



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

Joseph V. Domingo
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Garrett Brown
Council Member
3rd Precinct

Rebecca Decker
Council Member
4th Precinct

Cheryl Krause
Council Member
5th Precinct

Andrew French
Mayor Pro Tem
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Attn: 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.

AGENDA

COUNCIL MEETING

MONDAY, August 15, 2016

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Albion River Trail Expansion-Gregg Strand
 - B. Recognize Vietnam Veterans-Mayor Domingo
 - C. Sandy Kingston-Principal Harrington Elementary School
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to agenda items only and to no more than five (5) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Council Meeting Minutes-August 1, 2016
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval 2nd Reading Ordinance # 2016-02 An Ordinance to Amend Section 66-67 Issuance of License (RCV)
 - B. Request Approval 2nd Reading Ordinance # 2016-03, An Ordinance To Amend the Property Maintenance Code to Adopt the International Building Maintenance Code of 2015 (RCV)



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- C. Request Approval Resolution # 2016-53, To Authorize Revision of Language in the Albion-Marshall Connector Agreement (RCV)
- D. Request Approval Resolution # 2016-54, To Approve the Letter of Agreement between the City of Albion and AFSCME Regarding Cemetery Sexton Position (RCV)
- E. Request Approval Resolution # 2016-55, To Approve Greater Albion Chamber of Commerce & Visitors Bureau Festival of the Forks 50th Anniversary Expenses (RCV)
- F. Request Approval Resolution # 2016-56, To Approve a Consumer's Energy Easement across City of Albion Property for the 101 N. Superior Street Project (RCV)
- G. Request Approval to Addendum to Memorandum of Understanding for the Albion River Trail Expansion Project (RCV)
- H. City Manager Report
- I. Future Agenda Items
- J. Motion to Excuse Absent Council Member(s)
- X. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)
- XI. ADJOURN

City of Albion
City Council Meeting
August 1, 2016

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

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

V. Mayor & Council Member's Comments

Comments were received from Council Members Brown and French and City Manager Mitchell.

VI. Presentations

A. Certificate of Appreciation-Forks Senior Center, Albion Rotary and Albion Moose Riders for the "Adopt a Highway Program"

Mayor Domingo read aloud the proclamations for the Certificates of Appreciation for the Adopt a Highway Program and presented to representatives from the Forks Senior Center, Albion Rotary and Albion Moose Riders.

B. School Renovations Update-Dr. Randy Davis, Marshall Superintendent

Dr. Randy Davis, Marshall Superintendent updated the Council on the following school renovations:

- Harrington School will be receiving \$763,732.00 in upgrades.
- This will be used for K-5th grade and allows for 450 students. There is also opportunity for growth.
- They have hired Sandy Kingston as the principal of Harrington School and has also hired most of the teaching staff.
- An open house will be held on Tuesday, August 30th, 2016 all day for the community to come and view the updates to the school.
- On Friday, July 29th, Marshall Schools paid off the \$2.53 million dollars owing for Albion Schools.
- They will be going back to the state for additional funds.
- The Marshall Schools is embracing the Albion Vista Program and enjoy having them at the school.
- August 16th, Marshall Schools will be at the Calhoun County Fair to share the opportunities provided at the school.
- A youth symposium will be held on August 17th, 2016
- Lora Finch will be the new science teacher and FAA advisor.
- Crowell schools will still be used for voting for the City of Albion's 1st and 5th precinct.
- The "Pathways to Opportunity" booklet was sent out in the Morning Star and The Advisor.
- A welcome back mailer will also be mailed to all registered students and parents.
- The school on Watson Street will be a non-traditional alternative education school. It will be for grades 9 through 12 and will be on the east side of the building. The west side of the building will be opportunities for the community. They are speaking with the YMCA and hope to receive a grant to help with funding.
- The new boilers at Caldwell school will be removed and re-installed at Harrington School. The Caldwell school building will be demolished and turned into green space.
- Some of the playground equipment at the school on Watson Street that is up to current code will be moved to Harrington School and other pieces will remain there. The College is using the athletic fields for their summer programs which they hope to continue.

Comments were received from Council Members Decker and Brown and Mayor Domingo.

VII. Citizen's Comments

No comments were received.

VIII. Consent Calendar

A. Approval Regular Council Session Minutes – July 18, 2016

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

IX. Items for Individual Discussion

A. Request Approval 1st Reading Ordinance # 2016-02, An Ordinance to Amend Section 66-67, Issuance of License (RCV)

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

Krause moved, French supported, CARRIED, to Approve 1st Reading Ordinance # 2016-02, An Ordinance to Amend Section 66-67, Issuance of License as presented. (7-0, rcv)

B. Request Approval 1st Reading Ordinance # 2016-03, An Ordinance to Amend the Property Maintenance Code to Adopt the International Building Maintenance Code of 2015 (RCV)

Comments were received from Mayor Domingo, City Attorney Harkness and Director of Building, Planning & Code Enforcement Tracy.

French moved, Krause supported, CARRIED, to Approve 1st Reading Ordinance # 2016-03, An Ordinance to Amend the Property Maintenance Code to Adopt the International Building Maintenance Code of 2015 as presented. (7-0, rcv)

C. Request Approval Resolution # 2016-47, A Resolution to Approve MDNRT River Trail Grant (RCV)

Comments were received from Council Members French, Barnes, Brown, Decker and Reid; City Manager Mitchell; Mayor Domingo and City Attorney Harkness.

Decker moved, Barnes supported, CARRIED, to Approve Resolution # 2016-47 A Resolution to Approve MDNRT River Trail Grant with an addendum to

the contract that states Albion College will be responsible for the \$104,200 match to the grant. (5-2, rcv) (French and Krause dissenting).

- D. Request Approval Resolution # 2016-48, Approve an Easement across Albion College Properties for the River Trail Expansion Project (RCV)

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

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-48, Approve an Easement across Albion College Properties for the River Trail Expansion Project as presented. (6-1, rcv) (Domingo dissenting).

- E. Request Approval Resolution # 2016-49, To Approve ADPS Lease of Chevy Impala (RCV)

Comments were received from Council Members Barnes and Krause; Mayor Domingo and Chief Kipp.

French moved, Krause supported, CARRIED, to Resolution # 2016-49, To Approve ADPS Lease of Chevy Impala as presented. (7-0, rcv)

- F. Request Approval Resolution # 2016-50, To Approve Two New Public Safety Officers to the Academy (RCV)

Comments were received from Council Members Barnes, Decker, Brown and Krause and Mayor Domingo.

Barnes moved, French supported, CARRIED, To Approve Resolution #2016-50, Two New Public Safety Officers to the Academy as presented. (7-0, rcv)

- G. Request Approval Resolution # 2016-51, Maintenance Agreement for Dalrymple School (RCV)

Comments were received from Council Members Brown, Krause, French, Reid and Barnes; City Manager Mitchell; Krista Trout-Edwards, Calhoun County Land Bank; City Attorney Harkness and Mayor Domingo.

Barnes moved, Krause supported, CARRIED, To Approve Resolution #2016-51, Maintenance Agreement for Dalrymple School as presented. (7-0, rcv)

H. Request Approval Resolution # 2016-52, Lease of Two Mowers for DPW (RCV)

Comments were received from Council Members Barnes and French; City Manager Mitchell and Jim Lenardson, Director Public Services.

French moved, Krause supported, CARRIED, To Approve Resolution #2016-52, Lease of Two Mowers for DPW as presented. (7-0, rcv)

I. Request Approval of Consumer's Power Line Easement-City Hall (RCV)

Comments were received from Council Members Decker, French, Barnes, Reid and Brown; City Attorney Harkness; Mayor Domingo and City Manager Mitchell

French moved, Krause supported, **FAILED**, To Approve Consumer's Power Line Easement-City Hall as presented. (2-5, rcv)

J. City Manager Report

The City Manager updated the Council on the following:

- **A Transportation Work Group** has been formed to identify feasible resources to provide transportation within the City of Albion and connecting Albion residents to surrounding communities. The Calhoun County Senior Services is instrumental in this initiative. The next meeting is scheduled for Wednesday, August 3rd at 8am at the EDC building.
- The Planning Commission is moving forward with the Comprehensive Plan. Council is invited to the upcoming meetings, including:
- **Tuesday, August 16, 5pm-6:30pm** - Downtown Housing Workgroup - update from Bob Anderson from Albion College on their housing development plans. Meeting will be in the Council Chambers
- **Tuesday, August 16, 7pm** - Regular meeting of Planning Commission. Voting on Phase 1 of the Comprehensive Plan (overview, goals, and objectives).
- **Wednesday, August 24** - special meeting of City Council to release Phase 1 to the public and approve the plan for distribution. Starts the required 95 day period for public comment. NOTE: Council approval

needed to confirm date and time. Monday, November 28 - City Council, Public Hearing and Adoption of Phase 1 of Comprehensive Plan. Council approval needed to confirm date and time.

- **Fiber Infrastructure** - had a meeting this week with Merit Network and community stakeholders regarding possibility of establishing a city-wide infrastructure for high speed internet. Group will reconvene after identifying the existing network and options for connectivity. Will also explore State and Federal funding to support expansion.
- **Sister City-French Delegation Reception**-Delegation will be in Albion during the Festival of the Forks. Mayor & Council are requested to host a welcoming reception on **Monday, September 19 at 5pm**. Need Confirmation from Council on holding at Ismon House (1st or 3rd floor) or Mayor's Conference Room. The next meeting of the Sister City Committee is Tuesday, August 2nd at 5pm in the 2nd Floor Conference Room.
- Ismon House - Open House - Sunday, August 28 from 3pm-5pm at 300 S. Clinton. An appreciation to supports and grand opening of the 3rd floor Ball Room.
- Holland Park - the basketball courts have been resurfaced. The bleachers have been ordered. Thanks to the James Kingsley Grant through the Albion Community Foundation, there will be a free Basketball Clinic on the new Court the week of August 15-18, for ages 8 to 11. Tentative plans for the unveiling of the History Hill displays is scheduled for Saturday, August 13th.
- Special thanks to the Recreation Staff that held a Free Open Swim day on Saturday, July 23rd. About 145 children and residents came in from the heat to cool off.
- The City of Albion is partnering with the Clean Energy Coalition in a project that includes Ann Arbor, Chelsea and Flint, in an effort to attain clean energy certification and funding as an economic and environmental tool for revitalizing the community. The Energy & Conservation Committee will be involved in this effort. The City of Albion will be hosting the next group meeting on August 12, 2016 from 10am-12noon.

- Sandee MacGeorge has retired from her position as Human Resources Coordinator/Assistant to the City Manager. The position will not be posted immediately. Looking to bring back a recommendation for restructuring the role/position.
- Council Special Meeting- Work Session with Assessor, Equalization and State - Tuesday, Aug.30th at 6:30pm in Council Chambers.
- Election Day is tomorrow - Tuesday, August 2nd. The polls are open from 7am to 8pm. The polling locations are:
 - PRECINCTS 1 & 5 CROWELL SCHOOL, 1418 COOPER ST.
 - PRECINCTS 2 & 3 ST. JOHNS SCHOOL, 1020 IRWIN AVENUE
 - PRECINCTS 4 & 6 TENANT HALL-METHODIST CHURCH, 600 E.MICHIGAN AVE.

A. Planning Commission Appointment-Chief Scott Kipp

City Manager Mitchell stated she has appointed Chief Kipp to the Planning Commission due to a potential conflict of interest with Director of Building, Planning & Code Enforcement Tracy.

Comments were received from Council Member Brown; Mayor Domingo and Director Tracy, Building, Planning & Code Enforcement.

K. Discussion-2nd Quarter Financial Reports

City Manager Mitchell stated this was an informational item, however, if the Council has any questions she would answer or they may contact Tom Mead, Finance Director.

L. Request Approval to Close City Hall on Wednesday, August 17, 2016 from 11:30 to 1:00 for Employee Picnic (VV)

Barnes moved, Decker supported, CARRIED, To Approve to Close City Hall on Wednesday, August 17, 2016 from 11:30 to 1:00 for employee picnic as presented. (7-0, vv)

M. Future Agenda Items

No future agenda items were received.

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

All council members were present.

X. Citizen's Comments

Comments were received from Marcola Lawler, 918 N. Berrien St., John Sims, Calhoun County Circuit Court Candidate, Mike Bearman, 11016 29 Mile Rd., Reverend Donald Phillips, 710 Huntington Blvd, Jay Loomis, 408 W. Ash St., Council Members Barnes and Reid and City Attorney Harkness.

XI. EXECUTIVE SESSION

The City Manager requests an Executive Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against or to consider a periodic personnel evaluation of a public officer, employee or staff member of individual agent, if the named person requests a closed hearing.

Brown moved, French supported, CARRIED, to adjourn to Executive Session. (7-0, vv)

Mayor Domingo adjourned to Executive Session at 9:15 p.m.

Mayor Domingo re-adjourned regular council session at 10:58 p.m.

XII. Adjournment

French moved, Krause supported, CARRIED, to adjourn council session. (7-0 vv)

Mayor Domingo adjourned the meeting at 11:00 p.m.

Date

Jill Domingo
City Clerk

CITY OF ALBION
ORDINANCE #2016-02

AN ORDINANCE TO AMEND SECTION 66-67
ISSUANCE OF LICENSE

Purpose and Finding: Ordinance 66-67 currently provides the City's process of issuing licenses for refuse collection within the City. As currently written, it requires the City to issue a license for refuse collection to any applicant who meets the requirements of Chapter 66, Division 2. The council has recently determined it to be in the best interests of the City to switch to a single hauler for residential collection. The amendment to this section clarifies that if the city elects to use a single hauler for residential purposes, the city may limit the issuance of residential licenses to that single hauler. Multiple licenses could still be issued for commercial or industrial refuse collection.

THE CITY OF ALBION ORDAINS:

Section 66-67 – Issuance of License

- a. If the application is in proper form, all necessary fees having been paid, and all other requisites established by this division being present, and council approval has been granted, then the city clerk shall issue the license provided for in this division, except as provided for in subsection (b);
- b. If the City Council elects to utilize a single business for city residential refuse or recycling collection, after selection of the business through a sealed bidding process, then no additional licenses for residential refuse collection shall be issued;
- c. Nothing in this section shall be deemed to limit the number of licenses issued for commercial or industrial refuse or recycling collection.

This Ordinance shall take effect on September 15, 2016, after publication.

First Reading: August 1, 2016

Second Reading & Adoption: August 15, 2016

Ayes: 7

Ayes: _____

Nays: 0

Nays: _____

Absent: 0

Absent: _____

Jill Domingo, City Clerk

Joseph V. Domingo, Mayor

**CITY OF ALBION
ORDINANCE #2016-03**

AN ORDINANCE TO AMEND THE PROPERTY MAINTENANCE CODE TO
ADOPT THE INTERNATIONAL BUILDING MAINTENANCE CODE OF 2015.

Purpose and Finding:

The International Property Maintenance Code is designed to regulate and govern the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Albion; providing for the issuance of permits and collection of fees therefore. The International Property Maintenance Code is updated every three years, most recently in 2015, and, as such, it is necessary for the City of Albion to adopt the latest version for 2015.

THE CITY OF ALBION ORDAINS:

Sec. 18-266. Adopted.

A certain document, three copies of which are on file at City Hall and available through the office of the City Clerk, being marked and designated as the International Property Maintenance Code, 2015, as published by the International Code Council, Inc, is hereby adopted as the Property Maintenance Code for the City of Albion, for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of such International Property Maintenance Code 2015 are hereby referred to, adopted, and made a part hereof, as if fully set out in this Article, with the additional, insertions, deletions and changes, if any, proscribed in Sec. 18-268.

This Ordinance shall take effect after publication on September 15, 2016.

First Reading:
August 1, 2016

Ayes 7
Nays 0
Absent 0

Second Reading & Adoption:
August 15, 2016

Ayes _____
Nays _____
Absent _____

Jill Domingo
City Clerk

Joseph V. Domingo,
Mayor

Resolution #2016-53

To Authorize the Revision of Language in the Albion-Marshall Connector Agreement

Purpose and Finding: On June 20, 2016, the Albion City Council adopted Resolution #2016-39, which authorized the release of \$45,000.00 from the City of Albion General Fund balance for the Albion-Marshall Connector to continue its operations. It was subsequently determined that Paragraph 3.2 of the Agreement required additional clarification relative to the expectation of reimbursement to the City of Albion should new funding become available. Therefore, it is requested that the City of Albion approve the Albion-Marshall Connector Agreement with the revised language.

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

RESOLVED, that the City of Albion approves the Albion-Marshall Connector Agreement with the revised language.

I hereby certify that the above resolution was adopted on August 15, 2016, in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Albion City Clerk

ALBION-MARSHALL CONNECTOR AGREEMENT

This Agreement is entered into pursuant to the Urban Cooperation Act (hereinafter "UCA"), MCL 124.501 et. Seq., this ____ day of _____, 2016, by and between the City of Albion, a Michigan municipal corporation, with offices at 112 Cass Street, Albion, Michigan 49224 (hereinafter "Albion") and the City of Marshall, a Michigan municipal corporation, with offices at 323 West Michigan Avenue, Marshall, Michigan 49068 (hereinafter "Marshall").

WHEREAS Albion and Marshall are public agencies as defined in the UCA;

WHEREAS Marshall and Albion wish to, pursuant to Section 4 of the UCA, share certain powers which each might exercise separately;

WHEREAS Marshall and Albion, as allowed by the UCA, wish to collaborate in the provision of local public transportation in the form of the Albion-Marshall Connector;

WHEREAS, Marshall, currently administers the Albion-Marshall Connector for the mutual benefit of the citizens of Albion and Marshall; and

WHEREAS, Albion wishes to contract with Marshall for the continued provision of public transportation services as set forth herein;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties hereby agree as follows:

1. Obligations of Marshall.

1.1 The City of Marshall shall provide the following public transportation services to Albion during the term of the Agreement, including the following:

- a. Continued operation of the Albion-Marshall Connector, providing transportation for citizens of Albion and Marshall, between the cities of Albion and Marshall;
- b.

1.2 Maintain no-fault insurance coverage on any and all vehicles used for the Albion-Marshall Connector;

2. Term.

2.1 This agreement shall be effective for an initial term commencing on June 13, 2016, and shall remain in full force and effect until December 31, 2016. This agreement may be extended or renewed upon mutual agreement of the parties.

3. Payment For Services.

3.1 It is expressly understood and agreed that the compensation for the performance of the services set forth in paragraph 1 by Marshall for Albion shall be in an amount not to exceed Forty-Five Thousand (\$45,000.00) dollars, paid in a lump sum upon signing of this agreement. In the event that the contract is terminated by Albion prior to the completion of the term, Marshall shall prorate the unused amount paid and refund that sum to Albion.

3.2 It is further understood and agreed that any new funds, including grants and donations, that are received by Marshall for the operation of the Albion-Marshall Connector shall be used, to the extent allowed by law, to reimburse Albion for a portion of the forty-five thousand \$45,000.00 dollars described above, in an amount equal to the new funds received. For purposes of this agreement "new funds" shall mean, funds other than the MDOT reimbursement, or other revenues, already identified by the City of Marshall in the budget to provide the Marshall-Albion Connector that was adopted by the Marshall City Council at the time the parties signed this Agreement. Both parties agree to pursue new funds after the effective date of this Agreement. Either party may identify funding opportunities that may be pursued jointly, or separately, as may be appropriate, but nothing in this Agreement shall obligate either party to pursue any specific funding opportunity, particularly if pursuing that funding opportunity would result in an additional, direct cost to either party.

4. Termination of Agreement.

4.1 If Marshall fails to fulfill in a timely and proper manner its obligation under this agreement, or shall violate any of the covenants, agreements and stipulations herein, Albion shall give Marshall written notice of such breach, and in the event that Marshall has not remedied such breach within thirty (30) days, Albion, within its sole discretion, shall have the right to terminate this Agreement. Such termination, in the event that the breach has not been remedied, shall take immediate effect upon the expiration of the thirty (30) day notice period.

4.2 Either party may terminate this Agreement at any time, with or without cause, if it is their decision that termination is in the party's best interests. The terminating party will provide no less than thirty (30) days written notice to the other party.

4.3 Payment will be made for all services provided under this agreement up to and including the effective date of the termination of services.

5. General Terms and Conditions.

5.1 This Agreement constitutes the complete expression of the agreement between Marshall and Albion on the subjects contained herein and there are no other oral or written agreements or understandings between the entities concerning these subjects. Any prior agreements or understandings on the matters addressed in this Agreement are hereby rescinded, revoked or terminated.

5.2 This Agreement shall be interpreted under the laws of the State of Michigan. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.

5.3 Any notices pursuant to this Agreement shall be sent to the parties and shall be directed to the persons and addresses stated below:

City of Marshall
City Manager
323 West Michigan Avenue
Marshall, MI 49068

City of Albion
City Manager
112 Cass Street
Albion, MI 49224

5.4 Marshall warrants and represents that its personnel who will perform the services under this Agreement are fully qualified and have all required licenses and/or certifications to perform the services described herein. Marshall further represents and agrees that its relationship to Albion and its performance under this contract is that of an independent contractor. It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of Marshall shall not be deemed or construed to be the employee or agent of Albion for any purpose whatsoever. Marshall employee(s) providing services to Albion hereunder shall not be entitled to compensation in the form of salaries, or any type of fringe benefits by Albion. At all times, the personnel provided by Marshall will be covered by Marshall's workers' compensation coverage.

5.5 Marshall agrees, to the extent allowed by law, to indemnify Albion for any and all claims, actions, damages, liability, costs, and expenses, including attorney fees, incurred primarily as a result of the actions or inactions of Marshall's elected and appointed officials, employees, officers and agents. Albion agrees, to the extent allowed by law, to indemnify Marshall for any and all claims, actions, damages, liability, costs, and expenses, including attorney fees, incurred primarily as a result of the actions or inactions of Albion's elected and appointed officials, employees, officers and agents.

5.6 Marshall and Albion herein agree that this agreement may not be modified except in writing, signed by both parties.

5.7 Marshall, its employees, officers, or agents, shall not discriminate against any persons within the City of Albion regarding employment, housing, public accommodations, and public services on the basis of age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight, pursuant to City Ordinance.

By the signatures executed below, the parties agree to the terms of this Agreement and the signatories represent that they have the authority to execute this Agreement on behalf of the party for which they have signed.

City of Marshall,

City of Albion,

By: _____
City Manager

By: _____
Mayor

By: _____
City Clerk

By: _____
City Clerk

August ____, 2016

August ____, 2016

SUMMARY OF PROPOSED CHANGE TO PARAGRAPH 3.2 OF ALBION-MARSHALL CONNECTOR AGREEMENT

ORIGINAL (Resolution #2016-39)

3.2 It is further understood and agreed that any funds received by Marshall for the Albion-Marshall Connector by means of fundraising shall be used, to the extent allowed by law, to reimburse Albion for the forty-five thousand \$45,000.00 dollars described above.

REVISED:

3.2 It is further understood and agreed that any new funds, including grants and donations, that are received by Marshall for the operation of the Albion-Marshall Connector shall be used, to the extent allowed by law, to reimburse Albion for a portion of the forty-five thousand \$45,000.00 dollars described above, in an amount equal to the new funds received. For purposes of this agreement "new funds" shall mean, funds other than the MDOT reimbursement, or other revenues, already identified by the City of Marshall in the budget to provide the Marshall-Albion Connector that was adopted by the Marshall City Council at the time the parties signed this Agreement. Both parties agree to pursue new funds after the effective date of this Agreement. Either party may identify funding opportunities that may be pursued jointly, or separately, as may be appropriate, but nothing in this Agreement shall obligate either party to pursue any specific funding opportunity, particularly if pursuing that funding opportunity would result in an additional, direct cost to either party.

Resolution #2016-54

A RESOLUTION TO APPROVE THE LETTER OF AGREEMENT BETWEEN THE CITY OF ALBION AND AFSCME REGARDING CEMETERY SEXTON POSITION

Purpose and Finding: The City of Albion entered into a Collective Bargaining Agreement with Local 1248, Council #25 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO ("Union") for the period of January 1, 2016 through September 30, 2017. The Cemetery Sexton (W-9) position is covered under this Agreement. The job description was last updated in 2002. Prior to posting of the position, the job description was revised in January 2016. The Administration and Union agreed to re-evaluate the essential job functions and compensation. It has been determined that the Cemetery Sexton position does require additional duties and skills. The City of Albion administration and Union agree that is appropriate to place the Cemetery Sexton in a special grade (W-9S), which reflects a One Dollar (\$1.00) per hour wage differential. It is recommended that W9S pay grade be retroactive to July 4, 2016. Given that it is in the best interest of the City of Albion to provide a fair system of compensation, it is recommended that the Letter of Agreement be approved.

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

RESOLVED, that the City of Albion hereby approves the Letter of Agreement with Local 1248, Council #25 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO ("Union") relative to the Cemetery Sexton position and establishes a W-9S special grade, effective July 4, 2016.

Date: August 15, 2016

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on August 15, 2016.

Jill Domingo
City Clerk

LETTER OF AGREEMENT

BETWEEN

CITY OF ALBION

AND

THE LOCAL 1248, COUNCIL #25 of the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL--CIO

AUGUST 15, 2016

The City of Albion ("City") and the Local 1248, Council #25 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO ("Union"), having entered into a Collective Bargaining Agreement dated January 1, 2016, (extended until September 30, 2017), have mutually agreed to and understand the following:

1. The Cemetery Sexton position is represented by the AFSCME bargaining unit.
2. Prior to posting the position, the City of Albion agreed to re-evaluate the essential job functions and compensation.
3. An Employee successfully bid for the W-9 Cemetery Sexton position, effective April 4, 2016.
4. It has been determined that the Cemetery Sexton position does require additional duties and skills.
5. The CITY and UNION agree that it is appropriate to place the Cemetery Sexton in a special grade W-9S, which reflects a One Dollar (\$1.00) per hour wage differential.
6. The Employee will be compensated at the W9S pay grade be retroactive to July 4, 2016.
7. All other requirements relative to the Employee demonstrating satisfactory performance remain in effect.
8. The other terms and conditions of the Bargaining Agreement effective January 1, 2016 through September 30, 2017, remain unchanged.

In Witness Whereof, the parties hereto have affixed their signatures representing the parties in accordance with their authority on the 15th day of August, 2016.

**AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO, LOCAL 1248**

CITY OF ALBION

By _____
Jerry Collie, Business Rep.

By _____
Joseph Domingo, Mayor

By _____
Kevin Munro, President

By _____
Sheryl L. Mitchell, City Manager

By _____
Jay Loomis, Vice President

By _____
Jill Domingo, City Clerk

By _____
Larry Maynard, Secretary/Treasurer

APPENDIX A

CLASSIFICATIONS OF WORK AND HOURLY WAGE RATES
EFFECTIVE JANUARY 3, 2016 THROUGH DECEMBER 31, 2016

2.0 % INCREASE

RATE PER GRADE-WAGE PLAN

Classification	Grade	Start	6 Months	18 Months	30 Months
General Foreman WWTP	W-12	19.80	20.08	20.37	20.66
General Foreman	W-11	18.21	18.38	18.55	18.75
S.T.P. - Chief Operator	W-10	16.62	16.91	17.11	17.39
S.T.P. - Operator (B)	W-9	16.46	16.67	16.93	17.22
Operator - Heavy Equipment	W-9	16.46	16.67	16.93	17.22
Mechanic	W-9	16.46	16.67	16.93	17.22
Cemetery Sexton (DELETE)	W-9	16.46	16.67	16.93	17.22
Cemetery Sexton (ADD)	W-9S	17.46	17.67	17.93	18.22
Mechanic's Helper	W-8	16.19	16.47	16.70	16.96
S.T.P. - Operator (C)	W-8	16.19	16.47	16.70	16.96
Lab Technician – Operator	W-8	16.19	16.47	16.70	16.96
Cross Connection. Inspector - Water	W-8	16.19	16.47	16.70	16.96
S.T.P. - Operator (D)	W-7	16.07	16.27	16.60	16.82
Maintenance Man – Water Pump	W-7	16.07	16.27	16.60	16.82
Operator - Light Equipment	W-7	16.07	16.27	16.60	16.82
S.T.P. – Operator	W-6	15.94	16.16	16.47	16.64
Maintenance Man/Operator - Sewer	W-6	15.94	16.16	16.47	16.64
Meter Reader – Water	W-5	15.66	15.74	16.11	16.37
Maintenance Man – Cemetery	W-3	15.25	15.48	15.69	15.95
Maintenance Man – Parks	W-3	15.25	15.48	15.69	15.95
Maintenance Man – Street	W-3	15.25	15.48	15.69	15.95
Maintenance Man – Water	W-3	15.25	15.48	15.69	15.95

**CLASSIFICATIONS OF WORK AND HOURLY WAGE RATES
EFFECTIVE JANUARY 1, 2017 THROUGH SEPTEMBER 30, 2017**

2.0 % INCREASE

RATE PER GRADE-WAGE PLAN

Classification	Grade	Start	6 Months	18 Months	30 Months
General Foreman WWTP	W-12	20.20	20.48	20.78	21.07
General Foreman	W-11	18.57	18.75	18.92	19.13
S.T.P. - Chief Operator	W-10	16.95	17.25	17.45	17.74
S.T.P. - Operator (B)	W-9	16.79	17.00	17.27	17.56
Operator - Heavy Equipment	W-9	16.79	17.00	17.27	17.56
Mechanic	W-9	16.79	17.00	17.27	17.56
Cemetery Sexton (DELETE)	W-9	16.79	17.00	17.27	17.56
Cemetery Sexton (ADD)	W-9S	17.79	18.00	18.27	18.56
Mechanic's Helper	W-8	16.51	16.80	17.03	17.30
S.T.P. - Operator (C)	W-8	16.51	16.80	17.03	17.30
Lab Technician – Operator	W-8	16.51	16.80	17.03	17.30
Cross Connection Inspector - Water	W-8	16.51	16.80	17.03	17.30
S.T.P. - Operator (D)	W-7	16.39	16.60	16.93	17.16
Maintenance Man – Water Pump	W-7	16.39	16.60	16.93	17.16
Operator - Light Equipment	W-7	16.39	16.60	16.93	17.16
S.T.P. – Operator	W-6	16.26	16.48	16.80	16.97
Maintenance Man/Operator - Sewer	W-6	16.26	16.48	16.80	16.97
Meter Reader – Water	W-5	15.97	16.05	16.43	16.70
Maintenance Man – Cemetery	W-3	15.56	15.79	16.00	16.27
Maintenance Man – Parks	W-3	15.56	15.79	16.00	16.27
Maintenance Man – Street	W-3	15.56	15.79	16.00	16.27
Maintenance Man – Water	W-3	15.56	15.79	16.00	16.27

City of Albion
Job Description

CEMETERY SEXTON

Supervised By: Deputy Director of Public Services and Director of Public Services
Supervises: Seasonal Cemetery Employees and others as assigned

General Summary:

Under the limited supervision of the Deputy Director of Public Services or Director of Public Services, oversees and performs landscaping, grounds and facilities maintenance, opening and closing of gravesites and records management functions for the City cemetery and in other locations or facilities as assigned

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Organizes materials and manpower to achieve established work priorities and complete designated projects. Assesses progress and inspects for work quality. Makes progress reports to the Deputy Director and advises of any work performance issues.
2. Oversees and participates in a full range of grounds maintenance activities for the City cemetery and related facilities including tree cutting and trimming, mowing, trimming, pruning, weed control, planting, seeding, fertilizing and watering.
3. Directs and participates in the location, opening and closing of gravesites and construction of marker foundations. Reads and maintains maps and plot books.
4. Oversees and assists with the removal of leaves, snow and ice and the application of salt, sand and other preventive materials in the cemetery, its facilities and in other locations as directed.
5. Operates a full range of public works vehicles, equipment and tools used in cemetery maintenance and grave openings and closings.
6. Ensures established equipment and vehicle maintenance schedules are observed. Performs basic preventive maintenance and repairs on a variety of equipment and tools including cleaning, greasing and oiling.
7. Inspects cemetery grounds and facilities to determine maintenance needs and assure compliance with City standards. Assesses inventories and reports needs to supervisors.
8. Oversees and participates in miscellaneous grounds, facilities and building maintenance tasks involving carpentry, plumbing, mechanical and electrical projects as directed. Provides support to other public works and utilities divisions as operational needs demand.
9. Assists the public in locating gravesites, purchasing lots and coordinating process with funeral directors and monument companies. Maintains burial permits and other

cemetery records and assists the public with research requests. Responds to complaints or inquiries from the public.

10. Supervises and participates in special projects such as blowing out water lines in preparation for winter months, holiday decorations and others as assigned.
11. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a high school diploma or equivalent.
- Experience requirements include five years experience in grounds maintenance or landscaping.
- Possession of a valid Michigan Driver's License, Medical Card/Commercial Driver's License (CDL) with appropriate endorsements (or the ability to obtain), and a Pesticide Applicator License is required.
- Thorough knowledge of landscaping equipment and the safety procedures involved in landscaping and maintenance work and opening and closing gravesites.
- Thorough knowledge of the methods, tools, materials and equipment used in cemetery grounds and facilities maintenance.
- Basic knowledge of the maintenance practices and procedures utilized for assigned equipment.
- Skill in the operation of assigned vehicles, equipment and power tools.
- Skill in performing basic maintenance tasks on assigned equipment, buildings and facilities.
- Ability to train, supervise, organize and lead the work of others.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with co-workers, other divisions and the public.
- Ability to communicate effectively verbally and in writing, and to understand and carry out oral instructions.
- Ability to prepare and maintain accurate records and reports, including a basic knowledge of typing and computers.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to perform heavy manual labor and travel to other locations. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk

or hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, crawl; or sit. The employee must regularly lift and/or move objects of very heavy weight. Specific vision abilities required to perform the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, including extreme heat or cold and wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts and confined spaces. The employee may be occasionally exposed to toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment can range from moderate to very loud.

City of Albion
Job Description

CEMETERY FOREMAN/SEXTON

Supervised By: Assistant Superintendent and Superintendent of Public Works
Supervises: Regular and seasonal cemetery employees and others as assigned

General Summary:

Under the general direction of the Assistant Superintendent and Superintendent of Public Works, oversees and performs landscaping, grounds and facilities maintenance, opening and closing of gravesites and records management functions for the City cemetery and in other locations or facilities as assigned. Assists with training and directing division employees.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides training, direction and technical advice to regular and seasonal cemetery employees and other employees as assigned. Coordinates work assignments for inmate trustees with crew supervisor. Ensures safe operating practices of division employees.
2. Assists in prioritizing and assigning work and ensures continued operations in absence of Assistant Superintendent and/or Superintendent. Organizes materials and manpower to achieve established work priorities and complete designated projects. Assesses progress and inspects for work quality. Makes progress reports to supervisors and advises them of any work performance issues.
3. Oversees and participates in a full range of grounds maintenance activities for the City cemetery and related facilities including tree cutting and trimming, mowing, trimming, pruning, weed control, planting, seeding, fertilizing and watering.
4. Directs and participates in the location, opening and closing of gravesites and construction of marker foundations. Reads and maintains maps and plot books.
5. Oversees and assists with the removal of leaves, snow and ice and the application of salt, sand and other preventive materials in the cemetery, its facilities and in other locations as directed.
6. Operates and supervises a full range of public works vehicles, equipment and tools used in cemetery maintenance and grave openings and closings.
7. Ensures established equipment and vehicle maintenance schedules are observed. Performs basic preventive maintenance and repairs on a variety of equipment and tools including cleaning, greasing and oiling.
8. Inspects cemetery grounds and facilities to determine maintenance needs and assure compliance with City standards. Assesses inventories and reports needs to supervisors.

9. Oversees and participates in miscellaneous grounds, facilities and building maintenance tasks involving carpentry, plumbing, mechanical and electrical projects as directed. Provides support to other public works and utilities divisions as operational needs demand.
10. Assists the public in locating gravesites, purchasing lots and coordinating process with funeral directors and monument companies. Maintains burial permits and other cemetery records and assists the public with research requests. Responds to complaints or inquiries from the public.
11. Supervises and participates in special projects such as blowing out water lines in preparation for winter months, holiday decorations and others as assigned.
12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Education requirements include a high school diploma or equivalent.
- Experience requirements include five years experience in grounds maintenance or landscaping.
- Possession of a valid Michigan Driver's License, Medical Card/Commercial Driver's License (CDL) with appropriate endorsements (or the ability to obtain), and a Pesticide Applicator License is required.
- Thorough knowledge of landscaping equipment and the safety procedures involved in landscaping and maintenance work and opening and closing gravesites.
- Thorough knowledge of the methods, tools, materials and equipment used in cemetery grounds and facilities maintenance.
- Basic knowledge of the maintenance practices and procedures utilized for assigned equipment.
- Skill in the operation of assigned vehicles, equipment and power tools.
- Skill in performing basic maintenance tasks on assigned equipment, buildings and facilities.
- Ability to train, supervise, organize and lead the work of others.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with co-workers, other divisions and the public.
- Ability to communicate effectively verbally and in writing, and to understand and carry out oral instructions.
- Ability to prepare and maintain accurate records and reports, including a basic knowledge of typing and computers.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to perform heavy manual labor and travel to other locations. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, crawl; or sit. The employee must regularly lift and/or move objects of very heavy weight. Specific vision abilities required to perform the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, including extreme heat or cold and wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts and confined spaces. The employee may be occasionally exposed to toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment can range from moderate to very loud.

RESOLUTION 2016-55

A RESOLUTION TO APPROVE GREATER ALBION CHAMBER OF COMMERCE AND VISITORS BUREAU'S FESTIVAL OF THE FORKS 50TH ANNIVERSARY EXPENSES

Background: The Greater Albion Chamber of Commerce and Visitor's Bureau's will be celebrating the 50th anniversary of the Festival of the Forks, with events taking place from September 14 through September 17, 2016. The celebration will also have a delegation from France in attendance, as the City of Albion's Sister City Committee will also be commemorating a 20 year partnership and exchange with colleagues from Noisy-le-Roi/Bailly. The City of Albion has received a request from the Greater Albion Chamber of Commerce and Visitor's Bureau's to assist with expenses relative to the 50th Anniversary Celebration of the Festival of the Forks. It is recommended that the City of Albion support the programming and promotions of the Festival of the Forks 50th Anniversary Celebration in 2016. Funding is available in the General Fund - General Appropriations – Contractual Services (101-895-802.00)

Council member _____ moved, and was supported by Council member _____, to approve the following resolution.

Resolved: The City of Albion hereby approves Five Hundred (\$500.00) Dollars for the Greater Albion Chamber of Commerce and Visitor's Bureau for civic, artistic, and/or cultural enhancement of the city related to the 50th Anniversary Celebration of the Festival of the Forks.

I hereby certify that the above resolution was adopted on August 15, 2016, in a regular session of the Albion City Council and that this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, City Clerk

Dear Council;

The Festival of the Forks is having its 50th Anniversary this year! We aim to have it be bigger, better, and more spectacular in celebration. As you may have already seen, there is a billboard on I-94 right now advertising Festival, this is an additional expense Festival has never incurred before (but we're awfully proud of it).

In addition to some of the programming we've already done during Festival, such as the 3-on-3 Basketball Tournament, the Barnyard Bonanza, Pony Rides, the Pet Show, the Cruise In Car Show, Friday night Gospel Concert in Lloyd's Park, and the Morning and Evening Parades, we are adding new components to this year's festival, some of which will have an expense associated with them. These include:

- Honoring our Oldest Operating Businesses: Albion College, Homestead Bank, Cascarelli's, Starr, and The Recorder. A big deal during the morning parade will be made to honor our oldest operating businesses. We'll assist each organization develop materials they will walk with in the parade and the MC will make a big deal out of their presence in the parade as they pass by.
- White Carriage in Morning Parade: Dr. Rowan is the last surviving member of the first Forks Steering Committee. He and Rexine Crockcroft, the one vendor who has attended EVERY Festival since 1966, will be honored with Lifetime Achievement Awards from the Festival of the Forks. After the parade, this carriage driver will be offering carriage rides around Victory Park, start-stop, in front of the Gardner House.
- Cirque Amongus is a professional circus troop who will work with our 7-15 year olds on learning circus tricks (juggling, riding a unicycle, etc), performing in front of an audience of parents and festival-goers, in costume, and then walking in the evening parade fully garbed.
- Farmer's Market: At the request of Patrick Lopez, Food Hub Manager, we have agreed to give the local farmers space on Erie Street from which they can sell produce during Saturday's activities.
- Prisoner-Dog Rehabilitation Program: You may be aware that prisoners are learning to care for neglected and abused pets in the prisons. These dogs are rehabilitated and then put up for adoption. It benefits the dogs and the prisoners who have a purpose while incarcerated. They will be attending the pet show and talking about the program and the adoptable dogs.
- Decorated Bicycle Ride: On Friday night, we're inviting everyone to ride with us around Albion. Route to be predetermined. We'll return to the Library where bikes will be judged for their creative decoration. Winners will be awarded prizes and asked to ride again with us in the morning parade.

Due to the 50th Anniversary program and the expanse of offerings to festival goers this year, I am seeking reimbursement (\$500) from the City of Albion for a portion of the expense associated with Festival's port-o-johns, last year this cost was \$1,096.50 and the cost ought to be similar this year.

I look forward to hearing back from you regarding my request. Payment can be paid to the Chamber after Festival and once I have received the invoice from Jimmy's Johns. I would like the promise to pay, however, so I can plan accordingly.

Amy Robertson, President/CEO
Greater Albion Chamber of Commerce
310 S. Superior St.
Albion, MI 49224
President@greateralbionchamber.org

Resolution #2016-56

A RESOLUTION TO APPROVE A CONSUMER'S ENERGY EASEMENT ACROSS CITY OF ALBION PROPERTY FOR THE 101 N. SUPERIOR STREET PROJECT

Purpose and Finding: The City of Albion has been requested to grant an easement to Consumer's Energy that will allow for electric facilities that will connect to the redevelopment project located at 101 N. Superior Street. This easement is located across the Albion City Hall property at 112 W. Cass Street, Albion, MI (parcel number: 51-000-640-00). The City of Albion is requested to grant a permanent easement for the sum of \$1.00. Given that this project will enhance the redevelopment of the City of Albion, it is recommended that the Agreement be approved.

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

RESOLVED, that the City of Albion hereby approves the Easement with Consumer's Energy for the electric facilities as part of the 101 N. Superior Street project, for parcel number: 51-000-640-00, and hereby incorporates the terms and description of the Easement by reference.

BE IS FURTHER RESOLVED, that the City Manager is hereby authorized to sign the easement on behalf of the City.

Date: August 15, 2016

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on August 15, 2016.

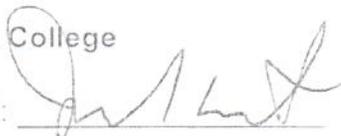
Jill Domingo
City Clerk

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

The City of Albion ("City"), located at 112 W. Cass St., Albion, MI 49224, and Albion College ("College"), located at 611 E. Porter St., Albion, MI 49224, previously entered into an agreement, on or about June 20, 2016, to allow the College to act as general contractor for the Albion River Trail Expansion Project. The parties herein now seek to clarify the terms of that agreement with the following additional terms:

1. The total project cost will be \$398,200.00;
2. The City will reimburse the College for the expenses incurred with the funds received from DNR. The parties understand that reimbursements are not to exceed two-hundred ninety-four thousand dollars (\$294,000.00), or 74% of three-hundred ninety-eight thousand two-hundred dollars (\$398,200.00);
3. The College shall be solely responsible for the payment of the remaining \$104,200.00 project costs, and shall not be entitled to any contribution by or reimbursement from the City;
4. The term of this addendum shall mirror the term of the agreement previously entered into.
5. All other terms of the previous Memorandum of Understanding entered into on or about June 20, 2016, which are not in conflict with this addendum, shall remain unchanged and in full force and effect.

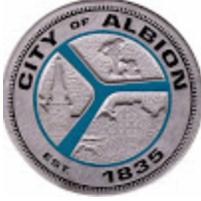
IN WITNESS WHEREOF, the parties have executed this memorandum of understanding as of the date below.

Albion College
Signed: 

Date: 8.11.16

City of Albion
Signed: _____

Date: _____



CITY OF ALBION
Office of the City Manager
Sheryl L. Mitchell

112 West Cass Street ♦ Albion, MI 49224
517.629.7172 ♦ smitchell@cityofalbionmi.gov

MEMO

TO: Honorable Mayor and City Council

FR: Sheryl L. Mitchell, City Manager

DA: August 15, 2016

RE: City Manager's Report

1. The Planning Commission is moving forward with the Comprehensive Plan. Council is invited to the upcoming meetings, including:
 - a. **Tuesday, Aug. 16, 5pm-6:30pm** – Joint Work Session of City Council and Planning Commission – Housing Work Group will provide an update from Bob Anderson from Albion College on their housing development plans. Meeting will be in the Council Chambers
 - b. **Tuesday, Aug. 16, 7pm** - Regular meeting of Planning Commission. Voting on Phase 1 of the Comprehensive Plan recommendation to City Council
 - c. **Wednesday, August 24, 7pm** - special meeting of City Council to release Phase 1 to the public and approve the plan for distribution. Starts the required 95 day period for public comment.
 - d. **Monday, November 28, 7pm** – City Council, Public Hearing and Adoption of Phase 1 of Comprehensive Plan.

The **AmeriCorps/Vista** group has been working with Rosalyn Jones to create metrics to evaluate Albion's performance in accomplishing the objectives of the Comprehensive Plan.

2. **Albion Economic Development Corporation – CEO Search** – Current CEO Peggy Sindt has announced her retirement. This work session is a joint meeting of the City Council and EDC Board. The meeting is scheduled for **Wednesday, August 24, 2016 at 7pm** in the EDC Conference Room.
3. **Rental Registration and Certification Ordinance** – a work session is scheduled for Monday, September 26, 2016 at 7pm in Council Chambers.
4. **Ismon House – Open House – Sunday, August 28 from 3pm-5pm** at 300 S. Clinton. An appreciation to supporters and grand opening of the 3rd floor Ball Room.

5. **Holland Park – History Hill Ribbon Cutting – Saturday, Aug. 13 @ 1pm** – special event to be held for the unveiling of the History Hill displays markers.
6. **Blue Cross** – the rates starting in Oct 1, 2016 will increase approximately 3%. The impact for the remainder of 2016 is estimated at \$7,149. Detail is provided in the information section of the agenda packet. Announcements will be included in payroll envelopes for employees.
7. The City of Albion is partnering with the **Clean Energy Coalition** in a project that includes Ann Arbor, Chelsea and Flint, in an effort to attain clean energy certification and funding as an economic and environmental tool for revitalizing the community. The Energy & Conservation Committee will be involved in this effort. The City of Albion hosted the meeting on **August 12, 2016 from 10am-12noon.**
8. **Human Resources Coordinator/Assistant to the City Manager.** The duties related to Human Resources are currently being performed by existing staff. Stacey Levin has been brought onboard on an interim part-time basis to support the City Manager. Looking to bring back a recommendation for restructuring the roles/positions.
9. **Council Special Meeting – Work Session with Assessor, Equalization and State – Tuesday, Aug. 30th at 6:30pm** in Council Chambers.
10. **Harrington Elementary School Open House & NAACP Back Pack Program** – will be held on Tuesday, August 30th from 6:30pm to 7:30pm.
11. **Downtown Development Authority** – held their meeting at Ismon House and received a tour of the 3rd Floor Ballroom. They approved the new rental rates. Also approved \$500 towards the costs of the music and promotions for the Festival of the Forks.
12. **Michigan Works Southwest** will be relocating to 101 N. Superior St. Met with Christopher Walden (Director of Talent Solutions) and representatives from Kalamazoo RESA, that will be providing career pathways training, job placements, and drop out recovery for youths. Currently, Michigan Works is located at the Forks Senior Center and provides Unemployment Benefits assistance on Tuesday (9am-12noon) and Thursday (1pm-4pm).
13. **Youth Cadet Program** – Albion Department of Public Safety is working with Dr. Harry Bonner to develop a program for Albion youth.
14. **RFP for Single Trash Hauler** – has been issued. A Pre-Bid Conference is scheduled for August 15th at 9am. The public bid opening is September 7, 2016 at 9am in the Mayor's Conference Room.
15. **Annual Employee Picnic – CITY HALL OFFICES CLOSED – Wed, Aug. 17th, 11:30am-1pm**

CITY OF ALBION – DEPARTMENT UPDATES

Report to Council

August 11, 2016

FINANCE DEPARTMENT – Director Tom Mead

The Finance Department performs a wide variety of tasks on an ongoing basis. Listed below are a few of the reoccurring types of activity that was performed during the two week period mentioned above.

- Processed 1,277 property tax payments totaling \$1,141,804.
- Processed 503 utility bill payments totaling \$54,790.
- Issued 215 accounts payable checks totaling \$559,488.
- Issued 93 payroll checks to the City and Library employees totaling \$231,773.
- Processed income tax returns and receipted income tax payments on an on-going basis.

In addition to some of the reoccurring tasks listed above, the following reflects a few of the unique projects and/or tasks that were addresses by the Finance Director during the two week period reflected above:

- Gather Albion Trust info for City Attorney
- Work on ADPS Pension – Benefit Calculations
- Balancing Tax and Assessing systems after July Board of Review.
- Complete Credit App for New Mowers
- Reviewed/Approved ABA Checks, Income Tax Refund Checks, Payroll Checks
- Transferred money for Maple Grove Move Out
- Assisted Tax Customers – Reprinted applicable Tax Bills
- Work on Public Safety Pension forms
- Meet with Assessor – Process State PRE Denials
- Adjust citywide insurance bill allocation for EDC/Incubator Bldg
- Meet with Assessing – PILOT Info to State, review new Brownfield, discuss BOR changes.
- Meet with Payroll accountant – discuss MERS issues.
- Meet with ADPS personnel – review ADPS pension items.
- Research PILOT info. for State Treasury
- Review General Ledger Holland Park Budget
- Work on PILOT invoice to Oak Meadows
- Meet with Mike Tymkew on Health Insurance matters
- Several hours devoted to creating policy, procedure and budgeting method for employee HRA plan and other HR related issues.
- Calculate and prepare notification to retirees, Albion Housing, etc. about rate increases
- Process summer property tax over payments refunds
- Verify SAW grant wire transfer deposit, process SAW grant payment to engineer
- Review department budget
- Gather delinquent personal property tax disbursement information for Calhoun ISD
- Review OPRA tax guidelines, set up tax system accordingly for OPRA properties
- Work on ADPS pension actuarial request for retiring officer
- Fix mortgage company import file for mass tax payment
- Enter summer deferrals in the tax system for qualified taxpayers
- Process State PRE denials – import updates from assessing
- Prepare report for Council

PUBLIC SERVICES DEPARTMENT – Director Jim Lenardson

In the Public Services Department we have been continuing to work towards the completion of the current Holland Park project. Along with that, the normal daily routine of street repairs, sweeping and misc. maintenance projects have been addressed too.

The storm sewer system along Linden Ave. has been cleaned and inspected during which time we have identified what we think is a collapsed pipe which has caused some erosion beneath the road. This will be addressed as soon as we have personnel and equipment available.

Elsewhere in the Public Services Division crews have been busy with the routine maintenance of equipment, buildings and property to include lawn mowing, weed eating, pump installation and other normal duties.

Scott Claucherty was nominated as the Employee of the Month for August which he has been awarded and gracefully accepted.

RECREATION – Director Larry Williams

T-ball concluded last evening. There were approx. 30 children who participated in the program.

The Pea pods / Summer Dreams summer enrichment program ended on August 4th. There were approx. 70 children who attended the program. We were able to partner with KCC to offer Robotics, Albion College Nature Center, Kids n Stuff and the Albion District Library. This year we were also able to take the children on weekly field trips. Through partnership with Albion College the Build Albion Fellows were our camp counselors.

Free Friday Movies @ The Bohm Theater will end tomorrow. This year we were able to provide transportation for many children. Marshall Schools provided free lunches and AIM provided snacks. The program was well received.

Flag Football and Youth Tackle football registration begins this week. We will again be partnering with New Level Sports.

The recreation department will be hosting The James C. Kingsley Sports Camp at Holland Park August 15-18 for children who reside in Albion.

PLANNING, BUILDING, CODE ENFORCEMENT DEPARTMENT – Director John Tracy

- Continued intake, documentation, process, investigation, issue, follow-up of zoning, sign, fence, etc., permitting.
- Continued building and trades permit contact/intake and liaison with Cornerstone Inspection Services.
- Continue to support and meet with Planning Commission, Plan. Comm. members, Rosalyn Jones and other related groups in reference to Comprehensive Plan update.
- Ongoing communication with B-3 Highway Business Service District:
 - Working with commercial property owner reference additional/potential businesses.
 - Label Shopper store owner agent reference support of store opening.
 - Continued contact with engineering/architectural firms reference B-3 Highway Business Service District sites.
 - Sign companies.
- Planning Commission/Zoning Board of Appeals:
 - Staff support, documentation, and follow through of permitting process for Planning Commission approval of special use permit and approval of site plan review with conditions, to be met by Courtyard by Marriott Hotel, to be erected at 200 S. Superior St.
 - Staff support and follow up for Zoning Board of Appeal, variances approved by ZBA reference Courtyard by Marriott Hotel.
- Continued code enforcement of applicable city ordinances and state referenced property maintenance codes:
 - Solid waste/refuse.
 - Noxious vegetation.
 - Property maintenance:
 - Residential housing.
 - Rental property.
 - Commercial structures and properties.
- Continued participation/communication/support with:
 - Calhoun County Treasurer and Land Bank Authority:
 - Properties requiring abatement of vegetation, refuse and / or posing public health and safety hazard.
 - Properties to be demolished and use.
 - Calhoun County Lead Task Force Committee.
 - Michigan Clean Energy Management – Clean Energy Coalition.
 - Trails.
 - City of Albion Departments and Authorities.
 - Contact and support of other potential downtown and community businesses.
 - RRC, housing and other misc. groups, projects, etc.

PLANNING, BUILDING, CODE ENFORCEMENT DEPARTMENT – Julie Cain-Derouin and Tom Scott

WEEK 8/1/16-8/6/16

- Tom – Week 5 - State Tax Commission's MCAO Six month Training program.
- Julie/Tom – Responded to departmental emails, phone calls and walk-ins.
- Tom – Inputted, scanned and attached all PTA's, PRE's, and Deeds. (Weekly Albion and Marshall)
- Tom – Conducted ongoing residential property assessments (field work). 300 (53%) of the 567 (20%) residential properties (Marshall) completed to date. 232 (44%) of the 525 (20%) residential properties (Albion) completed to date.
- Tom – Inputted data for residential field work (Albion/Marshall) to include: Photos, sketches, and residential property Headlee Losses/Additions and adjustments.
- Julie:
- Worked on proper valuation of basements when a building has a calculator occupancy of "shopping mixed with residential"
- Marshall - (38%) commercial and (50%) industrial
- Albion - (55%) commercial and (13%) industrial
- 6 Hours assisting the public by researching answers to their concerns
- Began creating Albion maps

WEEK 8/8/16-8/12/16

- Tom – Week 6 - State Tax Commission's MCAO Six month Training program.
- Tom – Responded to departmental emails, phone calls and walk-ins.
- Tom – Assessed Res. Property located at 1210 O'Keefe per home owner's request 8/9/16.
- Tom – Inputted, scanned and attached all PTA's, PRE's, and Deeds. (Weekly Albion and Marshall)
- Tom – Conducted ongoing residential property assessments (field work). 296 not 300 - Week of 8/1 304 (54%) of the 567 (20%) residential properties (Marshall) completed to date. 237 (45%) of the 525 (20%) residential properties (Albion) completed to date.
- Tom – Inputted data for residential field work (Albion/Marshall) to include: Photos, sketches, and residential property Headlee Losses/Additions and adjustments.
- Julie:
- Marshall - (38%) commercial and (50%) industrial
- Albion - (55%) commercial and (13%) industrial
- Land Combo Marshall
- Responded to departmental emails, phone calls and walk-ins.

City of Albion

City Manager Dr. Sheryl L. Mitchell

Year in Review - August 2016

September 2016 will mark the completion of my 2-year contract as City Manager with the City of Albion. There is still a lot to be accomplished, but because of very dedicated staff and tremendous partnership we have achieved some extraordinary results. Below are some highlights:

LEADERSHIP

- Holding twice monthly department head meetings to increase collaboration and communications.
- Meeting with individual departments to hear employee concerns and keep employees informed on goals, objectives, and projects.
- Established internal communication through Human Resources to update employees on new policies and events that impact them directly – and also celebrate work anniversaries and birthdays.
- Sending personal note of congratulations to employees to thank them for their years of service on their anniversary date.
- Continuing to build strong working relationships with other units of government, leaders, businesses, and nonprofit organizations. Establishing new culture - “New Albion” with focus on communication, innovation, and collaboration.
- Providing Council with quarterly Budget-to-Actual Reports and updates on Fund Balances. Submitting budget amendments more frequently than once per year.
- Achieved Albion’s first clean audit report in many years.
- Creating a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

MANAGEMENT SKILLS:

- Restructured Finance Department to have a dedicated Payroll position. Continuing to consolidate records, contracts, and real estate documents in the Clerk’s Office and having the Clerk establish a database of all contracts to keep track of upcoming expiration dates.
- Updated Credit Card Policy.
- Initiated successful new 6 month internship with the ESCE International School of Business to bring in a French Student that created a marketing campaign for Albion businesses in partnership with the Greater Albion Chamber of Commerce. Continuation of successful internship program in partnership with Albion College’s Ford Institute, Oakland University, and Michigan Works.
- Established communication policy for a positive workplace environment.
- Updated process for background checks for employees/boards/commissions.
- Budgeted fund balance for FY 2015 General Fund was \$2,000; audited balance reflected \$88,000.
- Instituted a process in which most action items for City Council are accompanied by a resolution that outlines the background and greatly aids in maintaining archives of council actions.
- Worked in conjunction with City Attorney to have Charter Amendments on the November ballot to address departmental reorganizations and the ability to more easily sale city owned property.

- Initiated process with Finance Director to be more proactive in identifying when departmental budgets may require amendments in their line items.
- Community partners enter into formal agreements for shared operations/programs.
- Successfully renegotiated an inter-governmental agreement with the City of Marshall for shared services in the Assessing Department.
- Updated employee selection procedures, incorporating standardized questions and evaluation forms.
- Require that Volunteers sign Agreement to stipulate that the individual is not eligible to receive works comp, medical insurance and is to hold the City harmless for personal injuries.
- Successfully completed update of Recreation Master Plan with a citizen's advisory group.
- Working closely with City Attorney to collect outstanding personal property taxes.
- Transferred responsibilities for the preparation of Council Agenda from Human Resources to the City Clerk

MEDIA AND COMMUNITY RELATIONS

- Received highest recognition in Calhoun County from media for "Sunshine Week" relative to transparency in government.
- Revised website to save costs from eliminating the need to hire a consultant for updates and empowered departments to post information frequently.
- Created electronic newsletter.
- Social media: Established a Facebook Page for the City of Albion. Webcasts of Council meetings are available via YouTube and Facebook.
- Addressed local organizations to provide updates - including: NAACP, Substance Abuse Prevention Services, Kids at Hope, Chamber of Commerce, Rotary, Lion's Club, AAUW and several churches.
- Worked with Sister City Committee to enhance the French Market event.
- Posting of financial information online through Munetrix, which provides financial transparency for residents with a web-based "dashboard" and an easier format for submitting required data to the State.
- Met with Amtrak/MDOT officials and successfully attained an increase in the number of stops in Albion, along with a change in the schedule to permit day trips to Albion from surrounding areas and from Albion to Chicago.
- Participated with Albion College in their Strategic Planning process to represent the City and encourage continuation of positive connections.
- Established "Albion Week" as an annual celebration during the month of May of Albion's history, culture and businesses.
- Actively involved with a number of community organizations including: Junior Optimists, Mayor's Youth Leadership Council, Rotary, Ismon House, Substance Abuse Advisory Committee, and Summit Pointe.

FINANCIAL MANAGEMENT AND BUDGETING

- Although the City of Albion continues to experience a decline in property tax and income tax revenues. Recommended balanced budgets for 2015 and 2016. Maintained ongoing efforts to identify new funding and reduce costs.

- Attained grant funding, in conjunction with Council Member Reid and the Holland Park Transformation Committee for Holland Park to install the children’s play area, children’s walk, senior outdoor exercise area, History Hill, and youth outdoor exercise area.
- Recently, awarded \$90,000 for the basketball court, restroom and river clean up.
- Working closely with Michigan legislators, obtained \$900,000 for water system upgrade.
- Negotiated additional reduction in contract for Assessor services with the City of Marshall.
- Working with purchasing consortiums to identify cost savings for commonly ordered items.
- Initiated talks with Calhoun County Road Department regarding possible partnerships for the purchase/lease of equipment and ability to leverage their existing contracts, particularly for road repairs. Attained additional grants from the Battle Creek Community Foundation to support health, nutrition, and exercise in partnership with the Recreation Department.

PERSONNEL MANAGEMENT

- Instituting annual performance evaluations for all directors and employees.
- Meeting periodically with employees to continually strive to improve customer service and program performance within the existing government framework.
- Successfully negotiated four union contracts.
- Have not had any grievances filed in first 12 months, due in part to open door policy. Two grievances filed in 2016 were dismissed.
- Directed Human Resources start a monthly newsletter for employees to communicate updates and celebrate birthdays and work anniversaries.
- Established Employee of the Month Program to recognize staff who are providing exceptional service.
- Meet with staff in leadership roles at least once a month.
- In process of updating job descriptions and re-evaluating possibilities to restructure positions.

ACHIEVEMENT OF COUNCIL ADOPTED GOALS

CITY MANAGER GOALS: SEPTEMBER 2015 – SEPTEMBER 2016

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

1. Balance Budget/Maintain Jobs.

- Recommended balance budget without eliminating any filled positions
- Achieved first clean audit in many years
- Restructured Finance Department to add dedicated payroll position
- Obtained new grants and funding of approximately \$1 million
- Enhanced collections for Personal Property Taxes

2. **Jobs/Economic Development/Redevelopment**

- Competed Albion's self-evaluation as the first phase of Redevelopment Ready Community program
- Cooperated with Calhoun County Land Bank to apply for additional funding for blight elimination and demolition of properties, especially in areas near the business corridor
- Worked with MDOT to coordinate plans for M-99/Superior Street reconstruction, obtaining additional grant funding to offset the City's local match requirement
- Collaborating with the AmeriCorps/Vista participants in addressing issues impacting economic development, education, and healthy futures
- Initiated efforts to identify Albion as a "trail town" with an emphasis on the bike and river trails. Held community forums for input and initial planning for "non-motorized plan" that will be instrumental in completing the bike routes and amenities
- Supported and coordinated efforts of French Intern to host "Show Your Best" program and development of video to promote businesses in Albion
- Worked with Michigan Economic Development Board on behalf of the Albion Hotel as a Brownfield Redevelopment Project
- Collaborating with Albion EDC to bring in consultant to assist the Planning Commission with completion of Phase 1 of the Comprehensive Master Plan
- Working with Michigan Works to bring more youth and young adults to the City of Albion to assist with identified projects.
- Working with EDC and Albion Building Authority on Food Hub/Farmer's Market
- Working with Calhoun County Land Bank and MSHDA on Target Market Analysis to identify future housing needs and attracting housing (re)development
- Held series of community forums to gain citizen input on community the vision, including housing, and recreation
- Working with Michigan Works and EDC for workforce development and placement to address hiring challenges for employers and prospective employees, including transportation
- Facilitated agreement with Marshall for advancing supplemental funds to maintain the operations of the Albion Marshall Connector
- Working with a newly formed citizens group and Calhoun County Senior Services to identify and implement transportation options for Albion residents within the city and outside of the borders.

3. **Website Enhancement**

- Retained "Revize" to update website and provide a platform that are now easily updated by staff in each department.
- Instituted on-line credit card payments
- Received recognition for transparency of information on the website
- Provided training through Munetrix to enable department heads to input and upkeep Capital Improvements Projects. Provided onsite training for Albion, Marshall and Homer representatives.
- Utilizing Munetrix platform to meet requirements of State Revenue Sharing Compliance Reports
- Utilize Constant Contact to produce weekly electronic newsletter with input from all departments. Distributed via email, posted on website and through social media.
- Through Clerk's office, all council and committee agenda's and minutes are posted online

4. Relationships with Community and other governmental organizations

- Instrumental in creation of Diversity Committee to assist in building a stronger sense of community between Albion and Marshall and people of all demographics
- Served on committee to offer input to Albion College as part of their strategic planning process.
- Reached agreement with Albion Public Schools and Marshall Public Schools to have the Recreation Department staff and youth programs housed at the school building.
- Partnered with stakeholders to identify needed funding to provide Albion Public Schools with programming for arts, music and physical education
- Encouraged Public Safety to be more proactive and visible in community policing efforts, including downtown foot patrols
- Collaborated with Bohm Theatre to provide transportation for youth in Albion to be able to attend the free Friday movies. Worked with Marshall Public Schools to add free lunches for the participants of the Friday movies
- Expanded Summer Dreams and Pea Pod Summer Camp from 4 weeks to 8 weeks through a partnership with the Albion College Build Albion Fellows
- Meet quarterly with Border Bandits, local government leaders and Calhoun County
- Participate on County-wide Lead Task Force to identify and address issues and resources. Key areas of focus include: testing of children 0-6 years of age, remediation of environmental factors in homes, and education.
- Working with Albion College to apply for grants to establish bike paths/trail connections and maps. Received \$3 million DNR Trust Fund Grant for trail
- Collaborated with Albion College on Ford's 12 Mile Challenge to provide funding to support Albion Marshall Connector and market connecting Albion and Marshall by rail and trails.
- Made presentations to the Albion School Board and Superintendent to provide updates.
- Made presentation to Albion Township Board.
- Met with Parma Supervisor and initial talks regarding collaborating on water system.
- Held Bike Safety Program and summer community bike rides.
- Worked with Sister City to have a combined event with the Farmer's Market
- Worked with Albion NAACP to hold a Public Safety Community Forum (2015)
- Worked with local churches to host Community Town Halls in each precinct (2015)
- Successfully worked with City of Marshall on promoting connector bus services and expanding service from 3 days a week to 5 days a week.
- Working with USDA Rural Communities on seeking grants for local infrastructure needs
- Working with Calhoun County Trailway Alliance, Michigan Trails and Greenways Alliance, Professional Engineering Associates, MDOT (TrainingWheels program) and Albion College to establish Albion as a focal point for bike riding activities, including seeking grant funding for trail connections and creation of a route map.
- Working with Amtrak to increase the visibility of Albion as a place to visit for travelers between Detroit/Ann Arbor and Chicago. Increasing ridership and number of daily stops to and from Albion. Exploring development resources available for area surrounding the train depot.
- Addressed American Association of University Women.
- Spoke on panels for several organizations and classes at Albion College.
- Working with citizens, groups, schools, YMCA, and others to enrich and expand recreational opportunities for Albion residents.
- Assisted Citizen Stakeholders group in successful campaigns for millage renewals for Recreation and Street Improvements (2015)
- Worked with Citizens Group and City Attorney to draft Non Discrimination Ordinance. (2015)
- Hired French Intern college student for 6-month period to assist with developing a community-wide marketing plan.

- Meeting with group to complete self-evaluations as part of the Redevelopment Ready Community process that will provide us with recourse to complete our Comprehensive Plan and update of Zoning Ordinances.

5. Development Plan

- Working with Planning Commission and EDC on Comprehensive Master Plan
- Completed self-assessment as part of Redevelopment Ready Community program and moving forward with implementing the program
- Working with DDA on Downtown Development Plan and Parking Plan
- Engaging in new partnership with MSU Extension planners to provide professional insight and guidance
- Working with the Director of Building, Planning and Code Enforcement – being very proactive in attracting new businesses and providing a “business friendly” environment to remove unnecessary delays in obtaining permits, variances, etc.
- Meeting/communicating frequently with prospective new businesses/restaurants to help move projects forward
- Partnering with Clean Energy Coalition to identify clean energy strategies and funding opportunities, that can be included as part of future plans
- Negotiated several easement agreements with Consumer’s Energy for various sites owned by the City of Albion and Albion Building Authority
- Recommended creation of Citizen’s Advisory Committee that assisted with drafting of Parks and Recreation Master Plan. (2015)
- Working with College, Albion Community Schools, Chamber, and EDC on developing a consolidated community-wide brand and comprehensive marketing plan
- Continuing to work with Holland Park group on development and funding plans

6. Rental Certification Program

- Draft Rental Registration Program has been completed by Director of Planning, Zoning and Code Enforcement.
- Presenting proposal to community groups and Landlord Association
- Presentation of Rental Inspection Program proposal to Council for consideration in 2016.

7. Dalrymple and Other Building Demolition

- Meetings with Calhoun County Land Bank Authority, Calhoun County Treasurer, Rep. Bizon, aide from Senator Gary Peters on funding options and alternatives to address demolition and nuisance abatement issues.
- Negotiated terms of an agreement with the Calhoun County Land Bank Authority, and Calhoun County Treasurer relative to the maintenance of the Dalrymple property.
- Met with Mayor, Harry Bonner and community stakeholders regarding demolition concerns at Dalrymple and Austin Schools
- Working with County Land Bank in applying for funding for demolition of large derelict properties and abandoned houses.

INFORMATION ONLY

Estimated Impact of Blue Cross Premium Increase for the Remainder of 2016

Employer Portion by Fund		Approx. % of Total	Per Mo. Increase	4.5 Months	See Note Below (*)
101	General Fund	55.38%	\$ 879.78	X 4.5	\$ 3,959.01
202	Major Streets	5.85%	\$ 92.93	X 4.5	\$ 418.21
203	Local Streets	4.67%	\$ 74.19	X 4.5	\$ 333.85
226	Solid Waste	0.80%	\$ 12.71	X 4.5	\$ 57.19
244	Economic Development	0.43%	\$ 6.83	X 4.5	\$ 30.74
246	Business Incubator	1.05%	\$ 16.68	X 4.5	\$ 75.06
247	TIFA	0.92%	\$ 14.62	X 4.5	\$ 65.77
296	Revolving Loan	0.09%	\$ 1.43	X 4.5	\$ 6.43
590	Sewer	15.90%	\$ 252.59	X 4.5	\$ 1,136.66
591	Water	12.34%	\$ 196.04	X 4.5	\$ 882.16
661	Equipment Pool	2.57%	\$ 40.83	X 4.5	\$ 183.72
		100.00%	\$ 1,588.63		\$ 7,148.82

*September-December 2016 (we pay premium one month ahead), PLUS we included 1st pay period for Jan. 2017 as this expense will accrued back to 2016.

Allocation of General Fund Total

101-172	City Manager	2.00%	\$ 79.01
101-215	City Clerk	3.81%	\$ 150.87
101-226	Human Resources	0.86%	\$ 34.15
101-260	Finance/Treasurer	10.09%	\$ 399.28
101-265	Municipal Bldg.	0.75%	\$ 29.72
101-276	Cemetery	5.14%	\$ 203.61
101-345	Public Safety	65.09%	\$ 2,576.76
101-422	Code Enforcement	4.01%	\$ 158.72
101-442	City Maintenance	1.16%	\$ 45.74
101-447	Engineering	0.13%	\$ 4.99
101-775	Parks	6.98%	\$ 276.16
		100.00%	\$ 3,959.01

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August 4, 2016

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held on Mackinac Island, September 14-16, 2016. The League's "Annual Meeting" is scheduled for 1:30 pm on Wednesday, September 14 in the Terrace Room at the Grand Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**
In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 15, 2016.**
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 15, 2016.**

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

We love where you live.



1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is **August 15, 2016**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

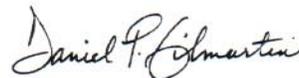
The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, September 14 in the Terrace Room in the Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



John B. O'Reilly, Jr.
President
Mayor of Dearborn



Daniel P. Gilmartin
Executive Director & CEO