City of Albion

City Council Meeting

August 7, 2017

1. Call To Order

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

1. Moment of Silence To Be Observed
2. Pledge of Allegiance
3. Roll Call

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

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

1. Mayor & Council Member’s Comments

No Mayor and Council comments were received.

VI. Presentations

1. EDC 2nd Quarter Update-Amy Deprez

Albion Economic Development Director Amy Deprez gave the following 2nd Quarter EDC update:

**Business Development, Attractions & Retention:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Qtr. 1** | **Qtr. 2** | **Qtr. 3** | **Qtr. 4**  | **YTD** |
| Retention Contacts | 5 | 3 |  |  | 8 |
| Prospect RFP | 9 | 21 |  |  | 30 |
| Prospect Activity | 3 | 19 |  |  | 22 |
| Entrepreneurship-Small Business | 25 | 13 |  |  | 38 |

**Community Development:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Development Contacts | 25 | 78 |  |  | 103 |

**Highlights:**

**Retention of Existing Businesses:**

* 3 Events hosted by AEDC for existing businesses
* 4/11 Business Resource Summit-Reinvesting energy savings into your business
* 5/17 Business Resource Summit-Workforce Assistance
* 5/22 Using the capital within your Community to fund projects
* Received recertification of the Albion Industrial Park
* Hired Danielle Nelson as Economic Development Project Manager, starting 7/17/2017 with a primary focus on finalizing the RRC certification

**Community Development:**

* Participated in a Brownfield Training event
* Wrote and submitted a project request for assessment funds from the MDEQ
* Completed the CDBG application for the City for the Peabody Project to receive up to $800,000 in grant funds
* Participated in a Community Visioning Celebration event with the City to garner input from the community on several targeted areas and redevelopment sites
* Continue to work on the Economic Development Strategic Plan for the City of Albion, including implementation of a Steering Committee
* Toured sites or provided property information on several developers interested in development projects in the greater Albion area

**Albion Food Hub:**

* Hired Caitlyn Berard as the Albion Food Hub Manager & AEDC staff spent considerable time in the development of the Albion Food Hub
* Installed new signage for the Albion Food Hub and implemented the AFH logo and branding strategy
* Conducted several meetings with potential clients of the AFH that are at various stages of readiness to start their business
* Developed and approved an application process, rate sheet and other processes to be implemented immediately
* Received approval to modify the USDA Grant to allow for the changes in staffing and structure

**Attraction/Prospects:**

* Project Chance-Completed a full day tour and meetings with this international CNC machine producer and received notice that Albion made the cut from 5 locations to 3. Consultant and Company C Level will visit Albion in August to further discuss incentives and negotiate a site agreement. AEDC Staff will be assisting the Company with hiring a local manager in the near future.
* Project Grow-Worked with City Manager to ascertain City’s stance on this project and identified sites that would fit the need provided the City wants to move forward with discussions.
* Toured sites with several companies and provided proposal and/or follow up information for their review
* Project 6000-This project is in a waiting stage until a building that suits their needs better can be identified, after touring and eliminating the existing properties that fit their needs. They need 6,000 sf of office space for a service office in the medical field.

**Marketing & Public Relations:**

* 3presentations given on the mission, developments and strategic plan of the AEDC
* 4/18 PEO
* 5/23 AALL
* 6/22 Rotary
* Community Marketing Group: Continue to work toward a branding strategy for the Community to share

**Albion Reinvestment Corporation (ARC)**

* Continue to work on a strategic redevelopment plan for the Downtown with a goal to have it approved by the ARC Board by the end of August
* Continue to work on an Economic Development Strategic Plan for ARC that compliments the City of Albion’s plan and Master Plan
* Met and toured downtown with an MEDC representative to discuss the possibility of a transformational project to revitalize the downtown.
* Briefly discussed prospect report highlighting general areas of interest by various businesses without identifying the actual business
* Staff time is primarily being used in the reactive mode at this time while proactive is taking a back seat
* The first pop up restaurant will be Coopers Dish and will be held August 17th thru August 20th next to the Food Hub commercial kitchen
* The speed to market is extremely important in attracting new businesses to the community

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

1. Albion District Library Update-Cindy Stanczak

Cindy Stanczak, Albion District Library gave the following update:

* The library hosted a summer reading program for children, teens and adults. The program will finish up this week.
* An essential oil workshop was held on August 5th that introduced you to the varieties of essential oils and their uses.
* The library has a webpage and a Facebook page that offers Information pertaining to programs and for all the Albion District Library has to offer.
* The Library completed a community survey to ask what residents thought of the Library, their collections, programs and services. The survey closed on July 31, 2017 with 152 participants. Information from the survey will be utilized for the Library’s Strategic Plan.
* **Upcoming Events:**

**August**:

* The YA After Hour Book Club will be reading “When I was the Greatest”. This is open to teens and adults ages 15 and up. They meet the 4th Monday of each month at Biggby Coffee, 217 E Michigan Ave in Albion.
* Brown Bag Events: Wednesdays, 12:15 pm. Bring your lunch; the Library provides coffee and cookies. Origami, plant-based diets, grassland birds, hacking memory, and architect Eero Saarinen.

**September**

* Library Sign-Up
* Back to School
* Festival Book Sale
* Budget Hearing
* Healthy Babies Day

**October**

* Big Read Program
* The Dolly Parton Imagination Library has 400 children currently participating. The books are mailed to children at their home in their name.
* The GED program is currently on hold due to infrastructure updates. It will restart on Monday, August 14, 2017.
* The Library may have glasses available for the August 21st full eclipse.
* Library hours may be expanded in January.
* Library Director Stanczak introduced AmeriCorps Vista member Lea Parr who is working with the Library.

Comments were received from Council Members Brown and Spicer.

1. Redevelopment Ready Community-3rd Quarter Update-Danielle Nelson

Danielle Nelson gave the following Redevelopment Ready Community 3rd Quarter Report:

Summary and Update

The current goal for the Redevelopment Ready Community Program in Albion is to have all projects/tasks completed by the end of 2017, save for the zoning ordinance update. This work will be done by a firm (an RFP will be issued soon so that bids can be evaluated) and some of the MEDC technical assistance funding will be used to pay for half of the cost of this work. Once RRC Certified, the MEDC will market 3 of Albion’s redevelopment ready sites around the country and around the world to developers, businesses, manufacturers, and more.

# 3rd Quarter Progress:

## Economic Development Strategic Plan

A steering committee of 16 individuals representing residents, City Council, local businesses, the DDA, Planning Commission, Albion College, and Albion Reinvestment Corporation have come together to draft the Albion EDC’s Economic Development Strategic Plan. It is currently in a draft phase. It will be reviewed and edited by the steering committee and sent to the Albion EDC Board of Directors for approval.

## Future Land Use and Zoning Plan

The Future Land Use and Zoning Plan is Phase II of the Comprehensive Plan. This document is in draft form and will be sent to Planning Commission on August 15th for authorization for public comment. After that, it will be on the August 21st Council meeting agenda for authorization for public comment as well. The public will have 63 days to submit input before it goes back to City Council and Planning Commission for final edits and adoption. The plan was drafted with input from the Comprehensive Plan process and the June 28th Community Visioning Celebration which was well attended and people were able to give input on redevelopment sites and future land use.

## Zoning Ordinance Update

The City is in need of an updated zoning ordinance and code. This will require the City to hire a firm to rewrite the existing ordinance to meet the City’s needs. The City is working with Southwest Michigan Planning Council to prepare an RFP. The MEDC will fund half of the cost of this work. Funding sources for the match are being identified.

## Community Engagement Statement

The Community Engagement Statement is a document that formalizes the City’s methods for consulting, engaging, and informing residents. The document will be adopted by Planning Commission on August 15, 2017. The document not only states the City’s commitment to active citizen engagement but also encourages everyone from grassroots organizations to developers to take the same approach to new initiatives and developments.

## Marketing and Branding

The Albion EDC has convened a community marketing committee to identify funding sources and generate ideas for a community brand. MEDC technical assistance funding can be used for this project as well. The Albion EDC is exploring options to work with graphic design students at Kellogg Community College to lower the cost of this project and provide valuable experience to local students.

# What is Next?

## Redevelopment Ready Sites

The Albion EDC is currently working to produce property information packages (“PIPs” for short) that will be marketed online and will be used to get developers in the door for Albion’s “redevelopment ready” sites.

## Guide to Development

To streamline the process for property developers and new/existing businesses looking to expand, the City and the AEDC are working together to have a Guide to Development in place that outlines the timelines and procedures for permits, site plan reviews, and other development-related processes. This will help to more quickly accommodate interested businesses and developers, bringing jobs and investment to Albion.

Comments were received from Mayor Brown and Albion Economic Development Corporation Director Amy Deprez.

1. Precinct Bowling Tournament-Michael Trotter Jr.

Mr. Trotter was unable to make the meeting this evening so this presentation will be re-scheduled for a later date.

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

No public comments were received.

1. Consent Calendar (VV)
2. Approval Study Session Minutes – July 13, 2017
3. Approval Regular Session Minutes-July 17, 2017
4. Approval Study Session Minutes-July 24, 2017
5. Assembly Permit & Use of Amplification Equipment for Greater Albion Chamber of Commerce & Visitors Bureau-Festival of the Forks
6. Approval of Amusement and Entertainment Application for Family Fun Tyme Amusements LLC (Festival of the Forks)
7. Approval to Close City Hall on Friday, August 25, 2017 from 1:00 to 5:00 p.m. for Employee Picnic

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

1. Items for Individual Discussion

A. Request Approval Resolution # 2017-33, To Approve Intergovernmental Agreement with the City of Marshall for Continued Operation of the Albion-Marshall Connector (RCV)

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

French moved, Lawler supported, CARRIED, To Approve Resolution # 2017-33, To Approve Intergovernmental Agreement with the City of Marshall for Continued Operation of the Albion-Marshall Connector as presented. (6-1, rcv)(Barnes dissenting).

B. Discussion-EDC Plan for Parking Lot on Austin Avenue and Albion Street

Amy Deprez, Director Albion Economic Development Corporation updated the Mayor and Council with the following information on properties owned by the AEDC:

1. 1111 Austin Avenue, parcel: 51‐001‐722‐00 purchased from the Selask family on 3‐17‐15 for $9,000.00. This currently has a home and garage on site. Zoned B1.

2. 1105.5 Austin Avenue, parcel: 51‐001‐721‐02 purchased from the Calhoun County Land Bank Authority on 5‐21‐2012 for $1.00. Zoned B1.

3. 1105 Austin Avenue, parcel: 51‐001‐720‐00 purchased from the Calhoun County Land Bank Authority on 5‐21‐2012 for $1.00. Zoned B1.

4. 1101 Austin Avenue, parcel: 51‐001‐717‐00 purchased from the Jones family on 8‐23‐1994 for $27,000.00. Zoned M2P.

5. 941 Austin Avenue, parcel: 51‐001‐715‐01 purchased on 1‐1‐1995 for $135,000.00. At the time of purchase, the property had apartments on it. They have sense been demolished. Zoned M2P.

6. 971 Austin Avenue, parcel: 51‐001‐718‐00 purchased from LFPR Inc. on 4/27/2000 for $70,000. This property received a Revitalization Loan from the Michigan DEQ in the amount of $30,000 in 2001, which the AEDC had to repay. In 2002 the loan was used for environmental reports, the demolition of one structure, and the demolition of a building foundation. Zoned M2P.

7. 619, 617, 611 Austin Avenue, parcel: 51‐011‐638‐00, 51‐011‐637‐00, 51‐011‐636‐00. These properties were foreclosed upon under the General Property Tax Act 206 of 1893, as amended, and purchased from the Michigan DNR for prices ranging from $300 to $1,354.59. Any proceeds from the sale of these properties must be returned to the State’s Land Reutilization Fund minus cost incurred by the AEDC for demolition, renovation, or improvement. In May 2017, the AEDC submitted a project proposal to Michigan DEQ for possible site assessment funds for 611, 617, and 619 Austin Avenue. The AEDC is also currently working with a representative from the MDEQ to discuss the Refined Petroleum Funds offered thru the MDEQ and if these parcels would qualify since a gas station, grocery store, and repair shop were once located at these sites. Zoned B1. (NOTE: There has been consideration of developing one or more of these parcels into a parking lot to accommodate growth of Austin Corridor.)

\* This parcel is owned by SEMCO.

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

C. Discussion-Update on Rieger Park Swimming Hole

City Manager Mitchell stated the beach area is closed as a health and safety precaution. The valve is broken and would require extensive costs in order to

make the necessary repairs. Staff is investigating if DNR and/or DEQ would approve

any chemicals to address the algae growth, as there is not any circulation in the

swimming hole.

Director of Public Services Lenardson stated he would be hesitant to use any type of chemicals to remove the algae without permission from the DNR and DEQ.

Council Member Spicer asked if Director Lenardson would investigate the cost of repairing the broken valve and chemical application to remove the algae and provide a written estimate.

D. Request Approval of Boards & Commissions Appointment (RCV)

* George Harvey, Albion Economic Development Corporation, Initial Appointment, Term to Expire 7-1-2022

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

Brown moved, Reid supported, Carried, To Approve Board & Commission Appointment of George Harvey, Albion Economic Development Corporation, Initial Appointment, Term to Expire 7-1-2022 as presented. (7-0, rcv)

E. Request Approval Resolution # 2017-34, A Resolution for a Temporary Exemption for the Food Hub from the Sidewalk Café Ordinance Location Restriction (RCV)

Comments were received from City Manager Mitchell.

French moved, Brown supported, CARRIED, To Approve Resolution # 2017-34, A Resolution for a Temporary Exemption for the Food Hub from the Sidewalk Café Ordinance Location Restriction as presented. (7-0, rcv)

X. City Manager Report

City Manager Mitchell reported the following:

**City Manager –** We are welcoming the 2 new AmeriCorps/Vista members that will be working in Albion. **Lauren Freeman** who is working on Community Planning initiatives. **Andrew Texel**, who is focusing on Neighborhood Stabilization efforts. John Tracy and Stacey Levin will coordinate their efforts as on-site supervisors.

Council Member French introduced AmeriCorps Vista Members Chris Herweyer who will be working with the Albion Food Hub, Lea Parr who will be working with the Albion District Library and Ryan O’Dell who will be working with the Albion Economic Development Corporation.

**Clerk/Elections** – the new election equipment has been delivered. The old equipment will be picked up later this year. Clerk Domingo is looking forward to the upcoming training and providing a demonstration for the Mayor and Council.

**Annual Employee Picnic**- this annual event is being scheduled for Friday, August 25th and is to be held at the Victory Park Picnic Shelter (small Pavilion). Mayor and Council are welcomed to attend. Thank you to Attorney Cullen Harkness for his generous donation towards the event!

**Zoning Board of Appeals (ZBA)** - Meeting for August 8th has been cancelled.

**Downtown Development Authority (DDA)** – Meeting for August 9th has been cancelled.

**Community Clean Up -Recycling Day** – Held on July 22nd. Total weight of all electronics collected was 11,456 lbs. That does not include 2 loads of material that were hauled off-site that was left overnight on Saturday.  62% of the weight of the material collected were televisions. Last year we collected around 18,000 lbs.

**Granger – Non-payments** – Notices are beginning to be sent out to residents who have experienced a cancellation of services for non-payment. Residents will be given 10 days to re-establish service or be assessed fines in accordance with the ordinance ($50 per day).

**Marshall Public Schools** – received announcement from Dr. Davis that Mr. Robert Giles has been appointed as the new principal at Harrington Elementary School.

**Albion NAACP – Back in School – Stay in School Celebration** – Will be Held August 30th at Harrington School

**Monday, August 28 at 7pm** – Council Work Study Session on Medical Marijuana Regulations and Proposals.

**Festival of the Forks –** Scheduled for **Sept. 14 – 17.** Chamber has reserved Reiger Park, Lloyds Park and Stoffer Plaza. Current plans do not reflect being located along Superior Street in anticipation that there might be construction delays. The Leisure Hour Club has requested a Beer Tent in association with the Chamber.

**Water Tower** – Received unofficial word from the State that Albion is the eligible recipient of a Michigan Enhancement Grants for $500,000 for a 2018 water tower infrastructure repair project. Awaiting official confirmation later this year.

**Labor Negotiations** – are commencing.

**Albion Trust** – received the invoice from Miller Canfield in the amount of $1,500 for their services.

**Saturday, October 21, 2017** – The 2nd annual event will be held in several locations. $10 raffle tickets are being sold to help support the event. Information is also available at [www.walkthebeat.org](http://www.walkthebeat.org) or contacting Cliff Harris at charris@albion.edu

**Big Read Celebration** – Mayor and Council have been invited by Jess Roberts to the celebration of the 3rd Annual Big Read Youth Leadership Camp. It will be held on Friday, **August 11th** from 12noon-1:15pm at President Ditzler’s house.

XI. Future Agenda Items

* City Attorney Harkness asked for the City Attorney Evaluation be added to the next agenda.
* Council Member French asked for Approval of the Council Rules and Procedures be added to the next agenda.
* Mayor Brown asked for the following items be added to the next agenda:
* Fee for marriage ceremonies
* Fees & structure for Gmail accounts
* Quote for Charter revision

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

 No action was necessary as all members were present.

XIII. Public Comments (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Mike Bearman, 11016 29 Mile Rd, Assistant City Manager Stacey Levin and City Manager Mitchell.

XIV. Adjournment

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

Mayor Brown adjourned the meeting at 8:25 p.m.

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Date Jill Domingo City Clerk