2018

Re: Property Purchase

Please accept this letter as notice of my acceptance of the counter offer from Albion City Council to purchase 4 lots (708, 706, 704 & 702 W. Erie St.) for \$1 each (adjacent to my property, which is 710 W. Erie St.) with the understanding that I will be responsible for paying the fees & costs for Recording and Closing.

I would like to request at this time that I be able to close on each property at separate times. My goal is to complete the closings for all 4 properties within a 6-month period. I am willing to work closely with the City Attorney to schedule the dates and times to complete each transaction.

Thank you so much for your time and support regarding this transaction. I look forward to hearing from you.



Ronnie Sims

Parcel Number	Address	Local Unit	Bidders Name	Special Details	BOLE CONTRACTING	HINDY ERGOVITING	PARBAKER DEMOLITION	CHACON DEMOLITION	JMIB DEMOLITION
5680-00-083-0	151 Upton Ave	City of Battle Creek		House only	10,500 -	10,000 -	—	15,500 -	16,300 -
3560-00-030-0	78 Ann Ave	City of Battle Creek			10,100 -	11,000 -	9,245 -	18,000 -	12,300 -
3550-00-013-0	162 Manchester St W	City of Battle Creek			10,100 -	12,000 -	11,100 -	15,500 -	15,250 -
3550-00-014-0	166 Manchester St W	City of Battle Creek			10,100 -	12,000 -	10,900 -	15,500 -	15,250 -
3550-00-038-0	161 Oaklawn Ave	City of Battle Creek			10,100 -	17,500 -	13,400 -	28,000 -	28,000 -
3560-00-030-0	68 Oaklawn Ave	City of Battle Creek			10,100 -	10,000 -	9,100 -	12,500 -	10,400 -
1730-00-053-0	301 Battle Creek Ave	City of Battle Creek			7,500 -	7,200 -	7,400 -	9,500 -	9,400 -
6110-00-201-0	401 Goguen St W	City of Battle Creek			8,500 -	7,200 -	7,700 -	9,500 -	12,000 -
08-181-042-00	12324 T Dr N	Home Creek (Convis Twp)			14,700 -	4,000 -	5,500 -	—	15,000 -
43-120-240-00	110 Clay S	Homer Village			9,500 -	8,400 -	8,800 -	10,500 -	—
43-120-063-00	106 Everett E	Homer Village			8,500 -	7,200 -	8,900 -	12,500 -	—
04-090-055-00	22220 Bedford Rd	Bedford Twp		Potential ACM	10,100 -	—	—	—	48,500 -
6550-00-044-0	319 Hamblin Ave	Battle Creek		Potential ACM	74,100 -	—	—	—	48,500 -
6810-09-002-0	201 Post Ave	Battle Creek		Ordered/Noticed ACM Demo	7,500 -	—	—	—	8,350 -
10-009-002-00	994 Michigan Ave E	Emmett Twp			9,000 -	6,500 -	6,700 -	—	8,350 -
04-410-055-00	8 Arlington Dr	Bedford Twp			7,800 -	7,000 -	7,740 -	10,500 -	10,400 -
51-001-1729-00	608 Austin Ave	City of Albion		Partial ACM	16,800 -	—	—	—	—

Average price/demo based on # of prices submitted

\$ - - - - - \$ - - - - - \$ - - - - - \$ - - - - - \$ - - - - -

*OK 10/18
OK 10/18 + 10*

John Tracy

From: Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Sent: Wednesday, June 27, 2018 4:50 PM
To: John Tracy
Cc: Jim Dyer
Subject: Contract 608 Austin
Attachments: Contract Project Mgmt_CCLBA & Albion - Private Demo on Austin 6.27.18.docx

Hi John,

Attached is the *contract for project management* (instead of an MOU) for the demolition at 608 Austin Ave. Please note, that instead of tracking our staff time and seeking reimbursement we are asking for a flat rate of \$1250. This is the rate that we are reimbursed on a per project basis by the state for demolitions done under the grant, and I am confident that we can complete the work for that amount. I also think it is a defensible amount and is easier to manage than tracking time and seeking reimbursement. Please review with your legal counsel.

Also, we have already released the RFP to get a demo price, it is due back on July 10th.

Krista

KRISTA TROUT-EDWARDS
Executive Director 269.781.0859ph



315 W Green St, Marshall MI 49068
calhounlandbank.org



Please consider the environment before printing this e-mail.

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CONTRACT FOR PROJECT MANAGEMENT

The City of Albion ("City"), located at 112 W. Cass St., Albion, MI 49224, and the Calhoun County Land Bank Authority ("CCLBA"), located at _____, desire to enter into an agreement to allow the demolition of a privately owned structure by CCLBA on property located in the City of Albion at 608 Austin Avenue. In furtherance of that goal, the parties herein hereby enter into an agreement regarding the same with the following terms:

1. The structure(s) to be demolished is privately owned, and is commonly known as 608 Austin Avenue;
2. The City received a Default Judgement ("Judgement") from the 37th Circuit Court in Calhoun County on May 22, 2017, (see Attachment A) regarding the structure;
3. The Judgement states that "...if the Defendant fails to demolish and abate any and all nuisances located upon its property within thirty (30) days, the City of Albion may undertake any steps necessary to demolish and abate any and all nuisances located upon Defendant's property...";
4. At its meeting on June 4, 2018, which was more than one year after the Judgement, the Albion City Council voted unanimously to enter into a MOU with the CCLBA to engage the CCLBA as a project manager for this demolition and to use its contractors to perform the work;
5. CCLBA will abate hazardous materials and demolish any and all structure(s), dwelling(s), and accessory structure(s) on the parcel at 608 Austin Avenue as allowed under the Judgement;
6. CCLBA will approach this demolition as a partial asbestos containing demolition due to the deterioration of the structure and the inability to obtain a full hazardous materials survey of the site;
7. The City of Albion will assume all monetary responsibilities for this project, including a flat rate personnel costs for the CCLBA, abatement and demolition project costs, and mutually agreed upon change orders in accordance with Schedule A,;
8. The City of Albion also will assume all responsibility communication with the property owner, including notification of the demolition schedule;
9. This Agreement shall be construed under the laws of the State of Michigan. Any and all claims, disputes, lawsuits, controversies, actions, or litigation arising out

of this agreement shall be brought in either the 10th District Court or the 37th Circuit Court for Calhoun County, Michigan.

10. The demolition of the structure(s) will take place as permitted under the guidelines of the CCLBA's blight elimination work, and it expects to complete it no later than December 31st, 2018;
11. The vacant lot at 608 Austin Avenue shall remain in private ownership after the demolition;
12. The City agrees to indemnify, defend and hold harmless the CCLBA and Calhoun County, together with its elected and appointed board members, officials, employees, agents, representatives, from any responsibility or liability for personal injury, including death, and damage to or loss of property whatsoever, that may occur while CCLBA is performing under this agreement. ;
13. This agreement contains the complete expression of the agreement between CCLBA and the City, on the subjects contained herein and there are no other oral or written agreements or understandings between the entities and CCLBA concerning these subjects. Any prior agreements or understandings on the matters addressed in this Agreement are hereby rescinded, revoked or terminated. This Agreement may be modified or amended only by subsequent written agreement approved by the authorized representatives of the City;
14. If any part of this agreement is determined to be invalid, the rest of the agreement remains in full effect;
15. This agreement takes effect upon the signature of both parties.

IN WITNESS WHEREOF, the parties have executed this memorandum of understanding as of the date below.

Calhoun County Land Bank Authority

City of Albion

Signed: _____
Krista Trout-Edwards, Executive Director

Signed: _____
Scott Kipp, Interim City Manager

Date: _____

Date: _____

Schedule A

Project Costs

1. Personnel Cost – flat rate of \$1,250.00 for all of the project management;
2. Abatement Costs – estimated rate of \$4,024.75 based on the CCLBA's review of the hazardous material report provided by the City of Albion;
3. Demolition Cost – shall be the lowest responsible bid obtained through the CCLBA's procurement process and accepted in writing by the City of Albion;
4. Change Orders – requests based on changes in project scope or unforeseen site conditions that are deemed necessary and are approved in writing by both the CCLBA and the City of Albion.

**INFORMATION
ONLY**

FROM 05/01/2018 TO 05/31/2018

FUND: 101 202 203 208 226 250 265 275 277 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2018	Total Debits	Total Credits	Ending Balance 05/31/2018
Fund 101	GENERAL FUND				
001.00	CASH	(27,072.41)	205,416.24	271,092.12	(92,748.29)
002.00	CASH - INCOME TAX ACCOUNT	433,511.14	64,440.08	8,129.84	489,821.38
003.00	CERTIFICATES OF DEPOSIT	99,818.00	0.00	0.00	99,818.00
004.00	PETTY CASH	100.00	0.00	0.00	100.00
004.02	PETTY CASH - CHANGE DRAWER	400.00	0.00	0.00	400.00
005.00	HRA ACCOUNT FOR EMPLOYEES	3,380.22	0.00	2,417.27	962.95
007.00	CASH PARK FENCE	17,525.05	5.95	0.00	17,531.00
017.00	INVESTMENTS	308,559.82	0.00	0.00	308,559.82
	GENERAL FUND	836,221.82	269,862.27	281,639.23	824,444.86
Fund 202	MAJOR STREETS FUND				
001.00	CASH	357,170.99	60,314.30	38,068.99	379,416.30
017.00	INVESTMENTS	100,812.37	0.00	0.00	100,812.37
	MAJOR STREETS FUND	457,983.36	60,314.30	38,068.99	480,228.67
Fund 203	LOCAL STREETS FUND				
001.00	CASH	192,151.23	20,492.28	32,015.32	180,628.19
Fund 208	RECREATION FUND				
001.00	CASH	74,695.13	14,296.87	8,636.68	80,355.32
Fund 226	SOLID WASTE FUND				
001.00	CASH	175,229.25	23,868.67	8,730.96	190,366.96
017.00	INVESTMENTS	52,778.13	0.00	0.00	52,778.13
	SOLID WASTE FUND	228,007.38	23,868.67	8,730.96	243,145.09
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	33,286.44	15.55	0.00	33,301.99
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	290.87	0.00	3,315.43	(3,024.56)
Fund 275	ALBION BUILDING AUTHORITY FUND				
001.01	FUND CASH ACCOUNT	103,381.66	123,094.75	3,959.90	222,516.51
004.00	PETTY CASH	276.76	0.00	0.00	276.76
	ALBION BUILDING AUTHORITY FUND	103,658.42	123,094.75	3,959.90	222,793.27
Fund 277	ABA SEC 8 MAPLE GROVE				
001.01	FUND CASH ACCOUNT	210,855.98	1,065.00	38,115.32	173,805.66
002.00	CASH - CAPITAL PROJECTS RESERV	435,138.34	5,892.88	0.00	441,031.22
008.00	CASH-SECURITY DEPOSIT	25,788.99	695.00	1,065.00	25,418.99
	ABA SEC 8 MAPLE GROVE	671,783.31	7,652.88	39,180.32	640,255.87
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	27,653.05	23,868.67	1,478.29	50,043.43
017.00	INVESTMENTS	252,030.98	0.00	0.00	252,030.98
	STREET IMPROVEMENTS FUND	279,684.03	23,868.67	1,478.29	302,074.41
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	141,435.84	0.00	0.00	141,435.84
Fund 590	SEWER FUND				
001.00	CASH	395,521.58	103,333.16	140,246.90	358,607.84
017.00	INVESTMENTS	307,215.41	0.00	0.00	307,215.41

CASH SUMMARY BY ACCOUNT FOR CITY OF ALBION

FROM 05/01/2018 TO 05/31/2018

FUND: 101 202 203 208 226 250 265 275 277 450 452 590 591 661

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2018	Total Debits	Total Credits	Ending Balance 05/31/2018
	SEWER FUND	702,736.99	103,333.16	140,246.90	665,823.25
Fund 591	WATER FUND				
001.00	CASH	657,863.14	79,834.30	211,272.80	526,424.64
003.00	CERTIFICATES OF DEPOSIT	298,932.00	0.00	0.00	298,932.00
006.00	RESTRICTED CASH - BOND RESERVE	61,990.00	0.00	0.00	61,990.00
017.00	INVESTMENTS	357,779.06	0.00	0.00	357,779.06
	WATER FUND	<u>1,376,564.20</u>	<u>79,834.30</u>	<u>211,272.80</u>	<u>1,245,125.70</u>
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	237,148.70	28,368.77	14,854.59	250,662.88
	TOTAL - ALL FUNDS	<u>5,335,647.72</u>	<u>755,002.47</u>	<u>783,399.41</u>	<u>5,307,250.78</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 05/31/2018
 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2017	END BALANCE	YTD BALANCE	2018	% BDGT USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	05/31/2018 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		3,478,812.00	3,469,350.51	977,264.49	3,577,865.00	27.31
209 - ASSESSING		5.00	5.00	75.50	0.00	100.00
215 - CLERK		37.00	36.60	33.60	100.00	33.60
260 - FINANCE DEPT AND/OR ABA GENERAL		350.00	2,360.50	336.00	500.00	67.20
276 - CEMETERY		60,000.00	69,312.74	26,582.02	80,000.00	33.23
345 - PUBLIC SAFETY		52,527.80	59,735.82	15,171.92	81,773.00	18.55
422 - CODE ENFORCEMENT		93,308.00	71,907.15	25,918.24	96,300.00	26.91
758 - ALBION RIVER/BIKE TRAIL		401,200.00	222,611.87	1,202.21	0.00	100.00
775 - PARKS		2,625.00	2,625.00	1,000.00	2,750.00	36.36
778 - HOLLAND PARK TRANSFORMATION PROJECT		84,531.00	80,826.89	4,704.16	25,000.00	18.82
930 - TRANSFER IN		10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL REVENUES		4,183,395.80	3,988,772.08	1,052,288.14	3,874,288.00	27.16
101 - CITY COUNCIL		41,460.00	37,474.62	11,691.80	45,255.00	25.84
172 - CITY MANAGER		113,791.00	108,068.92	47,002.88	141,268.00	33.27
209 - ASSESSING		51,050.00	46,834.14	20,170.63	50,050.00	40.30
210 - ATTORNEY		93,025.00	92,982.41	47,749.03	95,375.00	50.06
215 - CLERK		90,030.00	87,872.84	33,139.40	132,175.00	25.07
226 - HUMAN RESOURCES		24,330.00	24,309.99	11,300.35	24,925.00	45.34
260 - FINANCE DEPT AND/OR ABA GENERAL		318,180.00	292,686.68	125,496.11	369,465.00	33.97
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		96,445.00	84,542.68	29,093.80	71,450.00	40.72
276 - CEMETERY		174,520.00	159,187.40	50,986.47	164,494.00	31.00
345 - PUBLIC SAFETY		2,045,862.78	2,039,567.91	793,461.58	2,122,100.00	37.39
422 - CODE ENFORCEMENT		175,847.00	163,040.56	59,432.76	207,409.00	28.65
442 - CITY MAINTENANCE		197,821.00	191,590.79	15,578.46	60,423.00	25.78
444 - TREE TRIMMING		18,202.00	14,920.14	7,221.25	15,615.00	46.25
447 - ENGINEERING		10,886.00	10,738.67	6,382.30	9,653.00	66.12
448 - STREET LIGHTING		0.00	0.00	52,296.51	142,500.00	36.70
526 - EPA LANDFILL		8,600.00	8,284.51	1,379.21	8,800.00	15.67
758 - ALBION RIVER/BIKE TRAIL		401,200.00	222,611.87	1,202.21	0.00	100.00
775 - PARKS		212,222.00	211,484.85	73,099.17	213,758.00	34.20
776 - RIEGER PARK POND PROJECT		0.00	0.00	0.00	17,000.00	0.00
778 - HOLLAND PARK TRANSFORMATION PROJECT		84,531.00	80,826.89	0.00	25,000.00	0.00
895 - GENERAL APPROPRIATION		190,200.00	172,862.25	71,746.82	129,650.00	55.34
TOTAL EXPENDITURES		4,348,202.78	4,049,888.12	1,458,430.74	4,046,365.00	36.04
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,183,395.80	3,988,772.08	1,052,288.14	3,874,288.00	27.16
TOTAL EXPENDITURES		4,348,202.78	4,049,888.12	1,458,430.74	4,046,365.00	36.04
NET OF REVENUES & EXPENDITURES		(164,806.98)	(61,116.04)	(406,142.60)	(172,077.00)	236.02

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 05/31/2018
 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2017	END BALANCE	YTD BALANCE	2018	% BDTG USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	05/31/2018 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND						
000 - GENERAL		640,612.00	674,684.21	180,631.85	700,170.00	25.80
487 - M-99 TRUNKLINE		37,000.00	64,254.41	0.00	40,000.00	0.00
TOTAL REVENUES		677,612.00	738,938.62	180,631.85	740,170.00	24.40
454 - ACT 51 NON-MOTORIZED		23,800.00	0.00	0.00	17,500.00	0.00
461 - MAINTENANCE		363,512.00	363,333.97	155,411.29	393,636.00	39.48
465 - TRAFFIC SERVICES		4,403.00	3,164.56	309.88	5,183.00	5.98
467 - WINTER MAINTENANCE		29,415.00	22,937.07	26,822.48	29,115.00	92.13
486 - I-94 TRUNKLINE		19,292.00	20,970.04	23,429.16	22,703.00	103.20
487 - M-99 TRUNKLINE		20,467.00	18,562.92	18,329.02	22,692.00	80.77
488 - M-199 TRUNKLINE		12,402.00	11,449.61	10,404.56	14,120.00	73.69
965 - TRANSFER OUT		203,000.00	203,000.00	0.00	193,000.00	0.00
TOTAL EXPENDITURES		676,291.00	643,418.17	234,706.39	697,949.00	33.63
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		677,612.00	738,938.62	180,631.85	740,170.00	24.40
TOTAL EXPENDITURES		676,291.00	643,418.17	234,706.39	697,949.00	33.63
NET OF REVENUES & EXPENDITURES		1,321.00	95,520.45	(54,074.54)	42,221.00	128.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 05/31/2018
 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BDTG USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND							
000 - GENERAL		207,170.00		228,196.53	127,957.72	232,262.00	55.09
930 - TRANSFER IN		200,000.00		200,000.00	0.00	190,000.00	0.00
TOTAL REVENUES		407,170.00		428,196.53	127,957.72	422,262.00	30.30
461 - MAINTENANCE		353,201.00		334,203.99	121,432.42	365,956.00	33.18
465 - TRAFFIC SERVICES		7,620.00		6,082.32	945.36	7,377.00	12.81
467 - WINTER MAINTENANCE		28,225.00		20,998.70	30,381.65	30,315.00	100.22
965 - TRANSFER OUT		3,000.00		3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		392,046.00		364,285.01	152,759.43	406,648.00	37.57
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		407,170.00		428,196.53	127,957.72	422,262.00	30.30
TOTAL EXPENDITURES		392,046.00		364,285.01	152,759.43	406,648.00	37.57
NET OF REVENUES & EXPENDITURES		15,124.00		63,911.52	(24,801.71)	15,614.00	158.84

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 User: TMEAD
 DB: Albion

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 05/31/2018
 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		140,991.00		170,316.11	20,087.34	160,665.00	12.50
782 - JUNIOR OPTMISTS - JOOI		50.00		750.00	0.00	0.00	0.00
TOTAL REVENUES		141,041.00		171,066.11	20,087.34	160,665.00	12.50
780 - RECREATION		137,495.00		122,527.40	48,547.39	160,387.00	30.27
782 - JUNIOR OPTMISTS - JOOI		500.00		424.34	0.00	0.00	0.00
TOTAL EXPENDITURES		137,995.00		122,951.74	48,547.39	160,387.00	30.27
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		141,041.00		171,066.11	20,087.34	160,665.00	12.50
TOTAL EXPENDITURES		137,995.00		122,951.74	48,547.39	160,387.00	30.27
NET OF REVENUES & EXPENDITURES		3,046.00		48,114.37	(28,460.05)	278.00	0,237.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
 PERIOD ENDING 05/31/2018
 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2017		2018		% BGD USED
		AMENDED BUDGET	END BALANCE 12/31/2017 NORMAL (ABNORMAL)	YTD BALANCE 05/31/2018 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND						
000 - GENERAL		237,000.00	273,492.78	23,284.96	221,400.00	10.52
TOTAL REVENUES		<u>237,000.00</u>	<u>273,492.78</u>	<u>23,284.96</u>	<u>221,400.00</u>	<u>10.52</u>
523 - LEAF PICKUP		35,440.00	13,888.82	0.00	19,935.00	0.00
524 - TREE DUMP		21,817.00	6,465.78	1,520.93	21,107.00	7.21
528 - SOLID WASTE		116,515.00	89,358.02	32,268.81	143,816.00	22.44
965 - TRANSFER OUT		25,500.00	25,500.00	0.00	25,500.00	0.00
TOTAL EXPENDITURES		<u>199,272.00</u>	<u>135,212.62</u>	<u>33,789.74</u>	<u>210,358.00</u>	<u>16.06</u>
Fund 226 - SOLID WASTE FUND:						
TOTAL REVENUES		237,000.00	273,492.78	23,284.96	221,400.00	10.52
TOTAL EXPENDITURES		<u>199,272.00</u>	<u>135,212.62</u>	<u>33,789.74</u>	<u>210,358.00</u>	<u>16.06</u>
NET OF REVENUES & EXPENDITURES		37,728.00	138,280.16	(10,504.78)	11,042.00	95.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 265 - DRUG LAW ENFORCEMENT FUND							
000 - GENERAL		27,349.96		27,771.94	513.75	22,950.00	2.24
400 - FED DRUG LAW ENFOR - REIMBUR		25,000.00		29,244.11	3,974.07	25,000.00	15.90
TOTAL REVENUES		52,349.96		57,016.05	4,487.82	47,950.00	9.36
333 - DRUG LAW ENFORCEMENT		73,475.23		76,014.05	14,452.50	32,250.00	44.81
400 - FED DRUG LAW ENFOR - REIMBUR		18,796.20		20,684.14	3,101.40	22,500.00	13.78
TOTAL EXPENDITURES		92,271.43		96,698.19	17,553.90	54,750.00	32.06
Fund 265 - DRUG LAW ENFORCEMENT FUND:							
TOTAL REVENUES		52,349.96		57,016.05	4,487.82	47,950.00	9.36
TOTAL EXPENDITURES		92,271.43		96,698.19	17,553.90	54,750.00	32.06
NET OF REVENUES & EXPENDITURES		(39,921.47)		(39,682.14)	(13,066.08)	(6,800.00)	192.15

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GL NUMBER	DESCRIPTION	2017	END BALANCE	YTD BALANCE	2018	% BDTG USED
		AMENDED BUDGET	12/31/2017 NORMAL (ABNORMAL)	05/31/2018 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
000 - GENERAL		4,432.00	4,567.62	1,209.13	4,293.00	28.17
264 - EDC BUILDING		26,992.00	27,991.94	137,313.34	0.00	100.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00	1,512.00	630.00	1,512.00	41.67
271 - FIRE/AMBULANCE BUILDING		30,000.00	19,578.00	6,000.00	32,000.00	18.75
273		0.00	1.00	1.00	0.00	100.00
TOTAL REVENUES		62,936.00	53,650.56	145,153.47	37,805.00	383.95
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
260 - FINANCE DEPT AND/OR ABA GENERAL		9,365.00	6,170.54	1,549.89	6,940.00	22.33
264 - EDC BUILDING		22,275.00	19,124.11	16,285.11	5,900.00	276.02
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		2,130.00	2,000.06	74.40	1,290.00	5.77
271 - FIRE/AMBULANCE BUILDING		25,000.00	15,710.68	6,665.97	25,600.00	26.04
273 - 112 E ERIE ST		1,813.00	1,614.93	1,220.09	1,900.00	64.22
TOTAL EXPENDITURES		60,583.00	44,620.32	25,795.46	41,630.00	61.96
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
TOTAL REVENUES		62,936.00	53,650.56	145,153.47	37,805.00	383.95
TOTAL EXPENDITURES		60,583.00	44,620.32	25,795.46	41,630.00	61.96
NET OF REVENUES & EXPENDITURES		2,353.00	9,030.24	119,358.01	(3,825.00)	3,120.47

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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 % Fiscal Year Completed: 41.37

GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 277 - ABA SEC 8 MAPLE GROVE							
000 - GENERAL		442,516.00		459,533.20	160,128.78	443,000.00	36.15
TOTAL REVENUES		<u>442,516.00</u>		<u>459,533.20</u>	<u>160,128.78</u>	<u>443,000.00</u>	<u>36.15</u>
Fund 277 - ABA SEC 8 MAPLE GROVE:							
701 - ABA SEC 8 MAPLE GROVE		376,525.00		329,423.84	111,575.56	347,250.00	32.13
905 - DEBT SERVICE - BONDS		62,488.00		62,487.50	0.00	64,750.00	0.00
TOTAL EXPENDITURES		<u>439,013.00</u>		<u>391,911.34</u>	<u>111,575.56</u>	<u>412,000.00</u>	<u>27.08</u>
TOTAL REVENUES		<u>442,516.00</u>		<u>459,533.20</u>	<u>160,128.78</u>	<u>443,000.00</u>	<u>36.15</u>
TOTAL EXPENDITURES		<u>439,013.00</u>		<u>391,911.34</u>	<u>111,575.56</u>	<u>412,000.00</u>	<u>27.08</u>
NET OF REVENUES & EXPENDITURES		<u>3,503.00</u>		<u>67,621.86</u>	<u>48,553.22</u>	<u>31,000.00</u>	<u>156.62</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND							
000 - GENERAL		133,904.00		149,967.02	23,626.30	(3,500.00)	(675.04)
TOTAL REVENUES		<u>133,904.00</u>		<u>149,967.02</u>	<u>23,626.30</u>	<u>(3,500.00)</u>	<u>(675.04)</u>
443 - SIDEWALK PROGRAM		5,500.00		19,971.19	0.00	200,000.00	0.00
TOTAL EXPENDITURES		<u>5,500.00</u>		<u>19,971.19</u>	<u>0.00</u>	<u>200,000.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:							
TOTAL REVENUES		133,904.00		149,967.02	23,626.30	(3,500.00)	675.04
TOTAL EXPENDITURES		5,500.00		19,971.19	0.00	200,000.00	0.00
NET OF REVENUES & EXPENDITURES		<u>128,404.00</u>		<u>129,995.83</u>	<u>23,626.30</u>	<u>(203,500.00)</u>	<u>11.61</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND							
000 - GENERAL		1,135,186.00		1,212,197.24	479,250.07	1,140,800.00	42.01
544 - SAW GRANT PROJECT		635,494.00		637,256.22	0.00	0.00	0.00
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		950,000.00		852,897.33	99,352.67	0.00	100.00
TOTAL REVENUES		2,720,680.00		2,702,350.79	578,602.74	1,140,800.00	50.72
536 - SEWER UTILITY OPERATIONS		1,341,789.00		1,200,370.43	491,561.86	1,319,962.00	37.24
542 - WWTP ENERGY IMPROVEMENTS		7,500.00		7,983.48	2,700.88	7,800.00	34.63
544 - SAW GRANT PROJECT		635,494.00		616,739.22	0.00	0.00	0.00
546 - MEDC GRANT - DIGESTER, PUMP, ETC.		950,000.00		193,991.92	18,932.85	0.00	100.00
965 - TRANSFER OUT		148,400.00		148,400.00	0.00	148,400.00	0.00
TOTAL EXPENDITURES		3,083,183.00		2,167,485.05	513,195.59	1,476,162.00	34.77
Fund 590 - SEWER FUND:							
TOTAL REVENUES		2,720,680.00		2,702,350.79	578,602.74	1,140,800.00	50.72
TOTAL EXPENDITURES		3,083,183.00		2,167,485.05	513,195.59	1,476,162.00	34.77
NET OF REVENUES & EXPENDITURES		(362,503.00)		534,865.74	65,407.15	(335,362.00)	19.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION
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GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 591 - WATER FUND							
000 - GENERAL		917,170.00		959,872.66	383,170.85	918,250.00	41.73
548 - WATERTOWER PAINTING PROJECT		0.00		0.00	250,000.00	0.00	100.00
TOTAL REVENUES		917,170.00		959,872.66	633,170.85	918,250.00	68.95
536 - WATER UTILITY OPERATIONS		971,968.00		944,799.30	401,062.77	998,520.00	40.17
540 - WELLHEAD PROTECTION		500.00		0.00	0.00	500.00	0.00
548 - WATERTOWER PAINTING PROJECT		0.00		7,360.42	4,362.58	0.00	100.00
905 - DEBT SERVICE-BONDS		3,974.00		3,224.00	0.00	0.00	0.00
965 - TRANSFER OUT		111,450.00		11,450.00	0.00	11,450.00	0.00
TOTAL EXPENDITURES		1,087,892.00		966,833.72	405,425.35	1,010,470.00	40.12
Fund 591 - WATER FUND:							
TOTAL REVENUES		917,170.00		959,872.66	633,170.85	918,250.00	68.95
TOTAL EXPENDITURES		1,087,892.00		966,833.72	405,425.35	1,010,470.00	40.12
NET OF REVENUES & EXPENDITURES		(170,722.00)		(6,961.06)	227,745.50	(92,220.00)	246.96

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GL NUMBER	DESCRIPTION	2017		END BALANCE	YTD BALANCE	2018	% BGD USED
		AMENDED BUDGET	NORMAL	12/31/2017 (ABNORMAL)	05/31/2018 (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND							
000 - GENERAL		296,202.00		296,886.52	153,264.52	268,575.00	57.07
TOTAL REVENUES		<u>296,202.00</u>		<u>296,886.52</u>	<u>153,264.52</u>	<u>268,575.00</u>	<u>57.07</u>
770 - EQUIPMENT POOL		295,053.00		262,968.89	114,179.71	294,828.00	38.73
905 - DEBT SERVICE - BONDS		220.00		220.25	63.79	100.00	63.79
965 - TRANSFER OUT		17,850.00		17,850.00	0.00	17,850.00	0.00
TOTAL EXPENDITURES		<u>313,123.00</u>		<u>281,039.14</u>	<u>114,243.50</u>	<u>312,778.00</u>	<u>36.53</u>
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Fund 661 - EQUIPMENT POOL FUND:							
TOTAL REVENUES		296,202.00		296,886.52	153,264.52	268,575.00	57.07
TOTAL EXPENDITURES		<u>313,123.00</u>		<u>281,039.14</u>	<u>114,243.50</u>	<u>312,778.00</u>	<u>36.53</u>
NET OF REVENUES & EXPENDITURES		(16,921.00)		15,847.38	39,021.02	(44,203.00)	88.28
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TOTAL REVENUES - ALL FUNDS		10,271,976.76		10,279,742.92	3,102,684.49	8,271,665.00	37.51
TOTAL EXPENDITURES - ALL FUNDS		<u>10,835,372.21</u>		<u>9,284,314.61</u>	<u>3,116,023.05</u>	<u>9,029,497.00</u>	<u>34.51</u>
NET OF REVENUES & EXPENDITURES		(563,395.45)		995,428.31	(13,338.56)	(757,832.00)	1.76