

## CITY COUNCIL REGULAR MEETING AGENDA

*Meetings: First and Third Mondays - 7:00 p.m.  
Monday, March 21, 2022*

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

### PLEASE TURN OFF CELL PHONES DURING MEETING


Page

- |         |  |
|---------|--|
| I.      | CALL TO ORDER  |
| II.     | MOMENT OF SILENCE TO BE OBSERVED   |
| III.    | PLEDGE OF ALLEGIANCE   |
| IV.     | ROLL CALL  |
| V.      | APPROVAL OF AGENDA<br>(Includes any proposed additions, deletions or changes to the agenda)  |
| A.      | AGENDA   |
| VI.     | PRESENTATIONS AND RECOGNITIONS   |
| 4       | A. A PROCLAMATION OF MARCH 2022 AS A MONTH CELEBRATING THE 50TH ANNIVERSARY OF THE OLDER AMERICANS ACT NUTRITION PROGRAM<br><a href="#">City of Albion- proclamation</a>   |
| 5 - 13  | B. BATTLE CREEK YMCA/ALBION RECREATION 1-YEAR REPORT-DONISHA BREWER, WELLNESS COORDINATOR<br><a href="#">ALBION RECREATION</a>   |
| VII.    | PUBLIC HEARING   |
| VIII.   | PUBLIC COMMENTS<br>(Persons addressing the City Council shall limit their comments to <b>agenda items only</b> and to no more than three (3) minutes. Proper decorum is required.)                                     |
| IX.     | CLOSED SESSION   |
| X.      | CONSENT CALENDAR (VV) (ITEMS)<br>(Items on Consent Calendar are voted on as one unit)  |
| 14 - 27 | A. <ul style="list-style-type: none"> <li>• MARCH 7, 2022 STUDY SESSION MINUTES</li> <li>• MARCH 7, 2022 REGULAR SESSION MINUTES</li> </ul> <a href="#">CITY COUNCIL SPECIAL MEETING - 07 Mar 2022 - Minutes - Pdf</a> |

[CITY COUNCIL - 07 Mar 2022 - Minutes - Pdf](#)

## XI. ITEMS FOR INDIVIDUAL DISCUSSION

- 28 - 87 A. DISCUSSION CITY MANAGER 1-YEAR EVALUATION  
[Output Document \(AIR-22-426\) - Pdf](#)  
[Score Sheet for City Manager 1 Year Evaluation](#)  
[Score Sheet CM evaluation 6mo](#)  
[CM Evaluation - Year One](#)  
[VS 1 year CM Eval](#)  
[Shane 1 year eval](#)  
[Nora 1 year eval](#)  
[Reid Williams LaNoue Lawler](#)
- 88 - 89 B. APPROVE RESOLUTION #2022-08 - A RESOLUTION TO DESIGNATE ACTING CITY MANAGER  
[Output Document \(AIR-22-421\) - Pdf](#)
- 90 - 93 C. APPROVE RESOLUTION # 2022-10, A RESOLUTION AUTHORIZING MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION FOR ALBION RIVER TRAIL  
[Output Document \(AIR-22-427\) - Pdf](#)
- 94 - 98 D. APPROVE 2ND READING & ADOPTION ORDINANCE # 2022-02, AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, TO AMEND SECTION 2-316, COUNCIL DISTRICTS  
[Output Document \(AIR-22-406\) - Pdf](#)
- 99 - 104 E. DISCUSSION/APPROVE 1ST READING ORDINANCE # 2022-03, AN ORDINANCE TO AMEND CHAPTER 22, TO ADD ARTICLE VII, SECTIONS 22-240 THROUGH 22-244, MOBILE FOOD VENDING  
[Output Document \(AIR-22-418\) - Pdf](#)
- 105 - 109 F. APPROVE ANNUAL BUSINESS LICENSE FOR MECHANICAL AMUSEMENT DEVICES:
  - ALBION COLLEGE
  - REDBOX
  - LEISURE HOUR CLUB
  - FAMILY FARE[Output Document \(AIR-22-420\) - Pdf](#)
- 110 - 113 G. APPROVE ANNUAL BUSINESS LICENSE FOR GARBAGE COLLECTION:
  - GRANGER WASTE SERVICES
  - REPUBLIC SERVICES
  - WASTE MANAGEMENT INC.[Output Document \(AIR-22-419\) - Pdf](#)
- 114 - 146 H. APPROVE CITY RECREATION PROGRAM PROVIDER - BATTLE CREEK YMCA  
[Output Document \(AIR-22-425\) - Pdf](#)  
[2022 YMCA Recreation RFP](#)
- 147 I. APPROVE PUBLIC RELEASE OF CITY ATTORNEY LEGAL OPINION REGARDING COUNCIL MEMBERS CONDUCTING BUSINESS WITH THE CITY  
[Output Document \(AIR-22-423\) - Pdf](#)
- 148 J. DISCUSSION OF CONCERNS REGARDING A COUNCIL MEMBER PROPOSALS FOR RECREATION MILLAGE FUND  
[Output Document \(AIR-22-424\) - Pdf](#)
- 149 - 151 K. APPROVE RESOLUTION # 2022-09, RESOLUTION OF CENSURE FOR CITY COUNCILMEMBER SHANE WILLIAMSON

 [Resolution 2022-09 Resolution of Censure  
texting\\_examples](#)

152 L. APPROVE RESOLUTION # 2022-11, TO DECLARE PRECINCT 6 COUNCIL SEAT  
VACANT

 [Resolution 2022-11](#)

XII. FUTURE AGENDA ITEMS

XIII. PUBLIC COMMENTS

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

XIV. CITY MANAGER REPORT

153 - 163 A. [CM Report 3.21.22](#)

164 - 177 B. [1-31-2022 Cash Summary](#)  
[1-31-2022 Rev Exp](#)

XV. MAYOR AND COUNCIL MEMBER COMMENTS

XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)

XVII. ROLL CALL

XVIII. ADJOURN



## A PROCLAMATION OF MARCH 2022 AS A MONTH CELEBRATING THE 50<sup>th</sup> ANNIVERSARY OF THE OLDER AMERICANS ACT NUTRITION PROGRAM

**WHEREAS**, fifty years ago, on March 22, 1972, President Nixon signed into law a measure that amended the Older Americans Act of 1965 to include a national nutrition program for individuals 60 years and older.

**WHEREAS**, for five decades, this landmark law has helped to fund community-based organizations – like Meals on Wheels – and it is still the only federal program designed specifically to meet the nutritional and social needs of older adults.

**WHEREAS**, this year, Meals on Wheels programs from across the country are joining together for the March for Meals awareness campaign to celebrate 50 years of success and garner the support needed to ensure these critical programs can continue to address food insecurity and malnutrition, combat social isolation, enable independence, and improve health for years to come.

**WHEREAS**, Meals on Wheels programs – both congregate and home-delivered, in the city of Albion have served our communities admirably for over 50 years; and

**WHEREAS**, volunteers for Meals on Wheels programs in the city of Albion are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

**WHEREAS**, Meals on Wheels programs in Albion provide nutritious meals to seniors throughout the city that help them maintain their health and independence, thereby helping to prevent unnecessary falls, hospitalizations and/or premature institutionalization; and

**WHEREAS**, Meals on Wheels programs in Albion provide a powerful opportunity for social connection for millions of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

**WHEREAS**, Meals on Wheels programs in Albion deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic and will continue to provide to local communities, our State and our Nation long after it is over.

**WHEREAS**, the senior population is increasing substantially, and action is needed now to support local Meals on Wheels programs through federal, state and local funding; volunteering; donations; and raising awareness to ensure these vital services can continue to be delivered for another 50 years.

**NOW, THEREFORE**, I, Victoria Snyder as Mayor of the city of Albion do hereby proclaim March 2022 as a month celebrating the 50<sup>th</sup> anniversary of the Older Americans Act Nutrition program and urge every community member to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national celebration can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 1st day of March, 2022

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Mayor Victoria Snyder





# **ALBION RECREATION 365 DAYS WITH THE Y**

**BATTLE CREEK FAMILY YMCA**

# ALWAYS WELCOME AT THE Y

## 2021 RECAP

- ❖ March 2021 – March 2022 the Y has served 3,559 participants in the community through pool and fitness classes.
- ❖ The Y has hosted over 300 group fitness and pool classes at Washington Gardner, the DOW and the Opportunity School.
- ❖ The Y joined the community for the Juneteenth celebration, Harrington Elementary back – to – school, Color Me Alpha Xi, Albion College Freshman Move in Week, and Love Local, Love Albion.
- ❖ In March of 2021, the community joined the Y, Albion College, and the City of Albion for an Easter Egg Hunt at Victory Park.
- ❖ In the summer of 2021, the Y hosted the Albion Youth and Albion Teen Camp.
- ❖ In October of 2021, the Y opened the GSRP Pre-School program at Crowell School.
- ❖ Starting in October of 2021, the Y aquatics team helped over 30 youth become stronger swimmers at the Opportunity School.







# PARTICIPANT EXPERIENCE WITH THE Y

## WELCOME PATTI





# Y INSTRUCTOR EXPERIENCE

## WELCOME DAWN





# Y INSTRUCTOR EXPERIENCE

## WELCOME RACHEL



# UPCOMING EVENTS

- ❖ Wednesday, March 23: Get to know the Y at the Foundry Bakehouse and Deli.
- ❖ Thursday, April 14: Flick n' Float at the Opportunity School
- ❖ April: Cheer Club with Elijah at the Opportunity School on Wednesdays
- ❖ April: Boxing with Jaquil on Saturdays at Washington Gardner

# AWARDS

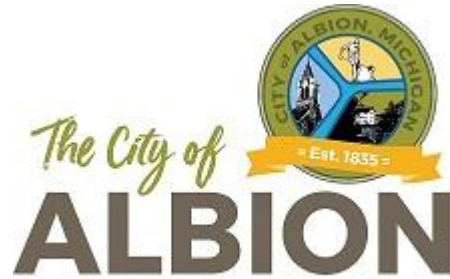
TO THOSE WHO HAVE IMPACTED THE ALBION YOUTH COMMUNITY





the  Y  
**THANK YOU FOR JOINING THE Y!**





**MINUTES**  
**CITY COUNCIL SPECIAL MEETING**  
 Monday, March 7, 2022 @ 6:00 PM  
 City Council Chambers

**I CALL TO ORDER**

Mayor Snyder called the Special Meeting to order at 6:00 p.m.

**II MOMENT OF SILENCE TO BE OBSERVED**

**III PLEDGE OF ALLEGIANCE**

**IV ROLL CALL**

PRESENT: Donivan Williams (1); Lenn Reid (2); Nora Jackson (3) (arrived at 6:04 p.m.); Marcola Lawler (4); Linda LaNoue (5); Shane Williamson (6) and Mayor Victoria Snyder

ABSENT: All members were present

ADMINISTRATION: Haley Snyder, City Manager; Yvonne Ridge, Assistant City Manager; Cullen Harkness, City Attorney and Jill Domingo, City Clerk

**V APPROVAL OF AGENDA**

(Includes any proposed additions, deletions or changes to the agenda)

A. AGENDA

Moved by (5) LaNoue, seconded by (4) Lawler

*To approve Agenda as presented*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Snyder Mayor	x			

Reid (2)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Williams (1)	x			
	7	0	0	0

Carried

**VI PRESENTATIONS AND RECOGNITIONS- None**

**VII PUBLIC HEARING- None**

**VIII PUBLIC COMMENTS**

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

Comments were received from Andrew French, 702 E. Erie St

**IX CLOSED SESSION- None**

**X CONSENT CALENDAR (VV) (items)**

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

**XI ITEMS FOR INDIVIDUAL DISCUSSION**

- A. DISCUSS/APPROVE RESOLUTION # 2022-06, AN AMENDMENT TO RESOLUTION # 2022-04, TO SET DATES AND PROCESS FOR 2022 CITY COUNCIL REDISTRICTING

Comments were received from Council Members Lawler, Reid, Williamson and LaNoue and Mayor Snyder

Moved by (5) LaNoue, seconded by (3) Jackson

*Approve Resolution # 2022-06, An Amendment to Resolution # 2022-04, To Set Dates and Process for 2022 City Council Redistricting*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Snyder Mayor		x		
Reid (2)	x			
Jackson (3)	x			



Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)		x		
Williams (1)	x			
	5	2	0	0

Carried

**B. DISCUSSION OF PROPOSED REDISTRICTING PLANS**

\*\*Council Member LaNoue cited Point of Order for use of electronic devices during the meeting

Mayor Snyder asked all members of Council to put away all electronic devices

City Attorney Harkness stated the two of the map options were done with the Dave's Redistricting software. The first option is a 1.7% deviation and the second option is a 2.3% deviation. The target number average per precinct is 1283 which is the total population of 7700 divided by the six precincts. Both options allow for all seating Council members to retain their seats. City Attorney Harkness's recommendation is to move forward using the Option #1 redistricting map.

Council Member Reid also provided a third map in which Robert Joerg, an Albion College graduate created that has a .78% deviation.

Comments were received from Council Members Jackson, Reid and LaNoue and City Manager Snyder

**C. DISCUSSION/APPROVE OF SINGLE REDISTRICTING PLAN PROPOSAL**

Comments were received from Council Member Lawler and Williamson

Moved by Mayor Snyder, seconded by (6) Williamson

*Approve Option #1 Map as the Single Redistricting Plan Proposal*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Snyder Mayor	x			
Reid (2)		x		
Jackson (3)		x		
Lawler (4)		x		

CITY COUNCIL SPECIAL MEETING  
March 7, 2022

LaNoue (5)		x		
Williamson (6)	x			
Williams (1)		x		
	2	5	0	0

DEFEATED.

Moved by (2) Reid, seconded by (5) LaNoue

*Approve Option # 3 Map as the Single Redistricting Plan Proposal*

	For	Against	Abstained	Absent
Snyder Mayor		x		
Reid (2)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)		x		
Williams (1)	x			
	5	2	0	0

Carried

**XII FUTURE AGENDA ITEMS- None**

**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 Alicia Priami, 310 E. Michigan Ave; Andrew French, 702 E. Erie St; Cliff Harris, 411 Elizabeth St; Karen Olson, 411 Elizabeth St and Leroy Evans, 310 E. Michigan Ave

**XIV CITY MANAGER REPORT- None**

**XV MAYOR AND COUNCIL MEMBER COMMENTS**

No Mayor and Council Member comments were received

**XVI MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)**

No action was necessary as all members were present

**XVII ROLL CALL**

PRESENT: Donivan Williams (1); Lenn Reid (2); Nora Jackson (3); Marcola Lawler (4); Linda LaNoue (5); Shane Williamson (6) and Mayor Victoria Snyder

ABSENT: All members were present

ADMINISTRATION: Haley Snyder, City Manager; Yvonne Ridge, Assistant City Manager; Cullen Harkness, City Attorney and Jill Domingo, City Clerk

**XVIII ADJOURN**

Moved by (3) Jackson, seconded by (5) LaNoue

*Adjourn Special Meeting*

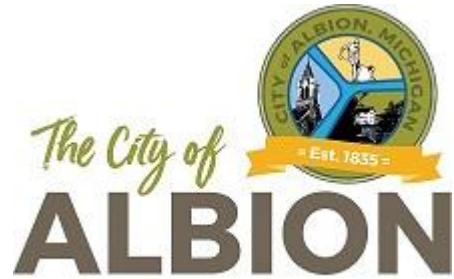
*Mayor Snyder adjourned the Special Meeting at 7:13 p.m.*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Snyder Mayor	x			
Reid (2)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Williams (1)	x			
	7	0	0	0

Carried

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Jill A. Domingo, City Clerk



**MINUTES**  
**CITY COUNCIL REGULAR MEETING**  
**Monday, March 7, 2022 @ 7:00 PM**  
City Council Chambers

**I CALL TO ORDER**

Mayor Snyder called the regular meeting to order at 7:21 p.m.

**II MOMENT OF SILENCE TO BE OBSERVED**

**III PLEDGE OF ALLEGIANCE**

**IV ROLL CALL**

PRESENT: Donovan Williams (1); Lenn Reid (2); Nora Jackson (3);  
Marcola Lawler (4); Linda LaNoue (5); Shane Williamson (6) and Mayor  
Victoria Snyder

ABSENT: All members were present

ADMINISTRATION: Haley Snyder, City Manager; Yvonne Ridge,  
Assistant City Manager; Cullen Harkness, City Attorney; Jill Domingo,  
City Clerk; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety  
and Ian Arnold, Director Planning & Building

**V APPROVAL OF AGENDA**

(Includes any proposed additions, deletions or changes to the agenda)

**A. AGENDA**

Moved by (5) LaNoue, seconded by (3) Jackson

*To approve agenda as presented*

CITY COUNCIL REGULAR MEETING  
March 7, 2022

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Snyder Mayor	x			
	7	0	0	0

Carried

**VI PRESENTATIONS AND RECOGNITIONS- None**

**VII PUBLIC HEARING-None**

**VIII 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

**IX CLOSED SESSION-None**

**X CONSENT CALENDAR (VV) (items)**

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

- A.
- FEBRUARY 22, 2022 STUDY SESSION MINUTES
  - FEBRUARY 22, 2022 REGULAR SESSION MINUTES
  - MARCH 1, 2022 STUDY SESSION MINUTES

Moved by (5) LaNoue, seconded by (3) Jackson

*Approve Consent Calendar as presented*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			



LaNoue (5)	x			
Williamson (6)	x			
Snyder Mayor	x			
	7	0	0	0

Carried

**XI ITEMS FOR INDIVIDUAL DISCUSSION**

- A. APPROVE RESOLUTION # 2022-05, A NOTICE OF INTENT RESOLUTION SEWAGE DISPOSAL SYSTEM REVENUE BONDS

AIR-22-416

Comments were received from Council Member Reid, City Manager Snyder and Miller Canfield Bond Attorney Thomas Colis

Moved by (3) Jackson, seconded by (5) LaNoue

AIR-22-416

*Approve Resolution # 2022-05, A Notice of Intent Resolution Sewage Disposal System Revenue Bonds*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Snyder Mayor	x			
	7	0	0	0

Carried

- B. APPROVE RESOLUTION #2022-07 A RESOLUTION TO APPROVE FY 2025 LOCAL BRIDGE PROGRAM - BRIDGE BUNDLING PROJECT APPLICATION

AIR-22-417

Comments were received from Council Member LaNoue and City Manager Snyder

Moved by (3) Jackson, seconded by (5) LaNoue

*Approve Resolution # 2022-07, A Resolution to Approve FY 2025 Local Bridge Program-Bridge Bundling Project Application*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Snyder Mayor	x			
	7	0	0	0

Carried

C. DISCUSSION/APPROVE 1ST READING ORDINANCE # 2022-02, AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, TO AMEND SECTION 2-316, COUNCIL DISTRICTS

AIR-22-406

Comments were received from City Attorney Harkness

Moved by (3) Jackson, seconded by (5) LaNoue

AIR-22-406

*Discussion/Approve 1st Reading Ordinance # 2022-02, An Ordinance to Amend Chapter 2, Article V, to Amend Section 2-316, Council Districts*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)		x		
Snyder Mayor		x		
	5	2	0	0

Carried

D. DISCUSSION/APPROVAL - ORDINANCE # 2022-03, AN ORDINANCE TO AMEND CHAPTER 22, TO ADD ARTICLE VII, SECTIONS 22-240 THROUGH 22-244, MOBILE FOOD VENDING

AIR-22-418

Director of Planning & Building Arnold went through the proposed changes to the ordinance which were as follows:Sec. 22-243 Requirements:

q. Mobile Food Vending shall not be conducted within five hundred feet (500') of any non-mobile business whose primary use or purpose is food service

City Attorney Harkness noted the first and second reading dates need to be updated

Additional comments were received from Council Members Reid and LaNoue and City Manager Snyder

E. BOARD & COMMISSION APPOINTMENTS

- ASHELY WOODSON, EQUITY TASK FORCE, INITIAL APPOINTMENT, TERM TO EXPIRE 12-2-2022
- MARCOLA LAWLER, DOWNTOWN DEVELOPMENT AUTHORITY (DDA). REAPPOINTMENT, TERM TO EXPIRE 12-31-2024

Comments were received from Ashley Woodson

Moved by (5) LaNoue, seconded by (3) Jackson

*Board & Commission Appointments*

- *Ashely Woodson, Equity Task Force, Initial Appointment, Term to Expire 12-2-2024*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Snyder Mayor	x			
	7	0	0	0

Carried

Moved by (3) Jackson, seconded by (5) LaNoue

*Boards & Commission Appointments*

- *Marcola Lawler, Downtown Development Authority, Reappointment, Term to Expire 12-31-2024*

	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)		x		
Snyder Mayor	x			
	6	1	0	0

Carried

**XII FUTURE AGENDA ITEMS**

City Manager Snyder asked for the City Manager evaluation be added to the next agenda

**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 Elrarene Showers, 805 Valhalla Dr and Ian Gilyard-Schnaitman, 8483 Wooden Lane, Marshall

**XIV CITY MANAGER REPORT**

A.

City Manager Snyder provided the following written City Manager Report:

**DDA Meeting** – The DDA held a special meeting on Wednesday, February 23rd. The board discussed/voted on the following: Election of Officers, Farmers Market Agreement, Grant application for Stoffer Plaza improvements to the Albion Community Foundation, AARP Grant for Stoffer Plaza. The March regular meeting has been canceled due to lack

of agenda items. The next regular DDA meeting will be held on Wednesday, April 13, 2022 at 7:30a.

**Rental Certification Subcommittee** – A rental certification subcommittee was held on Wednesday, February 23rd . Based on discussions held at the last two subcommittee meetings, Director Arnold is currently in the process of preparing a draft ordinance based off of the City of Three River’s Rental Certification Ordinance. The next subcommittee meeting will be held sometime during the week of March 21st .

**AEDC Meeting** – The AEDC held their regular meeting on Thursday, February 24th. The EDC Board took action on the following: Albion SB Pandemic Response Grant Repayment Plan, Site Plan for 923 Burstein Drive – will go before the City’s Planning Commission for approval on March 15th, Resignation from Board Member Dr. Raymond Barclay, and Brick Street Lofts Brownfield Reimbursement. The next EDC Meeting will be held on Thursday, April 7 th at 7:30a.

**EDSP Stakeholder Meeting** – The EDC’s Stakeholder meeting for the 2022-2026 Economic Development Strategic Plan (EDSP) was held on Thursday, February 24th. The group reviewed the current plans goals, objectives, and outcomes and discussed any changes/updates for the new plan.

**Match on Main Program** – The City, EDC, and Chamber met on Monday, February 28th to review the received applications for the spring Match on Main Program. The EDC received two applications.

**MDNR Grant Application** – The City of Albion’s 5-year Parks & Recreation Master Plan has been approved by the MDNR until December 31, 2026. The City is now eligible to apply for grant funding through the MDNR. City Administration met with Wightman & Associates to begin working on the City’s grant application for the MDNR Natural Trust Fund program. The City will be submitting an application to complete the Albion River Trail – due to an increase in the project costs, the current Albion River Trail project had to be reduced. The anticipated project will include the portion that runs along N. Albion Street to Holland Park to connect to the trail along Austin Avenue and will also expand to connect to McIntosh Park.

**Dams Feasibility Study Kick-Off Meeting**-A kick-off meeting for the Albion Dams Removal Feasibility Study was held on Tuesday, March 1st. The meeting included representatives from the City, Wightman & Associates, EGLE, MDNR, Michigan Trout Unlimited, Orbis, Inter-Fluve

and Albion College. Data collection for the study will take place over the next three months-March/April/May-with the final report submitted to the City by the end of August 2022. Prior to the final report being issued, there will be public meetings scheduled to engage with the public regarding this process.

**Transportation Asset Management Plan (TAMP)** – A study session was held on Tuesday, March 1st to review and discuss the draft streets repair project plan prepared by Wightman & Associates. The plan was prepared to account for the potential additional street millage in the amount of 6 mils. City Administration will begin scheduling Town Hall meetings to present the draft plan to the community. The millage will need to be approved by the voters and will be included on the August 2022 Primary election.

**Neighborhoods Inc. of Battle Creek** – I had the opportunity to attend the Albion Community Leadership Council meeting on Wednesday, March 2nd to learn more about the Neighborhoods Inc. of Battle Creek program. Arturo Puckerin, President/CEO of Neighborhoods Inc. gave a presentation on the services provided through his organization and shared that an Albion Office will be opening in the near future.

**MML Capital Conference** – I will be out of the office on March 15th & 16th to attend the MML Capital Conference.

**MML Coach Study Session**-A Study Session with Mrs. Marilyn Semonick will be held on Saturday, March 12th from 8a-2:30p

**City Hall Operations** – City Hall has resumed normal hours of operations: Monday-Friday from 8a-5p. Residents are still encouraged to utilize the front drop box (no cash payments allowed) and online payment option for property tax and utility billing payments.

#### **XV MAYOR AND COUNCIL MEMBER COMMENTS**

Comments were received from Council Member Williamson and City Attorney Harkness

#### **XVI MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)**

No action was necessary as all members were present

#### **XVII ROLL CALL**

PRESENT: Donovan Williams (1); Lenn Reid (2); Nora Jackson (3); Marcola Lawler (4); Linda LaNoue (5); Shane Williamson (6) and Mayor Victoria Snyder

ABSENT: All members were present

ADMINISTRATION: Haley Snyder, City Manager; Yvonne Ridge, Assistant City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety and Ian Arnold, Director Planning & Building

## XVIII ADJOURN

Moved by (6) Williamson, seconded by (3) Jackson

*Adjourn regular session*

*Mayor Snyder adjourned the regular session at 7:56 p.m.*

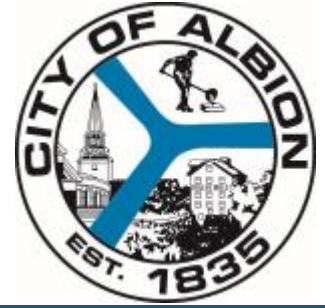
	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Reid (2)	x			
Williams (1)	x			
Jackson (3)	x			
Lawler (4)	x			
LaNoue (5)	x			
Williamson (6)	x			
Snyder Mayor	x			
	7	0	0	0

Carried

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Jill A. Domingo, City Clerk

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



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**To:** City Council  
**Subject:** DISCUSSION CITY MANAGER 1-YEAR EVALUATION  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** Council  
**Staff Contact:** Victoria Snyder, Mayor

## BACKGROUND INFORMATION:

The City Council approved the City Manager's Employment Agreement on March 15, 2021. The City Manager provided Council with her 1-year self evaluation on February 14, 2022. Marilynn Semonick has agreed to facilitate the evaluation process at a reduced cost to the City.







## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

### City Manager Annual Evaluation Form

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	---------------------	-----------------	-----------------	------------------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Please see supporting documentation.

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Please see supporting documentation.

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-----------------	-------------------	-----------------	------------------

c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: I strive to present Council with well-developed recommendations complying with State and local laws, as well as City ordinances and the need of the City. I attend each Council meeting prepared to engage in discussion and answer any questions that may from Council members and the public. If I am asked about something that I am unsure of, I make sure to do my research and/or seek information from another source, and follow-up with the group/individual requesting information.

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-----------------	-------------------	-----------------	------------------

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Please see supporting documentation.

**5. JUDGMENT AND DECISION-MAKING**

- a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Cite examples to support your evaluation: Complying with Federal, State, and local laws, as well as rules and policies is critical to fair and consistent decision making. I am aware of my responsibilities as City Manager, and try to not overstep and operate outside of my authority. When I am unsure of procedures or protocols, I utilize the expertise of the City’s Attorneys and Department Heads.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

- a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Please see supporting documentation.

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Please see supporting documentation.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	---------------------	-----------------	-----------------	------------------

Cite Examples to support your evaluation: Please see attached supporting documentation.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Please see supporting documentation.

Haley Snyder

2/14/2022

\_\_\_\_\_   
 Council Member's Signature

\_\_\_\_\_   
 Date

Slm\Evaluations\2015 CM Eval Form

<b>Ratings:</b> Unacceptable – 1                      Satisfactory – 3                      Exceptional – 5 Needs Improvement – 2                      Very Good – 4                      Unable to Evaluate - UE
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**City of Albion**  
**City Manager – Haley Snyder**  
**Year in Review – March 2022**

March 15, 2022, will mark the completion of my first year as City Manager with the City of Albion. There is still a lot to be accomplished, but because of a very dedicated staff and tremendous partnerships we have achieved some great results. Below are some highlights:

**LEADERSHIP**

- Holding monthly department head meetings to increase collaboration and communications.
- Meeting with all City employees to hear employee concerns and keep employees informed on goals, objectives, and projects.
- Continuing to build strong working relationships with other units of government, leaders, businesses, and nonprofit organizations.
- Providing City Council with City Manager’s report – Individual department updates are provided at the second monthly regular City Council meeting.
- Working to create a work environment that provides stability, encourages creative thinking, intensity, and persistence.
- FY 2021 & 2022 budgets were prepared, presented, and adopted on schedule.
- A complete COVID-19 Response and Preparedness Plan was prepared and implemented in accordance with MDHHS & MIOSHA requirements.
- Agendas and meeting packets are consistently prepared and submitted to City Council and the public in a timely manner.
- Participated in different trainings and programs to enhance leadership skills – Albion Leadership Academy, Michigan Municipal Executives (MME) Winter Institute, MML trainings and conferences.

**MANAGEMENT SKILLS**

- Due to fraudulent activity, working to switch all of the City’s large/active accounts over to a bank that does offer Pay Positive – Flagstar Bank. Pay Positive is an industry standard to reduce and/or prevent fraudulent check cashing. To support local business, the City will maintain some accounts at a local bank institution.
- Successfully transferred the City’s HSA accounts from TCF Bank to Flagstar Bank.
- With the Deputy Clerk/Treasurer position now permanently filled, the “checks and balance” measures for the Finance Team are being reviewed and revised. One example, bank reconciliations have been transferred to the Deputy Clerk/Treasurer. This will counter any singular person doing double duties and also allow for timely reconciliations to note discrepancies.
- Worked with I.T. Right to establish phishing email training and tests to hone the skills of all city staff and elected officials. Through these trainings, incidents of payroll changes were caught and not completed. A city-wide payroll policy is being drafted with protocols and forms to ensure no changes take effect that were not initiated by the employee and/or elected official.



- Purchase cards have been inventoried (fuel cards, SAMS Club, Tractor Supply & Flagstar) for auditory controls and reporting. A Fuel Card policy was implemented on May 5, 2021.
- Charge accounts at local businesses as well as online purchasing accounts have been inventoried and consolidated to prevent/reduce fraudulent spending. A city-wide purchasing policy is being drafted.
- Delinquent Personal Property Tax and Income Tax Collection was elevated and has resulted in some sizeable payments and payment plans.
- Awareness education for new residents and contractors doing work within the city has started and will continue to develop.
- Successfully completed and updated the City's 5-Year Parks & Recreation Master Plan with the Parks & Recreation Advisory Commission.
- Successfully secured grant funding to support the City's Comprehensive Master Plan update – with a targeted completion date of April 2022.
- Successfully managed several large City projects – 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, Wild & Hartwell Streets Project, City-Wide Sidewalk Improvements Project, and the Albion River Trail Expansion Project.
- Established communication policy for a positive workplace environment.
- Continue to monitor CDC, MDHHS, MIOSHA, and Calhoun County Health Departments recommendations on the COVID-19 pandemic and make appropriate adjustments to City operations.

#### MEDIA AND COMMUNITY RELATIONS

- Participated in the 2021 & 2022 County State of the Community
- Participated in the AEDC Economic Forecast Event
- I currently have bi-weekly meetings with the AEDC and Albion College; monthly meetings with the Calhoun County Land Bank Authority and MEDC. These meetings are a great way to stay connected with outside organizations.
- Over the past year, I have been working with different organizations – Albion Community Foundation, Albion Healthcare Alliance, Battle Creek Community Foundation, and Summit Pointe to discuss how to better assist the City's unsheltered residents. This continues to be a priority for the City and a work-in-progress.
- Actively involved with a number of community organizations including: Ismon House Board, Rotary Club, Albion Leadership Program, and Albion Community Leadership Council.
- Attended several City events including: Memorial Day Parade, Festival of the Forks, Albion's Big Read Fall Kick-Off, Albion Chamber Sweets on Superior Street, AEDC's Dream.Build.Rise final pitch events, and Council Precinct Meetings.
- Released press releases informing residents about the Sewer Rates Increase and City of Albion Income Tax.
- Created seasonal electronic newsletter – reintroducing in 2022.

#### FINANCIAL MANAGEMENT AND BUDGETING

- Developed and presented balanced budgets for 2021 and 2022. Maintained ongoing efforts to identify new funding and reduce costs.

- With there being many economic unknowns due to the on-going health pandemic, COVID-19, as an opportunity to preserve the City savings, I enrolled the City's non-union work group in the State's Work Share program to preserve roughly \$50,000 in the City's General Fund.
- Applied for and received funding from the Michigan Department of Treasury's Coronavirus Relief Local Government Grants (CRLGG) Program & Public Safety and Public Health Payroll Reimbursement Program.
- The needs of the City were prioritized while creating recommendation for the use of the City's ARPA funds. Additional study sessions will be scheduled to finalize.
- Applied for and successfully secured the following grants - The Albion Community Foundation – Rotary Charitable Fund to support the Holland Park Pavilion Project – awarded \$2,000, Calhoun County Senior Center Allocation Committee to support the Holland Park pavilion project – awarded \$5,000, Michigan Department of Natural Resources Fisheries and Habitat Grant Program (FHGP) and U.S. Fish and Wildlife for a comprehensive dams feasibility study – awarded \$105,000, USDA-RD for the wastewater treatment plant facility improvements project – awarded \$16,845,000, MEDC's RRC Team for Technical Assistance funding for the City's Comprehensive Master Plan update – awarded \$30,000, Assistance to Firefighters AFG through FEMA for a new truck and SCBA (equipment) – denied, however have resubmit two applications in the amount of \$750,000 & \$160,000, MDOT Transportation Economic Development Fund Category B/F for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild, and Hartwell Streets improvement project – awarded \$250,000.
- Successfully negotiated and entered into a service agreement with the Battle Creek YMCA to provide all recreation programming to the City of Albion – through this agreements, all programs are FREE to Albion residents.
- In collaboration with the Albion Community Foundation, we worked to secure the largest donation in the Foundation's history to go towards city-wide park improvements - \$2,000,000.
- Enrolled the City into the National League of Cities and MML ServeMiCity grant programs.

#### PERSONNEL MANAGEMENT

- Successfully negotiated four (4) union contracts.
- Meet with staff in leadership roles at least once a month – additional meetings are scheduled as needed.
- Developed and implemented a temporary remote work policy to accommodate staff as we continue to navigate through the global health pandemic.
- In the process of meeting with every City employee to discuss their needs and areas of improvement.
- Successfully filled several key positions – Assistant City Manager, Director of Public Services, Deputy Clerk/Treasurer, Superintendent of Public Works, Superintendent of Public Utilities, Cemetery Sexton, and several other union positions.
- Transitioned all Human Resources functions to the City Manager's Office.
- With the addition of the Assistant City Manager, working to update the City's Employee Policy Handbook – has not been done in 20+ years.

#### COMMUNICATION TO THE COUNCIL

- Have repeatedly encouraged City Council Members to reach out with any questions or concerns.
- Provide City Council with updates via email on any changes to City operations, projects, and programs.
- Scheduled monthly small group meetings with different Council Members.
- Provide City Council with City Manager's Reports twice a month. Department Reports are included in the second monthly report.
- Working with an outside coach to improve the working relations between myself and the City Council.



**CITY OF ALBION**  
**Office of the City Manager**  
**Haley Snyder**

112 West Cass Street ♦ Albion, MI 49224  
 517.629.7172 ♦ [hsnyder@cityofalbionmi.gov](mailto:hsnyder@cityofalbionmi.gov)

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## MEMO

**TO:** Honorable Mayor and City Council

**FROM:** Haley Snyder, City Manager

**DATE:** February 14, 2022

**RE:** 2021 Goals & Objectives Update

The goals and objectives for the fiscal year 2021 were identified by the Albion City Council on March 31, 2021, Study Session and formally approved at the May 3, 2021, Regular City Council Meeting. Below you will find an update on the progress of the approved goals.

### 2021 City of Albion Goals & Objectives:

#### **Public Infrastructure/City Hall Needs**

- Wastewater Treatment Plant (WWTP) Upgrades – submit a USDA Rural Development application to determine funding source.
  - The City of Albion successfully applied for funding to the USDA Rural Development on Friday, November 21, 2021. The City received notice on Friday, January 21, 2022, that the application for funding through the USDA-RD for the Wastewater Treatment Plant upgrades project was approved. The official loan approval documents from USDA-RD were received on January 28, 2022.
- Water Rate Analysis - conduct a water rate analysis to determine the rate structure for City's Water Asset Management Plan & City-Wide Asset Management Plan.
  - The City received a draft preliminary engineering report for the City's Water System Improvements Project. Working to have a water rate analysis completed to determine the necessary rate amount to fund the identified projects.
- Transportation Asset Management Plan – determine to fund for initial 3-4 year window.
  - The Albion City Council was presented with data on an additional potential street millage at the June 7, 2021, Regular City Council Meeting – ½ mil \$41,700 annual revenue increase & 1 mil \$83,400 annual revenue increase. The additional funding would improve the average PASER rating from 3.05 to 3.78. The City Council tasked City Administration with seeking additional millage options – small millage amount, medium millage amount, and “shoot for the moon”.

At the October 18, 2021, Regular City Council meeting, Wightman and Associates presented the Council with additional information on a potential street millage – 3 mil \$250,000 annual revenue increase – 3.8 Average PASER rating year 20; 6 mil \$500,000 annual revenue increase – 4.1 Average PASER rating year 20; 9 mil \$750,000 annual revenue increase – 5.1 Average PASER rating year 20. At the November 15, 2021, Regular City Council meeting, the City Council

approved pursuing a draft plan to show the effects of an additional street millage in the amount of 6 mils.

Wightman and Associates provided the City of Albion with a draft project plan detailing the effects of the proposed 6-mil increase over six-year (2023-2028) to the City Administration on January 28, 2022. The additional street millage will need to be approved by voters – anticipate an August special election.

- Victory Park Dams – conduct a feasibility study to determine replacement and/or removal options for the dams.
  - The City of Albion submitted a Fisheries Habitat Grant Program (FHGP) grant to the Michigan Department of Natural Resources and U.S. Fish and Wildlife for a comprehensive feasibility study to remove the three (3) dams from the Kalamazoo River. The City’s FHGP application was approved as submitted in the amount of \$105,000 with an 18% local match of \$23,100 from the City of Albion. The Dams Feasibility Study kick-off meeting has been scheduled for Tuesday, March 1, 2022. The feasibility study will be completed in 2022.
- Replacement of City Hall HVAC unit – COMPLETED
  - A new HVAC unit was installed on May 17, 2021.
- Replacement of City Hall entrances – front and back doors.
  - The Albion City Council authorized the replacement of the back entrance ramp to City Hall on June 7, 2021. The Back entrance ramp to City Hall was replaced on July 8, 2021. The City Council approved the City Hall back door replacement expenditure for \$12,251.13 – Jackson Glass on January 3, 2022. The motherboard for the back door is on backorder. The door most likely will not be installed until the second week of June.
- Replacement of front service counter to meet ADA standards & replacement of City Hall windows
  - This continues to be a priority for the City of Albion. Wightman & Associates has provided us with a proposal to complete a facility needs assessment for the City Hall. Once the assessment has been completed, City Administration will work to identify funding to support the projects.
- Replacement of one fire engine & SCBA equipment – ADPS has applied for funding through the Assistance to Firefighters Grant through FEMA for a new fire truck and SCBA (equipment).

## **Parks & Recreation**

- Update and Adopt 5-Year Parks & Recreation Master Plan – COMPLETED
  - A community-wide survey was released May 21<sup>st</sup> – June 30<sup>th</sup>. The City received 114 responses to the survey. The Albion City Council approved Wightman & Associates proposal for the Recreation Master Plan Update and Prepare an MDNR grant application at the November 1, 2021, Regular City Council Meeting. Wightman & Associates worked with City Administration and the City’s Parks and Recreation Advisory Commission to review and update the City’s current plan. A public hearing was held on the proposed Five-Year (2022-2026) Community Recreation Plan on January 3, 2022, with formal adoption/approval on January 21, 2022.
- Submit to MDNR for approval the updated 5-year Parks & Recreation Master Plan – COMPLETED
  - The City’s 5-Year Parks and Recreation Master Plan was submitted to the MDNR on February 1, 2022.
- Work with Battle Creek YMCA to develop recreation programs to fit the needs of the community – Several recreation programs have been successfully implemented through the service agreement with the Battle Creek YMCA. These programs include: Cardio Drumming, Yoga Flow, Step Aerobics, Silverstars, Water Aerobics, Swim Lessons, Family Open Swim, Barre, Zumba, Y Pump, and Teen and Youth Summer Camps. With the recent hiring of a Program Manager, I anticipate the current programs to remain with the addition of several new recreation programs.

## Communication

- Reconvene Town Hall Meetings
  - This continues to be a priority for the City of Albion. Town Hall meetings will be scheduled to discuss a potential street millage, water rate increases, etc.
- Host charrettes for Comprehensive Plan Update
  - The City of Albion released an RFP for consultants to assist with the updating of the City's 5-year Comprehensive Master Plan on July 8, 2021. The City awarded the project to Beckett & Raeder on August 16<sup>th</sup>, 2021. As an RRC certified community, the City of Albion is eligible to utilize technical assistance resources available through the MEDC. The City's grant request to the MEDC's RRC Team for Technical Assistance funding was approved for \$30,000 to support the Comprehensive Plan update.
 

The City's Comprehensive Plan Steering Committee along with City Administration has been working with Beckett & Rader on the Comprehensive Plan update. A community-wide survey was released October 26<sup>th</sup> – December 20<sup>th</sup>. Additional public engagement sessions have been scheduled – Stakeholder Community Engagement Session; Wednesday, February 2, 2022 – this event was canceled due to a winter storm. Instead of the in-person event, Community Stakeholders were provided with a brief survey on the 11 current goals. Community Visioning Session; Wednesday, February 16, 2022, from 6:30p-8p at the Ludington Center.

The City anticipates the Comprehensive Plan to be completed by April 2022.

- Develop Resident Guide
  - A draft resident guide has been created. Working with Department Heads to finalize the guide. The resident guide will be released in 2022 – working to develop an electronic version and hard copy.
- Identify and develop resident communication methods – Through Project Rising Tide (PRT), a Strategic Communications Plan was developed for the City of Albion. It is a priority of the City Administration to implement the tools that have been identified in the communications plan – attached for your reference.
- Continue to develop community trust – The COVID pandemic has limited the City's ability to engage with our residents through traditional City events. With the continual decrease in COVID cases, the Chief of Public Safety and I have discussed reconvening many of the City's traditional events, as well as creating new community events – National Night Out, Chili Cook-Off, Community-Wide Summer Picnic, etc.
- Community Policing Program – This continues to be a priority and work-in-progress for ADPS.

## City Policy Ordinance/Enforcement Priorities

- Update employee policy handbook
  - With the addition of the Assistant City Manager, this has become a priority for the City Manager's Office. The City Manager's Office will be reviewing the current policies and work with the Labor Attorney to update the employee policy handbook.
- Create and implement a formal employee onboarding process
  - The City's onboarding forms were updated in 2021. The City Manager's Office is working with Albion College Professor, Dr. Vicki Baker's Human Resources spring class to develop a formal onboarding process for the City of Albion.
- Create and Implement formal onboarding process for Boards & Commissions – COMPLETED
  - The City Clerk provides all new Boards & Commission members with the City of Albion Boards & Commissions Recruitment, Application Process, Orientation, and Training manual – attached for your reference.

- Complete hiring of three (3) new Public Safety Officers
  - The hiring of new officers continues to be a problem nationwide, and Albion is not immune to the problem. ADPS has been trying to hire two new officers since two officers retired in 2020. They were unsuccessful in finding replacements for those two positions in 2021, and then three additional officers resigned to take positions at other departments. ADPS has currently hired two new officers who are attending the Lansing Community College Police Academy at this time. Both of these individuals are already certified, firefighters. A third new officer was also set to attend the Lansing Academy but was in an accident just before the start of the academy. We are hopeful for a full recovery before the next academy. ADPS is currently recruiting for the other two openings.
- Complete Field Training for new Public Safety Officers
  - ADPS currently has two new officers attending the Lansing Community College Police Academy. Both of these individuals are already certified, firefighters. They will begin their Field Training in May.
- Continue to work towards the accreditation process by developing and updating policies and procedures
  - ADPS continues to review and update policies as needed/required. ADPS Use of Force Policy along with the Use of Force Reporting Procedures are currently being updated. The policy was last updated in January 2021, but there has been a complete rewrite of the policy by the MML and we are updating it to that standard. The reporting form has not been updated since 2016 and MML has recently created a new one.
- Continue to provide quality training in both police and fire for all Officers
  - In 2021, ADPS Officers received over 1519 hours of training.
- Determine Code Enforcement plan/priorities
  - Code Enforcement continues to be a priority of the City of Albion. The Code Enforcement Officer position is currently vacant; however, a Clerical Union employee has been temporarily reassigned to fulfill the duties of Code Enforcement. City Administration is working to recruit and fill the position permanently.
- Provide regular updates to City Council on enforcement
  - The City Council is provided with updates on all Departments at the second City Council meeting of the month.
- Development of Rental Certification Program
  - The Albion City Council established a subcommittee to work with City Administration on a potential rental certification program at January 3, 2022, Regular City Council Meeting. The subcommittee has begun to meet with City Administration.
- Ordinance Education
  - The implementation of a Resident Guide will serve as a resource to educate City residents on City Ordinances.
- Develop a sidewalk maintenance program
  - This continues to be a work in progress. Director Miller and I have discussed potential funding options for a sidewalk maintenance program – one potential option is the use of the City's non-motorized fund.
- Determine funding/program to address blighted structures
  - This continues to be a priority of the City and a work in progress. Through the Calhoun County Land Bank Authority's 2016 EPA Hazardous Substances Brownfields Assessment Grant Project, \$56,048.25 grant dollars were utilized in the City of Albion to complete environmental assessments – 406 & 407 S. Ann Street \$13,190.00, 611, 617 & 619 Austin Avenue \$3,800, 501 N. Berrien Street \$21,494.65, 709 N. Clinton Street \$3,300, 1000 W. Erie Street \$3,300, and 129 & 131 N. Superior Street \$24,153.60.
- Hire one full-time Clerical Assistance for Planning & Zoning
  - This continues to be a priority of the City; however, revenues need to increase to fund the position.

### Equitable/Accessible Redevelopment

- Advocate for equitable accessibility – Austin Ave./Eaton St. Redevelopment
  - This continues to be a priority of the City. City Administration is working to identify potential projects to help enhance the Austin Avenue and Eaton Street corridors.
- Utilize RRC Plan for contaminated site
  - City Administration along with the AEDC has been working with the Michigan Economic Development Corporation (MEDC) and Calhoun County Land Bank Authority to identify and utilize programs to help remediate contamination on vacant city-owned properties.
- Determine a plan to address homelessness
  - This continues to be a work-in-progress. I have been working with different organizations – Albion Community Foundation, Albion Healthcare Alliance, Battle Creek Community Foundation, and Summit Pointe, to discuss how to better assist the City’s unsheltered residents. The group has discussed bringing a drop-in center into the community to provide different services to those experiencing homelessness. We are at the point where we are trying to identify a potential space for the center.

### Intergovernmental/Institution Relations

- This continues to be a priority for the City. I currently have bi-weekly meetings with the AEDC and Albion College, monthly meetings with the Calhoun County Land Bank Authority and MEDC. These meetings are a great way to stay connected with outside organizations.
- Develop a working alliance with local healthcare providers
  - This continues to be a priority for the City and a work-in-progress.
- Reconvene internship program with Albion College
  - The City’s Planning & Zoning Department utilized an intern through the Ford Institute during the fall 2021 semester. The Planning Department will have a GIS Intern during the spring 2022 semester. Now that an Assistant City Manager has been hired, the City Manager’s Office will look into having an intern during the fall 2022 semester.
- Develop and maintain a close relationship with Albion College Ford Institute
  - The City of Albion has established a great relationship with the Albion College Ford Institute. City Administration has presented to the Ford Institute freshmen seminar – “People in Your Neighborhood” several times and will continue to do so.
- Implement and create existing and new practices for Planning Commission, ZBA & DDA
  - I serve as the City’s liaison for the DDA and AEDC. I attend all meetings and provide support to the Board as requested. Ian Arnold, Director of Planning & Zoning serves as the City’s liaison for the Planning Commission and ZBA.
- Develop a pre-incident plan for all commercial and industrial properties
  - This continues to be a priority for ADPS and is a work-in-progress.
- Identify partners that can alleviate resident burden (i.e. trash, cars, feral animals, etc.)
  - The City continues to provide residents with information and resources to assist with hardships – MDHHS, Community Action Agency, and 211.
- Work with community partners to develop a cadet program
  - This continues to be a priority for ADPS and is a work-in-progress.

### Grant/Resource Development

- Develop a plan for grant writing/fund development
  - Researching and applying for grants continues to be a priority of the City of Albion. The National League of Cities (NLC) has launched a free grant navigation program to assist municipal staff in collecting the necessary data and applying for federal grants available under ARPA. NLC’s ARPA Grant Navigation Program will assist city staff through four (4) key steps needed to successfully



secure grant funding through ARPA: 1) Conduct a data-driven needs assessment; 2) Match your community's needs with ARPA funding streams; 3) Apply for federal grants through ARPA; 4) Collect the necessary information for Treasury Department Reporting. NLC's ARPA Grant Navigation Program is free of charge. The City of Albion has signed up to participate in this program along with MML's ServeMICity program.

- Goal for procuring grants
  - Researching and applying for grants continues to be a priority for all City Departments. Since my time as City Manager, the City of Albion has applied for the following grants – The Albion Community Foundation – Rotary Charitable Fund to support the Holland Park Pavilion Project – awarded \$2,000, Calhoun County Senior Allocation Committee to support the Holland Park Pavilion Project – awarded \$5,000, Michigan Department of Natural Resources Fisheries and Habitat Grant Program (FHGP) and U.S. Fish and Wildlife for a comprehensive dams feasibility study – awarded \$105,000, USDA-RD for the wastewater treatment plant facility improvements project – awarded \$16,845,000, MEDC's RRC Team for Technical Assistance funding for the City's Comprehensive Master Plan update – awarded \$30,000, Assistance to Firefighters AFG through FEMA for a new truck and SCBA (equipment) – denied, however have resubmit two applications in the amount of \$750,000 & \$160,000, MDOT Transportation Economic Development Fund Category B/F for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Wild, and Hartwell Streets improvement project – awarded \$250,000, MDOT Transportation Economic Development Fund Category F for N. Erie Street road improvements project – denied.

In collaboration with the Albion Community Foundation, we worked to secure the largest donation in the Foundation's history to go towards city-wide park improvements - \$2,000,000.

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Haley continues to gain the respect and admiration of her Directors and Employees. She is working with each department to fill the vacant positions, and this is getting a bit easier with stability within City Hall. She has regular meetings and has open communication with each of her departments.

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: CM Snyder has been able to deal with many challenging issues in her first year with professionalism and grace. Getting to that exceptional level of Management will come with experience and time.

*City Manager Annual Evaluation*

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ x ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ x ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ x ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: Within in this past year, CM Snyder has provided the council with information well in advance for each of the meetings that has been within her control. I have been extremely impressed that the budget information provided to us has been concise and easy follow. The time and effort that must go into this process is appreciated.

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ x ]	<b>UE</b> [ ]
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ x ]	<b>UE</b> [ ]
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*City Manager Annual Evaluation*

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

Page 4 of 6

c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: I feel that CM Snyder is becoming more comfortable with interacting with the media and providing information for public consumption. It is a bit challenging when our local newspaper only gets published once a week and community members are asking for more frequent information. Hopefully with the new hire of the Assistant City Manager, a regular publication of information can get released from City Hall once again.

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [x ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: CM Snyder continues to show professionalism in her day to day responsibilities not only with her staff but also with the citizens of our community.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [x ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: I feel that great thought and work go into how CM Snyder and Director Meade project the budgets for the City not only for the short term expenses but also for the full year and how this budget will effect the years to come as well.

*City Manager Annual Evaluation*

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ x ]	[ ]	[ ]

- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ ]	[ x ]	[ ]

Cite examples to support your evaluation: Within the past year many open positions have been filled within our City. There are still some critical positions that still need to get filled through ADPS and other areas. This is not just a City of Albion issue, but a culture wide issue of getting quality individuals looking to get into these positions.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ x ]	[ ]	[ ]

Cite Examples to support your evaluation: In recent review of this past year’s goals, we have been able to meet many of those that were brought forth during our first session as a council. I would like to see a matrix of some sort that we can keep a visual reference of goals completed for the upcoming year.

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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ x]	<b>UE</b> [ ]
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b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ x]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: I believe that CM Snyder makes her best attempts to make outreach for opportunities to communicate with council members. I do know that she has been met with some hesitation in regards to meeting with each individual council member, but that is not due to the lack of her trying.

\_\_\_\_\_  
Victoria Snyder  
Council Member's Signature

\_\_\_\_\_  
3/4/22  
Date

Slm\Evaluations\2015 CM Eval Form

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

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The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

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- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
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- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE



## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ <input checked="" type="checkbox"/> ]	UE [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ <input checked="" type="checkbox"/> ]	UE [ ]
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Cite examples to support your evaluation:

City Manager Snyder effectively lead the city through multiple changes and cleanups, hired key city staff, and created a work place culture that was needed at City Hall. CM Snyder continues to be effective working with residents and organizations and making herself available to the public.

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ <input checked="" type="checkbox"/> ]	UE [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ <input checked="" type="checkbox"/> ]	UE [ ]
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Cite examples to support your evaluation

City Manager Snyder is open to suggestions from council on policy and management directions. CM Snyder consistently solicits feedback for improvement in city operations.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ <input checked="" type="checkbox"/> ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ <input checked="" type="checkbox"/> ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ <input checked="" type="checkbox"/> ]	<b>UE</b> [ ]
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Cite examples to support your evaluation

City Manager Snyder has met and exceeded the criteria set forth in the City Charter and continues to be an example of leadership as outlined in our charter.

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ <input checked="" type="checkbox"/> ]	<b>UE</b> [ ]
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ <input checked="" type="checkbox"/> ]	<b>UE</b> [ ]
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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> ✓ [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation

City Manager Snyder continues to answer inquiries and send out press releases on city operations. CM Snyder also handles information with care and sensitivity.

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> ✓ [ ]	<b>UE</b> [ ]
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b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> ✓ [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation

City Manager Snyder continues to exercise good judgement and decision making.

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> ✓ [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation

City Manager Snyder presents council with the hard realities of municipal budgeting. She guides council through the budget process and how to make decisions that advance the city’s position and addresses the needs of Albion.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> M ✓	<b>UE</b> [ ]
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- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> M ✓	<b>UE</b> [ ]
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Cite examples to support your evaluation:

City Snyder has handled all personnel matters with integrity and continues to keep the council aware, as needed, about emerging issues with employees. CM Snyder is always ready for work and appropriate with how she conducts herself in the work place. CM Snyder continues to set the example for how leaders should work on the public's behalf.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> M ✓	<b>UE</b> [ ]
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Cite Examples to support your evaluation:

City Manager Snyder has accomplished or moved the mark on many goals. For example, bringing a road millage plan to council was a great accomplishment.

*City Manager Annual Evaluation*  
Page 6 of 6

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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

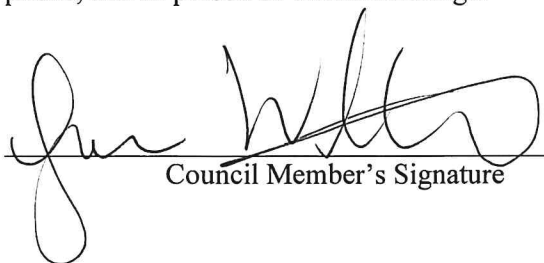
<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [x]	<b>UE</b> [ ]
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b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [x]	<b>UE</b> [ ]
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Cite examples to support your evaluation:

City Manager Snyder continues to keep the council aware of city hall events and local issues via email, phone, and in-person or virtual meetings.

  
 \_\_\_\_\_  
 Council Member's Signature

3-01-2022  
 \_\_\_\_\_  
 Date

SIm\Evaluations\2015 CM Eval Form

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City of Albion City Manager Evaluation Form

The purpose of the City Manager evaluation is to provide for a formal evaluation on an annual basis of the performance of the City Manager. This annual snapshot will provide Council input on the efforts and focus of the City Manager and her staff. The evaluation should help to ensure that the City Manager stays on course in pursuing Council goals for the City of Albion.

The annual evaluation shall be conducted under the direction of the Mayor. **The City Manager will complete a self-evaluation, using this form, and return it to the Labor Committee Chairperson 30 days prior to council evaluation.** Each Council Member shall complete an evaluation form and return it to the Mayor. The results will be summarized and a copy will be provided to the City Manager for review. A meeting will then be held between the City Council and the City Manager to review the evaluation. A copy of the evaluation is then placed in the City Manager's personnel file.

*When completing the evaluation, please remember that it should be a reflection of the City Manager's overall performance and not based on a specific issue or item of performance or action.* Ample opportunity is provided to address specific concerns or actions that may not be reflective of the City Manager's overall performance.

The following grading scale will be used for the evaluation. This numerical scale will help to measure changes in performance from year to year. Decimals may also be used to indicate a rating between levels (i.e. 3.5).

- Unacceptable (Rating 1) – This rating indicates that the particular performance or effort in this area must change as the City cannot tolerate performance at this level.
- Needs Improvement (Rating 2) – This rating indicates that additional effort or renewed focus is needed in this area.
- Satisfactory (Rating 3) – This rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected by City Council.
- Very Good (Rating 4) – This rating indicates that effort and performance is in line with expectations of City Council and that little improvement or change is needed.
- Exceptional (Rating 5) – This rating indicates that effort and performance in this area has been truly outstanding and probably exceeds expectations of City Council.
- Unable to Evaluate (UE) – If a Council Member feels they do not have adequate knowledge or information to make an evaluation in a specific area, the space may be left blank, or mark it as UE.

Please be honest and candid in your evaluation and remarks. If you have questions about an item or the process, please contact the Mayor.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

## City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is willing to try new ideas on approaches when proposed by council members or staff.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*City Manager Annual Evaluation*  
 Page 3 of 6

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.0</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE



*City Manager Annual Evaluation*  
 Page 4 of 6

c. Maintains good relations with the news media.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

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**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

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**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ X ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

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Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	---------------------	-----------------	-----------------	------------------

- b. The City Manager sets a good example and provides proper motivation to other City employees.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	---------------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	---------------------	-----------------	-----------------	------------------

Cite Examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

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**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [X ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	------------------	-----------------	-----------------	------------------

b. As to the individual?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3.5</b> [ X]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
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Cite examples to support your evaluation: \_\_\_\_\_

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Nora Jackson

3/4/2022

\_\_\_\_\_  
Council Member's Signature

\_\_\_\_\_  
Date

Slm\Evaluations\2015 CM Eval Form

**City Manager Evaluation** - These rating indicates that effort and performance in this area is generally acceptable and meets with the guidelines expected.

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

I apologize for having to write this out but my printer is in the shop.

I will mark the letter and write the response.

1. a. I am referring to the false & this charge that was brought against me of which I later found out the truth about the matter. A strong leader would not trump up charges against someone because they disagreed with them. A strong leader would know how to handle a situation without abusing others.

2. I have, as well as others, brought to the manager's attention that certain council members are very disrespectful to other council members and citizens and the manager allows it to continue and also does not ask the mayor to do anything about it. I feel the manager has his picks of people to please and disregard others. Citizens has also remarked on this problem.

## City Charter

3.a The manager is well versed on the City Charter

3.b would do

3c.

4.

## Media and Community Relations

4a. I would like to see something in the paper that acknowledges the people who work in the city and what they do to make our city great. Not enough is said about those outside of City Hall.

4b. I have in the past and will continue to ask that we as a group take a ride through each precinct and see what is good or bad or in need of attention. This needs to be done in early spring. Before it was said we couldn't because of Covid, since things have changed I again make that request.



4.c.

I am often asked "what is happening at the city meetings?" Many people could not follow us <sup>on zoom</sup>. I think it would be good to publish the results of one or two monthly meetings in the paper or a write up of major things discussed or decided at a meeting. Maybe a write up and picture of the employee of the month and what they do. It seems as if our not being transparent is construed as "we're hiding" things.

5.a.

At times. There there are times when I feel she follows what others decide.

5.b

6a.

7a. I have been asked why the cities work force does not reflect the diverse population of Albion and referred them to the manager. Council did not hire or fire.

7b.

8. Manager Snyder incapable of doing her job and as she moves forward hopefully she will use positive criticism to help her grow not as a put down. I wish you well but I feel it is our job to support the taxpayers people and show them their importance in and to the City of Albion.

9a. I feel the manager has her picks

9b. Since the ethics code, my trust is not there.

Also, when making the plans with Wrightman, I feel I should have at least been included in a meeting when deciding things to be done at Holland Park. I have worked on Holland Park since 2014. I have overseen over \$400,000.00 of play pieces placed and the pavilion. I was not brought in on any of the final planning or conversation about the park. To me that was demeaning.



City Manager Annual Evaluation  
Page 3 of 6

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

- b. Compile the annual budget proposal of the City and administer the annual budget?

1 []	2 []	3 []	4 <input checked="" type="checkbox"/>	5 []	UE []
---------	---------	---------	--	---------	----------

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

LR

City Manager Annual Evaluation  
Page 4 of 6

c. Maintains good relations with the news media.

1 []	2 <input checked="" type="checkbox"/>	3 []	4 []	5 []	UE []
---------	--	---------	---------	---------	----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

LR

**7. PERSONNEL MANAGEMENT**

a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

b. The City Manager sets a good example and provides proper motivation to other City employees.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [ ]
----------	----------	----------	----------	----------	-----------

Cite Examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

LR

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**9. COMMUNICATION TO THE COUNCIL**

a. Does the City Manager have good communication with the Council as a whole?

<b>1</b> [ ]	<b>2</b> [ ]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [X]
-----------------	-----------------	-----------------	-----------------	-----------------	------------------

b. As to the individual?

<b>1</b> [ ]	<b>2</b> [X]	<b>3</b> [ ]	<b>4</b> [ ]	<b>5</b> [ ]	<b>UE</b> [ ]
-----------------	-----------------	-----------------	-----------------	-----------------	------------------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Council Member's Signature

\_\_\_\_\_ Date

S:\m\Evaluations\2015 CM Eval Form

<b>Ratings:</b>	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

LR

### City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

1	2	3	4	5	UE
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1	2	3	4	5	UE
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

1	2	3	4	5	UE
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

b. Is willing to try new ideas on approaches when proposed by council members or staff.

1	2	3	4	5	UE
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*DW*

City Manager Annual Evaluation

Page 3 of 6

3. CITY CHARTER

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

1	2	3	4	5	UE
[ ]	[ ]	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]

- b. Compile the annual budget proposal of the City and administer the annual budget?

1	2	3	4	5	UE
[ ]	[ ]	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

1	2	3	4	5	UE
[ ]	[ ]	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]

Cite examples to support your evaluation: The city manager has communicated on various occasions the need to adopt necessary measures for the benefit of the city, Roads, water, and going to length to ensure council's understanding of the need to act.

4. MEDIA AND COMMUNITY RELATIONS

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

1	2	3	4	5	UE
[ ]	[ ]	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

1	2	3	4	5	UE
[ ]	<input checked="" type="checkbox"/>	[ ]	[ ]	[ ]	[ ]

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

DW

City Manager Annual Evaluation  
Page 4 of 6

c. Maintains good relations with the news media.

1 []	2 []	3 []	4 []	5 []	UE <input checked="" type="checkbox"/>
---------	---------	---------	---------	---------	---

Cite examples to support your evaluation: B) The only encounter I've witnessed seemed to be a correspondence issue between the "CM" and a local organization. I believe this could be resolved through procedural policy that would streamline documentation and responses. This may be addressed through upcoming policy change that would now involve a separate party.

5. JUDGMENT AND DECISION-MAKING

a. Does the City Manager follow established policies and procedures and use proper discretion?

1 []	2 []	3 []	4 []	5 []	UE <input checked="" type="checkbox"/>
---------	---------	---------	---------	---------	---

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: A) Haven't been on council long enough to comfortably evaluate this.

6. FINANCIAL MANAGEMENT AND BUDGETING

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

DW

City Manager Annual Evaluation

Page 5 of 6

7. PERSONNEL MANAGEMENT

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [X]
----------	----------	----------	----------	----------	-----------

- b. The City Manager sets a good example and provides proper motivation to other City employees.

1 [ ]	2 [ ]	3 [X]	4 [ ]	5 [ ]	UE [ ]
----------	----------	----------	----------	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	UE [X]
----------	----------	----------	----------	----------	-----------

Cite Examples to support your evaluation:  
*This appears to be true of the city manager but without enough prior knowledge I can't truly evaluate this. I am hopeful for what the City Manager will be able to accomplish in the coming year.*

City Manager Annual Evaluation  
 Page 6 of 6

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*Daw*



9. COMMUNICATION TO THE COUNCIL


a. Does the City Manager have good communication with the Council as a whole?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

b. As to the individual?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation. (A) The City Manager reports typically keep us abreast of upcoming issues or events in the city. Often there isn't much other information to accompany this. (B) As a follow up to (A) The City Manager does respond with what I believe is as accurate information that she has at the time. I don't view this to be negative at the moment but instead a area of potential growth.

  
Council Member's Signature

03/04/2022  
Date

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

*Dad*

### City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation:

*A. Getting more confident in the City Manager Role, is becoming more visible.*

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation: *B. Would like to see more engagement with concerns of council members. agendas. get more familiar with each of us and recognize the agenda each of us put forward when we are concerned with a specific item. Meet us half way to put us at ease in making a decision.*

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*mc*

City Manager Annual Evaluation  
Page 3 of 6

**3. CITY CHARTER**

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[X]	[ ]	[ ]	[ ]

- b. Compile the annual budget proposal of the City and administer the annual budget?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[ ]	[X]	[ ]

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[X]	[ ]	[ ]	[ ]

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. MEDIA AND COMMUNITY RELATIONS**

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[X]	[ ]	[ ]

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>UE</b>
[ ]	[ ]	[ ]	[X]	[ ]	[ ]

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*ml*

City Manager Annual Evaluation  
Page 4 of 6

c. Maintains good relations with the news media.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. JUDGMENT AND DECISION-MAKING**

a. Does the City Manager follow established policies and procedures and use proper discretion?

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. FINANCIAL MANAGEMENT AND BUDGETING**

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*ml*

**7. PERSONNEL MANAGEMENT**

- a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

1 [ ]	2 [ ]	3 [ ]	<del>4</del> [X]	5 [ ]	UE [ ]
----------	----------	----------	---------------------	----------	-----------

- b. The City Manager sets a good example and provides proper motivation to other City employees.

1 [ ]	2 [ ]	<del>3</del> [X]	4 [ ]	5 [ ]	UE [ ]
----------	----------	---------------------	----------	----------	-----------

Cite examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

1 [ ]	2 [ ]	<del>3</del> [X]	4 [ ]	5 [ ]	UE [ ]
----------	----------	---------------------	----------	----------	-----------

Cite Examples to support your evaluation: \_\_\_\_\_  
 \_\_\_\_\_

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*ML*



9. COMMUNICATION TO THE COUNCIL

a. Does the City Manager have good communication with the Council as a whole?

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

b. As to the individual?

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

Cite examples to support your evaluation: *I realize each council member is different in what is of value to them. As time goes on you will learn how each of us operate and I'm positive that this area will sky rocket. Thanks so much!*

*Marcelo D. Lawler*  
Council Member's Signature

*3-4-22*  
Date

S:\m\Evaluations\2015 CM Eval Form

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

*ML*

### City Manager Annual Evaluation Form

**1. LEADERSHIP**

a. Provides strong leadership, effective management and direction to program efforts.

1 [ ]	2 [ ]	3 X	4 [ ]	5 [ ]	UE [ ]
----------	----------	--------	----------	----------	-----------

b. Consistently meets deadlines for agendas, status reports, budgets and other routine assignments.

1 [ ]	2 [ ]	3 X	4 [ ]	5 [ ]	UE [ ]
----------	----------	--------	----------	----------	-----------

Cite examples to support your evaluation: This being an unsettling time, the more strong, direct leadership, the more reassurance you will have from your board. By providing timelines and projections for how projects will advance, you will build trust and confidence amongst the team. Examples: 6-month evaluation, Mt Ave Reconfiguration, Redistricting.

**2. MANAGEMENT SKILLS:**

a. Anticipates problems and develops effective approaches for solving them.

1 [ ]	2 [ ]	3 [ ] 3.5	4 [ ]	5 [ ]	UE [ ]
----------	----------	--------------	----------	----------	-----------

b. Is willing to try new ideas on approaches when proposed by council members or staff.

1 [ ]	2 [ ]	3 [ ] 3.5	4 [ ]	5 [ ]	UE [ ]
----------	----------	--------------	----------	----------	-----------

Cite examples to support your evaluation: I know CM Snyder has great ideas to address our issues and she's anticipating problems in advance. It will help us to see how she's tackling the big picture and I think that's happening more via MML coaching.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

City Manager Annual Evaluation  
Page 3 of 6

3. CITY CHARTER

Does the City Manager meet the specific criteria set forth in the Albion City Charter?

- a. Recommend to the City Council for adoption such measures as the Manager may deem necessary or expedient and attend City Council meetings with the right to take part in discussion, but shall not have the right to vote?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

- b. Compile the annual budget proposal of the City and administer the annual budget?

1 []	2 []	3 []	4 <input checked="" type="checkbox"/>	5 []	UE []
---------	---------	---------	--	---------	----------

- c. Perform such other duties as may be prescribed by ordinance or by the direction of the City Council?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: There have been a few instances where CM Snyder has recommended something or not realized we couldn't do something based on the Charter. This <sup>(knowing the charter)</sup> is critically important for leadership and stewardship, plus building trust

4. MEDIA AND COMMUNITY RELATIONS

- a. Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

1 []	2 []	3 [] 3.5	4 []	5 []	UE []
---------	---------	-------------	---------	---------	----------

- b. Responds in a timely and professional manner to concerns expressed by individuals and community groups.

1 []	2 []	3 [] 3.5	4 []	5 []	UE []
---------	---------	-------------	---------	---------	----------

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

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City Manager Annual Evaluation  
Page 4 of 6

c. Maintains good relations with the news media.

1 []	2 []	3 [] 3.5	4 []	5 []	UE []
---------	---------	-------------	---------	---------	----------

Cite examples to support your evaluation: This continues to improve and I look forward to seeing how we can leverage the Communications Plan and streamline outreach to make engagement more fluid and easier on everyone.

5. JUDGMENT AND DECISION-MAKING

a. Does the City Manager follow established policies and procedures and use proper discretion?

1 []	2 []	3 [] 3.5	4 []	5 []	UE []
---------	---------	-------------	---------	---------	----------

b. Is the City Manager thorough, fair and decisive in dealing with established policies and procedures?

1 []	2 []	3 [] X	4 []	5 []	UE []
---------	---------	-----------	---------	---------	----------

Cite examples to support your evaluation: Again, adhering to the Charter, plus the Rules of Procedure is essential. I know CM Snyder does this to the best of her ability and is faced with a huge workload, but I'm concerned of her impartial within her ability to be close relations to one council member.

6. FINANCIAL MANAGEMENT AND BUDGETING

a. The City Manager presents realistic budgets that properly prioritize the needs of the City and are effectively administered?

1 []	2 []	3 []	4 [] X	5 []	UE []
---------	---------	---------	-----------	---------	----------

Cite examples to support your evaluation: CM Snyder's work on the city's budget continues to impress me. I look forward to seeing how the city administration will continue to demonstrate how taxpayer's dollars are serving the community.

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

✓

**7. PERSONNEL MANAGEMENT**

a. The extent to which Human Resources are effectively utilized and sound hiring decisions are made.

1 [ ]	2 [ ]	3 <input checked="" type="checkbox"/>	4 [ ]	5 [ ]	UE [ ]
----------	----------	--	----------	----------	-----------

b. The City Manager sets a good example and provides proper motivation to other City employees.

1 [ ]	2 [ ]	3 [ ]	4 <input checked="" type="checkbox"/>	5 [ ]	UE [ ]
----------	----------	----------	--	----------	-----------

Cite examples to support your evaluation: I am concerned that HR isn't receiving the attention it may need. I'm unsure whether a travel-party is assisting and I think that would be a worthy investment.

**8. ACHIEVEMENT OF COUNCIL ADOPTED GOALS**

Note: The goals adopted by City Council are all relevant to the job of the City Manager, but it is understood that some goals cannot be achieved during a single year. Evaluation of goal achievement should be based upon the progress reasonably expected during the evaluation period.

1 [ ]	2 [ ]	3 [ ] 3.5	4 [ ]	5 [ ]	UE [ ]
----------	----------	--------------	----------	----------	-----------

Cite Examples to support your evaluation:

I'm glad to see many of the goals moving forward. I look forward to seeing more engagement and relationship building related to our media and Community relations goals.

Ratings:	Unacceptable – 1	Satisfactory – 3	Exceptional – 5
	Needs Improvement – 2	Very Good – 4	Unable to Evaluate - UE

✓

9. COMMUNICATION TO THE COUNCIL

a. Does the City Manager have good communication with the Council as a whole?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

b. As to the individual?

1 []	2 []	3 <input checked="" type="checkbox"/>	4 []	5 []	UE []
---------	---------	--	---------	---------	----------

Cite examples to support your evaluation: There is an imbalanced dynamic where one council member appears to have undue influence on the CM's communication with the council as a whole.

Linda Levone

Council Member's Signature

3/4/22

Date

Slm\Evaluations\2015 CM Eval Form

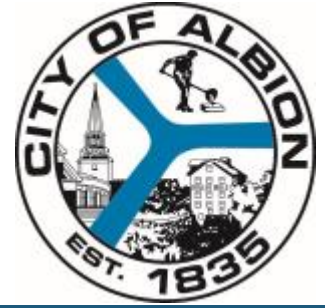
It takes trust to be vulnerable and share what we are working on and moving towards. I think the more we focus on building and rebuilding trust, the more all of us will be able to see (and be proud!) of all of the hard work happening from the City and the City Manager in particular.

Ratings:	Unacceptable - 1	Satisfactory - 3	Exceptional - 5
	Needs Improvement - 2	Very Good - 4	Unable to Evaluate - UE

*ll*



# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



**To:** City Council  
**Subject:** APPROVE RESOLUTION #2022-08 - A RESOLUTION TO DESIGNATE ACTING CITY MANAGER  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** City Manager  
**Staff Contact:** Haley Snyder, City Manager

## BACKGROUND INFORMATION:

The City of Albion Code of Ordinances, Section 2-58 provides that the City Council shall designate an Acting City Manager during the absence of the City Manager for more than five (5) days and shall fix his/her compensation. During the times when the City Manager is absent from the City, the Assistant City Manager shall be designated as the Acting City Manager.

## FINANCIAL IMPACT:

Compensation paid to the Acting City Manager shall be the sum of \$100 dollars per weekday served as the Acting City Manager.

## ATTACHMENTS:

[Resolution 2022-08 Designate Acting City Manager](#)

**RESOLUTION #2022-08**  
**A RESOLUTION TO DESIGNATE ACTING CITY MANAGER**

WHEREAS, the City of Albion Code of Ordinances, Section 2-58 provides that the City council shall designate an Acting City Manager during the absence of the City Manager for more than five (5) days and shall fix his/her compensation; and

WHEREAS, the City Manager may, on several occasions each year, be absent from the City for more than five (5) days and the City Manager wishes to have a designated Acting City Manager for these periods,

NOW, THEREFORE, BE IT RESOLVED, that during the times when the City Manager is absent from the City, that the Albion City Council designate, Yvonne Ridge, Assistant City Manager, shall be the Acting City Manager;

BE IT FURTHER RESOLVED that in those instances when the City Manager and the Assistant City Manager are absent from the City at the same time, Scott Kipp, Chief of Public Safety, shall be the Acting City Manager;

BE IT FURTHER RESOLVED that the compensation paid to the Acting City Manager shall commence on the sixth (6th) day that the City Manager is absent from the City and shall continue until the City Manager's return. Compensation paid to the Acting City Manager shall be the sum of one hundred (\$100.00) dollars per weekday served as the Acting City Manager. Compensation for non-weekdays shall not be paid to the Acting City Manager unless otherwise designated by the Albion City Council.

BE IT FURTHER RESOLVED that the Acting City Manager shall, while he/she is in such office, have all the responsibilities, duties, functions, authority and powers of the City Manager.

At a regular meeting of the Albion City Council, motion was made by Council Member \_\_\_\_\_, and supported by Council Member \_\_\_\_\_, to adopt the above resolution.

Date: March 21, 2022

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on March 21, 2022

\_\_\_\_\_  
Jill Domingo, City Clerk

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



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**To:** CITY COUNCIL  
**Subject:** APPROVE RESOLUTION # 2022-10, A RESOLUTION AUTHORIZING MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION FOR ALBION RIVER TRAIL  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** City Manager  
**Staff Contact:** Haley Snyder, City Manager

## ATTACHMENTS:

[Resolution 2022-10 MDNR Grant Application Albion River Trail](#)  
[3-Site Development Plan](#)  
[Grant Timeline](#)

**RESOLUTION #2022-10**

**A RESOLUTION AUTHORIZING MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION FOR ALBION RIVER TRAIL**

WHEREAS, the City of Albion supports the submission of an application to the Michigan Natural Resources Trust Fund for the expansion of the Albion River Trail project, which will continue to expand the Albion River Trail to connect to a four regional trail system: the Calhoun County Trail, the Great Lake-to-Lake Trail, the Iron Belle Trail, and the North Country national Scenic Trail; and

WHEREAS, the proposed application is supported by the Community’s Approve 5-Year Parks and Recreation Plan; and

WHEREAS, the City of Albion will work in collaboration with surrounding organizations to leverage funds in addition to using the City’s Non-Motorized, Calhoun County Parks Millage, and American Rescue Plan Act dollars as matching dollars;

NOW, THEREFORE, BE IT RESOLVED, the City of Albion hereby authorizes submission of a Michigan Natural Resources Trust Fund application for \$300,000, and further resolves to make available a local match through financial commitment and donation(s) of \$188,500 (39%) for a total \$488,500.00 project cost during the 2023-2024 fiscal years.

At a regular meeting of the Albion City Council, motion was made by Council Member \_\_\_\_\_, and supported by Council Member \_\_\_\_\_, to adopt the above resolution.

Date: March 21, 2022

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

I certify that this resolution was adopted by the City Council of the City of Albion on March 21, 2022

\_\_\_\_\_  
Jill Domingo, City Clerk







The application is due the first of April:

Here's a rough timeline

The application is submitted April 1, 2022,

Grant recommendations are made in December 2022

Project agreement sent out Summer/Fall 2023 (*June-September 2023 Tentative based on legislative or NPS approval*)

Plans, Specs and Bid Docs submitted to DNR Fall/Winter 2023

Contractor selection Winter early 2024

Construction Spring/Summer 2024

Project Agreement expires June-September 2025

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



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**To:** CITY COUNCIL  
**Subject:** APPROVE 2ND READING & ADOPTION ORDINANCE # 2022-02, AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, TO AMEND SECTION 2-316, COUNCIL DISTRICTS  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** Attorney  
**Staff Contact:** Cullen Harkness, City Attorney

## SUMMARY OF PREVIOUS COUNCIL ACTION:

Council approved first reading and redistricting map

## ATTACHMENTS:

[Ordinance 2022-02](#)  
[Council Redistricting Map](#)

**CITY OF ALBION  
ORDINANCE #2022-02**

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE V, TO AMEND SECTION  
2-316, COUNCIL DISTRICTS

**Purpose and Finding:**

As the council is aware, the nation recently completed a decennial census. The 2020 census showed a significant reduction in the City's overall population. As there has been a reduction in population and not an increase, a modification of the number of precincts is not necessary. The Home Rule City Act, specifically MCL 117.27a requires that all cities in which the council is not elected on an at-large basis must adjust its district/precinct lines to equalize the population between the various districts/precincts as nearly as is practicable. The administration, in conjunction with the city attorney, has developed a recommendation for adjusting the district/precinct boundaries which will meet the requirements of the statute with minimal disruption and modification to the existing district/precinct boundaries. Approval is recommended.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 2, Article V, Section 2-316, of the Codified Ordinances of the City of Albion, is hereby amended as follows:

**ARTICLE V: ELECTIONS**

**Sec. 2-316. Council Districts**

There shall be six council districts in the city. Each council district shall be divided into such number of election precincts as are required by law. The boundaries of the council districts shall be as shown on the official map thereof on file in the office of the city clerk. The official map reflects the City's apportionment plan and is hereby adopted by reference.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on April 21, 2022 after publication.

First Reading:

Second Reading & Adoption:

March 7, 2022

March 21, 2022

Ayes \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Absent \_\_\_\_\_

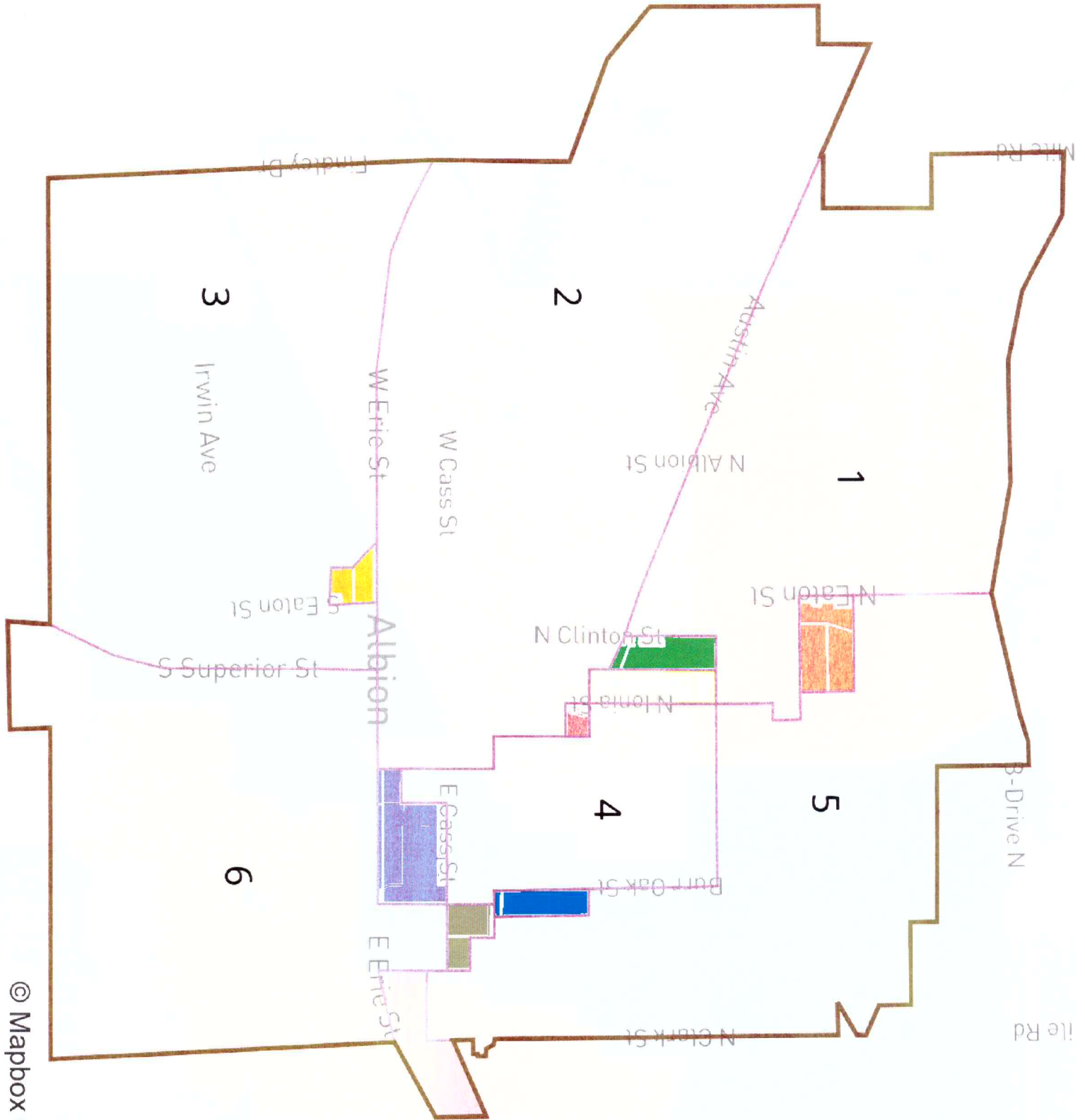
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Jill Domingo,  
Clerk

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Victoria Garcia-Snyder,  
Mayor.

### Albion City Council Districts Census Block Changes



5 → 1

1 → 2

1 → 4

2 → 4

5 → 4

5 → 6

6 → 5

4 → 6

3 → 2

**5 → 1 BLOCKS: 2008 (42p), 2009 (30p), 2014 (59p)**

**1 → 2 BLOCK: 3007 (73p)**

**1 → 4 BLOCKS: 1003 (20p), 1004 (26p), 1007 (50p)**

**2 → 4 BLOCK: 1009 (18p)**

**5 → 4 BLOCK: 2018 (68p)**

**5 → 6 BLOCKS: 1001 (0p), 1037 (37p)**

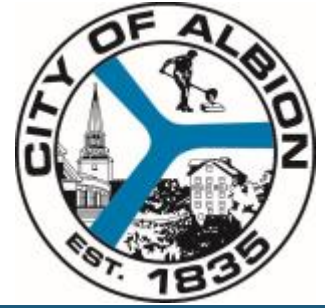
**6 → 5 BLOCKS: 2025 (25), 2026 (0p), 2042 (73p)**

**4 → 6 BLOCKS: 1027 (10p), 1029 (0p), 1030 (21p), 1033 (0p)**

**3 → 2 BLOCKS: 2014 (83p), 2016 (41p)**

New District Populations	Deviation (#) from 1283	Deviation (%) from 1283.3
Precinct 1 1,289 People	+6	0.44%
Precinct 2 1,280 People	-3	-0.26%
Precinct 3 1,279 People	-4	-0.34%
Precinct 4 1,282 People	-1	-0.10%
Precinct 5 1,283 People	0	-0.03%
Precinct 6 1,287 People	+4	0.29%
<b>0.78%</b>		
<b>Total Map Deviation</b>		

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



**To:** City Council  
**Subject:** DISCUSSION/APPROVE 1ST READING ORDINANCE # 2022-03, AN ORDINANCE TO AMEND CHAPTER 22, TO ADD ARTICLE VII, SECTIONS 22-240 THROUGH 22-244, MOBILE FOOD VENDING  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** Planning  
**Staff Contact:** Ian Arnold, Director Building & Planning

## SUMMARY OF PREVIOUS COUNCIL ACTION:

Tabled, edit to ordinance provided to Planning and Building by Shane Williamson. Ordinance returned with edit.

## RECOMMENDATION:

Approval

## ATTACHMENTS:

[Ordinance 2022-03 Mobile Food Vending](#)

**CITY OF ALBION  
ORDINANCE #2022-03**

AN ORDINANCE TO AMEND CHAPTER 22, TO ADD ARTICLE VII, SECTIONS 22-240 THROUGH 22-244, MOBILE FOOD VENDING

**Purpose and Finding:** To encourage mobile food vending which adds to the vibrancy and desirability of the City of Albion, while providing a regulatory framework under which such businesses shall operate. This ordinance is being added to specifically address mobile food vending as the City's ordinance for transient merchants is insufficient to address the mobile food vending industry.

THE CITY OF ALBION ORDAINS:

Section 1. Chapter 22, Article VII, Sections 22-240 through 22-244, of the Codified Ordinances of the City of Albion are hereby added as follows:

**Sec. 22-240. - Definitions**

The following terms, when used in this chapter, shall have the meanings set forth in this section.

- (a) "City" means the City of Albion.
- (b) "Mobile Food Vending Unit" means any motorized or non-motorized vehicle, trailer, pushcart, or device being used for the sale or distribution of food or beverages.
- (c) "Mobile Food Vending" means the sale or distribution of food or beverages from a Mobile Food Vending Unit.
- (d) "Mobile Food Vendor" means the owner(s) and/or operator(s) of a Mobile Food Vending Unit
- (e) "Vendor Permit" means a permit issued by the City of Albion to a Mobile Food Vendor valid for one (1) calendar year from the date of issuance.
- (f) "Temporary Vendor Permit" means a permit issued by the City of Albion to a Mobile Food Vendor valid for a specific consecutive seven (7) day period as designated on the permit.

**Sec. 22-241. – Permit Required**

- (a) It shall be unlawful for any person or organization to operate a Mobile Food Vending Unit within the City of Albion without a valid Mobile Food Vending Permit issued by the City of Albion.
- (b) All permits shall be prominently displayed on the mobile food vending unit while mobile food vending is taking place.
- (c) Vendor Permits issued under this chapter shall be valid for one (1) calendar year from the date of issuance. Temporary Vendor Permits shall be valid for no more than seven (7) consecutive days. Vendor permits shall be non-transferable.



**Sec. 22-242. - Application**

Any person or organization desiring to engage in mobile food vending within the City of Albion shall make written application to the City Clerk for a permit under this Article. The applicant shall truthfully state, in full, all information requested by the City Clerk and be accompanied by the required fee established by resolution of the City Council. The application for a permit shall be on forms provided by the City Clerk and shall include the following:

- (a) Name, signature, phone number, email address, and business address of the applicant.
- (b) A copy of the mobile food vending unit operator's valid, state issued, driver's license.
- (c) Information on each mobile food vending unit, including but not limited to year, make, model, vehicle identification number, vehicle or trailer registration plate number, or any other descriptive information required for identification of the mobile food vending unit.
- (d) Information setting forth the proposed hours of operation, and areas of operation.
- (e) Information setting forth the proposed plans for power access, water supply, and wastewater disposal.
- (f) Copies of all licenses or permits issued by the Calhoun County Health Department.
- (g) A copy of the applicant's general liability and automobile insurance declarations pages, listing the owner of the Mobile Food Vending Unit as an insured and the City of Albion as an additional insured. Said general liability insurance shall be in an amount not less than one million (\$1,000,000.00) per occurrence. Said insurance shall be in full force and effect for the duration of any permit issued by the Clerk for Mobile Food Vending.
- (h) A copy of a Michigan State Police (ICHAT) report for the applicant and any operator of the mobile food vending unit. Said report shall be dated not more than fourteen (14) days prior to the date of application.
- (i) Any other information requested by the City Clerk.

**Sec. 22-243. - Requirements**

A mobile food vendor operating within the City of Albion shall comply with the following requirements

- (a) Provide waste receptacles, in the form of a garbage can made of plastic or metal with not less than 32 gallons in capacity. Said receptacle shall be placed at the site of the mobile food vending unit. The operator of the

mobile food vending unity shall remove all litter, debris, and other waste attributable to the vendor on a daily basis.

- (b) If the mobile food vendor is seeking to operate on city-owned or controlled property, operation may only occur after approval by the City Council.
- (c) If parked on public streets, mobile food vendors shall conform to all state and local laws, including but limited to the Michigan Uniform Traffic Code and Michigan Motor Vehicle Code.
- (d) A mobile food vendor shall not operate a mobile food vending unit within five hundred (500) feet of any fair, festival, special event, or civic event that is licensed or sanctioned by the City without written permission from the event sponsor.
- (e) Mobile food vendors shall not use any flashing or blinking or strobing lights. All exterior lights over sixty (60) watts shall contain opaque shielding to direct the illumination downward.
- (f) Mobile food vendors shall not use music, amplification devices or “crying out” or any other audible methods to draw attention to the mobile food vending unit.
- (g) Within R-1, and R-2 zoned districts, mobile food vendors may only operate between the hours of 9:00 am, and 9:00 pm. No mobile food vending unit shall operate within a Residential District of the city except when operating entirely on private property.
- (h) Food and beverage service shall be conducted from the side of the mobile food vending unit that faces a curb, lawn, or sidewalk when parked. No food service shall be provided on the driving-lane side of the mobile food vending unit.
- (i) Except when mobile food vending is taking place entirely on private property, no mobile food vendor shall provide or allow any dining area within ten (10) feet of the mobile food business, including but not limited to tables, chairs, booths, stools, benches, or stand-up counters or within the public right-of-way, including but not limited to sidewalks.
- (j) Signage is allowed on the mobile food vending unit, provided it is in compliance with Chapter 64 of the City of Albion Code of Ordinances. Additionally, one auxiliary sandwich board sign not more than six (6) square feet in area and up to three feet in height is permitted. The auxiliary sign shall not be placed in vehicle travel lanes and must not be placed so as to impede pedestrian traffic on public streets or sidewalks
- (k) No mobile food vending unit shall be left unattended and unsecured at any time food is in the vehicle. Any mobile food vending unit found to be unattended shall be considered a public safety hazard and may be ticketed and or towed at the owner’s expense.
- (l) A mobile food vendor may operate on private property only with the property owner’s written consent and in compliance with the City of Albion Zoning code.

- (m) Any electrical power required for the operation of a mobile food vending unit located on a public right-of-way shall be self-contained, and a mobile food business shall not use utilities drawn from the public right-of-way. A mobile food vending unit may use electrical power from private property on which it has permission to operate with the property owner's written consent. A mobile food vending unit shall not extend any cords, cables, or wires over any street, sidewalk, or right-of-way.
- (n) A mobile food vendor shall not represent that the granting of a permit under this chapter is an endorsement by the City of Albion.
- (o) No mobile food vending unit shall pose a risk to the health, safety, and wellbeing of any person.
- (p) Mobile Food Vending Units not designed for mobile food vending in one location, including, but not limited to, Ice Cream vendors, may operate outside of private property in R-1 and R-2 Zoning Districts, provided they operate in one location for no more than fifteen (15) minutes a day.
- (q) Mobile Food Vending shall not be conducted within one hundred feet (100') of any non-mobile business whose primary use or purpose is food service.

#### **Sec. 22-244. - Enforcement**

- (a) Operation of a mobile food vending unit within the City of Albion without first obtaining a City permit shall constitute a civil infraction punishable by a fine of not more than two hundred fifty (\$250.00) dollars per day. Each day of violation shall constitute a separate and distinct offense.
- (b) Any permit holder operating a mobile food vending unit, or who allows the operation of a mobile food vending unit, in violation of any provision of this article is responsible for a civil infraction and is subject to a fine of not more than two hundred fifty (\$250.00) dollars per day. Each day of violation shall constitute a separate and distinct offense.
- (c) Once a permit has been issued, it may be revoked, suspended, or not renewed by the City clerk for failure to comply with the provisions of this article and any rules or regulations set forth by the City. Notice of the suspension, revocation, or non-renewal shall be given by first-class mail to the permit holder's address listed on the permit application.
- (d) A permit holder may appeal the revocation, suspension, or non-renewal decision of the City Clerk to the City Manager within twenty-one (21) days of the denial, suspension, or non-renewal.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

This Ordinance shall take effect on May 4, 2022 after publication.

First Reading:

Second Reading & Adoption:

March 21, 2022

April 4, 2022

Ayes \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo,

Clerk

\_\_\_\_\_  
Victoria Snyder,

Mayor

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



---

**To:** CITY COUNCIL  
**Subject:** APPROVE ANNUAL MECHANICAL AMUSEMENT DEVICES FOR:  
  
ALBION COLLEGE  
REDBOX  
LEISURE HOUR CLUB  
FAMILY FARE  
  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** City Manager  
**Staff Contact:** Haley Snyder, City Manager

## BACKGROUND INFORMATION:

All applicants have been vetted and do not owe the City

## ATTACHMENTS:

[Untitled 20220308 230849](#)

**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

Business Name:	Albion College
Corporate Tax Id:	38-1359081
Business Address:	611 E Porter Street, Albion, MI <b>49224</b>
Telephone:	517-629-0289
Owner Name or Company Representative:	<b>Mark Holbrook</b>
Name of Your Mechanical Amusement Device Supplier:	<b>B + B Vending Machine, Co.</b>
Address:	<b>666 Wheeler Road, Coldwater, MI 49036</b>
Telephone:	

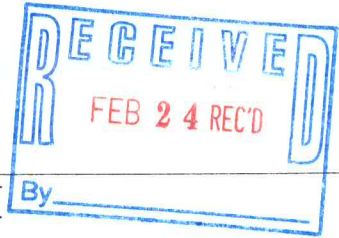
MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game: \_\_\_\_\_  
 Pool Table:   1    
 Pinball: \_\_\_\_\_  
 Mechanical Crane: \_\_\_\_\_  
 Other (Explain): \_\_\_\_\_

**TOTAL # OF DEVICES:**

  1  



MECHANICAL AMUSEMENT DEVICES:	1st Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box \_\_\_\_\_ \$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ <u>15.00</u>
	Juke Box(s)	
	<b>TOTAL DUE:</b>	\$ <u>15.00</u>

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

Applicant's Signature: *Mark Holbrook* Date: 2/23/2022

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

City of Albion Use Only

DATE PAID: 3-4-2022 CLERK'S SIGNATURE: *Jill Domingo*  
 DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_  
 LICENSE YEAR: April 1, 2022 to March 31, 2023

→  
 Receipt on back

**CITY OF ALBION  
Business Location Application  
Application for Mechanical Amusement Devices**

Business Name:	Redbox
Corporate Tax Id:	26-0100436
Business Address:	110 S Eaton St (Dollar General)
Telephone:	630-756-8112
Owner Name or Company Representative:	Melanie Bonner
Name of Your Mechanical Amusement Device Supplier:	
Address:	One Tower LN, Ste. 800, Oakbrook Terr., IL 60051
Telephone:	630-756-8112

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game: \_\_\_\_\_  
 Pool Table: \_\_\_\_\_  
 Pinball: \_\_\_\_\_  
 Mechanical Crane: \_\_\_\_\_  
 Other (Explain): \_\_\_\_\_  
 D/D Movie Kiosk ✓

**TOTAL # OF DEVICES:**

1

MECHANICAL AMUSEMENT DEVICES:	1 <sup>st</sup> Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box

\_\_\_\_\_

\$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ _____
	Juke Box(s)	_____
	<b>TOTAL DUE:</b>	<b>\$ 75.00</b>

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

Applicant's Signature: Melanie Bonner Date: 1/19/22

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

City of Albion Use Only

DATE PAID: 2-8-22 CLERK'S SIGNATURE: Jim Domingo  
 DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_  
 LICENSE YEAR: April 1, 2022 to March 31, 2023



RECEIVED

FEB 17 2022

**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

Business Name:	Leisure Hall Club
Corporate Tax Id:	38-1269013
Business Address:	211 Market Place Albion, MI 49224
Telephone:	517 629-9710
Owner Name or Company Representative:	William ZaremBA
Name of Your Mechanical Amusement Device Supplier:	Pioneer
Address:	
Telephone:	517 437-1070

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game:	_____
Pool Table:	<u>  1  </u>
Pinball:	_____
Mechanical Crane:	_____
Other (Explain):	_____

**TOTAL # OF DEVICES:**

\_\_\_\_\_

MECHANICAL AMUSEMENT DEVICES:	1st Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box   1   \$75/Device/Year

APPLICATION FEE:	Mechanical Amusement Device(s)	\$ <u>250.00</u>
	Juke Box(s)	<u>75.00</u>
	<b>TOTAL DUE:</b>	<b>\$ <u>100.00</u></b>

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

Applicant's Signature: William ZaremBA Date: 1-16-2022

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

City of Albion Use Only

DATE PAID: 2-16-22 CLERK'S SIGNATURE: Jill Domingo

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2022 to March 31, 2023



**CITY OF ALBION**  
**Business Location Application**  
**Application for Mechanical Amusement Devices**

RECEIVED  
 JAN 21 2022

<b>Business Name:</b>	Family Fare, LLC d/b/a Family FAre #1992
<b>Business Address:</b>	850 76th Street SW, Byron Center, MI 49315
<b>Telephone:</b>	616-878-2785
<b>Owner Name or Company Representative:</b>	Nancy Kimball, Sr. Paralegal
<b>Name of Your Mechanical Amusement Device Supplier:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

MECHANICAL AMUSEMENT DEVICES

NUMBER OF DEVICES

Video Game: \_\_\_\_\_  
 Pool Table: \_\_\_\_\_  
 Pinball: \_\_\_\_\_  
 Mechanical Crane: \_\_\_\_\_  
 Other (Explain): \_\_\_\_\_  
 \_\_\_\_\_

1005  
 101,000.451

**TOTAL # OF DEVICES:**

<b>MECHANICAL AMUSEMENT DEVICES:</b>	1 <sup>st</sup> Device	\$ 75.00/year
	2-4 Devices	100.00/year
	5-9 Devices	250.00/year
	10 or more	500.00/year

MUSICAL DEVICE

# MUSICAL DEVICES

ANNUAL FEE

Juke Box \_\_\_\_\_ \$75/Device/Year

<b>APPLICATION FEE:</b>	Mechanical Amusement Device(s)	\$ 75.00
	Juke Box(s)	
	<b>TOTAL DUE:</b>	\$ 75.00

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

Applicant's Signature: *M. Avery* Date: 1/19/2022

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

City of Albion Use Only

DATE PAID: 1-21-22 CLERK'S SIGNATURE: *Jill Domingo*

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2022 to March 31, 2023

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



---

**To:** CITY COUNCIL  
**Subject:** APPROVE GARBAGE SERVICE BUSINESS LICENSES FOR:  
GRANGER WASTE SERVICES  
REPUBLIC SERVICES  
WASTE MANAGEMENT  
**Meeting:** CITY COUNCIL - 07 Mar 2022  
**Department:** City Manager  
**Staff Contact:** Haley Snyder, City Manager

## BACKGROUND INFORMATION:

All applicants have been vetted and do not owe the City

## ATTACHMENTS:

[Untitled 20220308 230337](#)

CITY OF ALBION  
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE

Business Name: Corporate Tax Id #:	Granger Waste Services 38-3445177
Business Address:	16980 Wood Rd Lansing MI 48906
Telephone:	517 372 2800
Name of Company Representative:	Jami Anderson, Market Development Specialist
Local or Toll Free Telephone :	1-888-947-2643

PLEASE SUBMIT THE FOLLOWING:

- Copy of Performance Bond for \$5,000
- Copy of Proof of Insurance (\$300,000 minimum property damage)  
(\$300,000/\$500,000 public liability)
- \$75.00 Annual Fee

RATE SCHEDULE:

- Please attach to this application, a copy of the menu of services and prices in effect at the time of this application.

COMMERCIALCUSTOMER LIST:

- Please attach to this application, a copy of your current commercial customer list for the City of Albion.

VEHICLE INFORMATION:

- Number of Vehicles Operated from the  
Location Listed Below: 6
- Location (Place) of  
Overnight Storage: 2600 Lansing Ave Jackson MI 49202

On behalf of the above business, I hereby agree to obey, abide by and comply with all provisions of the City of Albion's Ordinances contained in Chapter 66, Solid Waste, now in force, or as may be adopted, concerning the operation of a refuse business in the City of Albion. After all requirements of the City are met, I request the application be submitted to the Albion City Council for their consideration.

Applicant's Signature: Jami AndersonDate: 2.3.2022

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

City of Albion Use Only

DATE PAID: 3-2-22 CLERK'S SIGNATURE: Jill Domingo

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2022 to March 31, 2023



CITY OF ALBION  
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE

Business Name: Corporate Tax Id #:	REPUBLIC SERVICES 65-0716904
Business Address:	14800 P DR N. Marshall, MI 49068
Telephone:	269-318-4789
Name of Company Representative:	Chris Magers - Ops Manager
Local or Toll Free Telephone:	269-318-4789

PLEASE SUBMIT THE FOLLOWING:

- Copy of Performance Bond for \$5,000
- Copy of Proof of Insurance (\$300,000 minimum property damage)  
(\$300,000/\$500,000 public liability)
- \$75.00 Annual Fee

RECEIVED  
FEB 22 2022

RATE SCHEDULE:

- Please attach to this application, a copy of the menu of services and prices in effect at the time of this application.

COMMERCIALCUSTOMER LIST:

- Please attach to this application, a copy of your current commercial customer list for the City of Albion.

VEHICLE INFORMATION:

- Number of Vehicles Operated from the  
Location Listed Below: ~50
- Location (Place) of  
Overnight Storage: 14800 P DR North Marshall, MI 49068

On behalf of the above business, I hereby agree to obey, abide by and comply with all provisions of the City of Albion's Ordinances contained in Chapter 66, Solid Waste, now in force, or as may be adopted, concerning the operation of a refuse business in the City of Albion. After all requirements of the City are met, I request the application be submitted to the Albion City Council for their consideration.

Applicant's Signature: Date: 2/10/22

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

City of Albion Use Only

DATE PAID: 2-22-22 CLERK'S SIGNATURE: 

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2022 to March 31, 2023

CITY OF ALBION  
APPLICATION FOR COLLECTION OF COMMERCIAL GARBAGE LICENSE

Business Name: Corporate Tax Id #:	Waste Management Inc.
Business Address:	4547 Wayne Rd, Battle Creek MI 49037
Telephone:	616-292-8056
Name of Company Representative:	SCOTT EDENIA
Local or Toll Free Telephone :	

PLEASE SUBMIT THE FOLLOWING:

- Copy of Performance Bond for \$5,000
- Copy of Proof of Insurance (\$300,000 minimum property damage)  
(\$300,000/\$500,000 public liability)
- \$75.00 Annual Fee

RATE SCHEDULE:

- Please attach to this application, a copy of the menu of services and prices in effect at the time of this application.

COMMERCIALCUSTOMER LIST:

- Please attach to this application, a copy of your current commercial customer list for the City of Albion.

VEHICLE INFORMATION:

- Number of Vehicles Operated from the  
Location Listed Below: 28
- Location (Place) of  
Overnight Storage: ~~4547~~ 4547 Wayne Rd, Battle Creek MI 49037

On behalf of the above business, I hereby agree to obey, abide by and comply with all provisions of the City of Albion's Ordinances contained in Chapter 66, Solid Waste, now in force, or as may be adopted, concerning the operation of a refuse business in the City of Albion. After all requirements of the City are met, I request the application be submitted to the Albion City Council for their consideration.

Applicant's Signature: Scott EdeniaDate: 1/17/2022

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

City of Albion Use Only

DATE PAID: 2-7-22 CLERK'S SIGNATURE: Jill Domingo

DATE APPROVED BY CITY COUNCIL: \_\_\_\_\_

LICENSE YEAR: April 1, 2022 to March 31, 2023

# CITY COUNCIL REGULAR MEETING AGENDA ITEM REPORT



**To:** City Council  
**Subject:** APPROVE CITY RECREATION PROGRAM PROVIDER - BATTLE CREEK YMCA  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** City Manager  
**Staff Contact:** Haley Snyder, City Manager

## BACKGROUND INFORMATION:

The City of Albion released an RFP requesting proposals from qualified organizations to provide and enhance the City of Albion's Recreation programming on February 22, 2022. The response deadline for the RFP was Friday, March 11, 2022. The City received a total of one (1) bid proposal - The Battle Creek YMCA.

All RFP required documents were included in the sealed bid received from the Battle Creek YMCA.

## FINANCIAL IMPACT:

Proposed fee - Not to exceed annual cost of \$167,000.

## SUMMARY OF PREVIOUS COUNCIL ACTION:

On December 7, 2020, the Albion City Council approved to enter into a one (1) year agreement with the Battle Creek YMCA to provide all recreation programming for the City of Albion. The recreation programs would be available to at no cost to Albion residents. The recreation programs are designed for all ages, from youth to senior.

The Albion City Council formally approved the service agreement with the Battle Creek YMCA on February 1, 2021. Through the current service agreement March 2021 - March 2022, the Y has served 3,559 participants in the City of Albion through pool and fitness classes - over 3,382 Albion residents not including the 30 youth who've completed swim lessons with the Y aquatic team.

## RECOMMENDATION:

City Administration recommends entering into a service agreement with the Battle Creek YMCA to provide all recreation programming for the City of Albion.





# **ALBION RECREATION 365 DAYS WITH THE Y**

**BATTLE CREEK FAMILY YMCA**



### Firm Qualifications and Experience – 30 Points

The Battle Creek Family YMCA initially started programming in Albion for youth and adults during the Covid-19 pandemic in 2020 and has held a service agreement with the City of Albion for the past year to provide a wide array of recreation and wellness programming for Albion residents. As a nonprofit organization focused on the pillars of healthy living, youth development and social responsibility, the YMCA is aligned with the recreation department's mission of building stronger youth and a healthier community. Through Albion Recreation, the Battle Creek Family YMCA helps community members develop a greater knowledge of how to support their health and the well-being of the community. To best determine the needs and interests of the community, the Y hosts 'Get to Know the Y' meetings at local businesses for residents to share their suggestions. **All programs and classes are free to Albion residents.** Non-Albion residents may participate for a \$5 fee per class or event. The Y has partnered in the past with the City of Battle Creek Recreation Department to provide oversight of the summer aquatics staff and also in trainings for lifeguards and staff. The Y also is a partner site for the Battle Creek Recreation Department summer camp.

From March 2021 through March 2022, the Y served 3,559 participants through events, fitness classes, and open swim, water aerobics and Begin to Swim lessons. The Y hosted more than 300 group fitness and pool classes at Washington Gardner, local parks, Albion Opportunity High School and the Albion College Dow Center.

The Y will provide fitness and wellness classes, including water aerobics, cardio step aerobics, Power Core, chair-based fitness classes, yoga, Tai Chi, Zumba, Fitness and a Movie at Bohm, Cardio Drumming, and Hip Hop Step. As part of its aquatics offerings, the Y has held open swim and Begin to Swim lessons for Albion youth. Additionally, the Y offered the annual Easter Egg Hunt and held two summer youth camps. The Y plans to host a Daddy Daughter Dance in May now that Covid restrictions are lifted. In addition to classes, the Y will institute open gym times and other events including community walking groups using local trails. The Y will work with the Recreation Committee to develop further opportunities.

As part of this proposal, the Y will sub-contract with available local youth program providers for youth programming, including T-ball, Basketball, Flag Football, Bowling, and other youth character, development and enrichment programs. Those prospective sub-contractors will be welcome to submit proposals to the Y.

### Key Personnel Qualifications and Experience – 30 Points

See attached resumes and organizational chart

Albion resident Donisha Brewer serves as the Y's Albion Recreation Coordinator. Zane Newton serves at the Y's Wellness Coordinator and oversees the fitness instructors. All YMCA staff is Red Cross First Aid/CPR certified and background checks are required for all Y staff.

03, 500

**Availability and Ability – 20 Points**

The YMCA has an annual budget of \$2.7 million and employs more than 90 people, including two staff members who serve as coordinators for the current recreation agreement in Albion; 10 fitness instructors who offer classes in Albion; and an aquatics manager, lifeguards and swim instructors, all of whom work in Albion under the recreation agreement. The Y has experience in offering youth and preschool programs, and partners with numerous organizations and agencies in Calhoun County, including Marshall Public Schools, Battle Creek Public Schools, Early Childhood Connections, Summit Pointe, Starr Commonwealth, Bohm Theater, Forks Senior Center, Senior Health Partners, Calhoun Intermediate School District, Kellogg Community College, Play Right Youth Sports Academy, Great Start Readiness Program, SNAP, Bronson Hospital, Calhoun County Department of Public Health, and Midnight Basketball. The Y also houses Operation Fit, a school-based fitness and wellness program for Battle Creek elementary schools.

The YMCA has worked over the past two years to expand wellness programs throughout Calhoun County with a focus on healthy living and youth development and is willing and able to continue its relationship with the City of Albion Recreation to continue to provide wellness opportunities to all Albion residents.

**Proposed Fee – 20 Points**

Not to exceed annual cost of \$167,000

See attached organizational budget

See attached program budget



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

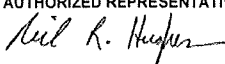
<b>PRODUCER</b> License # 0019304-1 Hub International Midwest East 1591 Galbraith Ave SE Grand Rapids, MI 49546	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (616) 233-4111	FAX (A/C, No): (616) 233-4110	
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b>  Y Center Of Battle Creek dba Lemon Tree Nursery/dba Family Y Center 182 Capital Ave NE Battle Creek, MI 49017	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Hanover Insurance Company</b>		<b>22292</b>
	<b>INSURER B : Accident Fund National Insurance Company</b>		<b>12305</b>
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Z7ID468385	1/1/2022	1/1/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							<b>EB AGGREGATE</b>	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			Z7ID468385	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			U7ID468386	1/1/2022	1/1/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
							\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCV6157131	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Petros PACE Finance Titling Trust is Additional Insured on the above General Liability policy per form 421-2915 (06-15) as required by contract.

<b>CERTIFICATE HOLDER</b>  Petros PACE Finance Titling Trust &/or any subsequent assignees 300 West 6th Street, Suite 1540 Austin, TX 78701	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

**BATTLE CREEK FAMILY YMCA  
2022 BUDGET**

**Anticipated Revenue**

Contributions & Misc. Grants	\$ 492,650
Membership	1,010,047
Albion Recreation contract	167,000
GSRP	386,280
Contract Fitness	200,000
Events	27,613
Class fees	69,168
Program Delivery Revenue	268,596
Literacy & Education Tuition	68,664
Interest Income	114
Facility rental, vending	82,216
Total budgeted revenue	<u>2,772,347</u>

**Anticipated Cash Outflows**

Payroll	1,195,528
Employee Benefits	128,467
Professional fees - Accounting & Legal	80,000
Technology	98,948
Insurance	75,000
Occupancy	263,845
Program Exp	200,617
Ablion youth programs subcontract	57,000
Maintenance	120,428
National Y Dues	28,079
Telephone	14,265
Interest expense	110,000
Depreciation	310,000
Equipment leases	90,172
Total cash expenses	<u>2,772,347</u>

<b>Budgeted surplus(deficit)</b>	<b>\$ (0)</b>
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**YMCA ALBION PROGRAM BUDGET 2022**

Payroll: YMCA Albion Coordinator, Instructors, & Lifeguards	\$ 80,000
Youth Program Sub-Contracting	\$ 57,000
Equipment & Supplies	\$ 20,000
Administration Fee	<u>\$ 10,000</u>
<b>Total Cost of the Program</b>	<b><u><u>\$ 167,000</u></u></b>

Address any reply to: 520 Cadillac Tower, Detroit, Mich. 48226

**Department of the Treasury**

**District Director**

**Internal Revenue Service**

Date: **OCT 4 1973** | In reply refer to: **DET:73-474**  
**440:211:HW**



Y Center of Battle Creek  
 Formerly: The Young Men's Christian  
 Association of Battle Creek, Michigan  
 and the Young Women's Christian  
 Association of Battle Creek, Michigan  
 77 Capital Avenue, N.E.  
 Battle Creek, Michigan 49017

Gentlemen and Mesdames:

Information received in this office discloses that on June 26, 1972 an Agreement of Merger was filed with the Michigan Department of Commerce, Lansing, Michigan which merged and consolidated the operating entities of the Young Men's Christian Association of Battle Creek and the Young Women's Christian Association of Battle Creek into a surviving operating organization known as Y Center of Battle Creek.

The records of this office disclose that the Young Men's Christian Association of Battle Creek, Michigan was granted an exemption from Federal income tax on December 8, 1942, as an organization described in section 101(6) of the 1939 Code, now section 501(c)(3) of the 1954 Code.

The records of this office further disclose that the Young Women's Christian Association was granted an exemption from Federal income tax on July 6, 1942, as an organization described in section 101(6) of the 1939 Code, now section 501(c)(3) of the 1954 Code.

Based on information now supplied, and assuming your operations will be continued as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

-2-

Y Center of Battle Creek

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return, Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

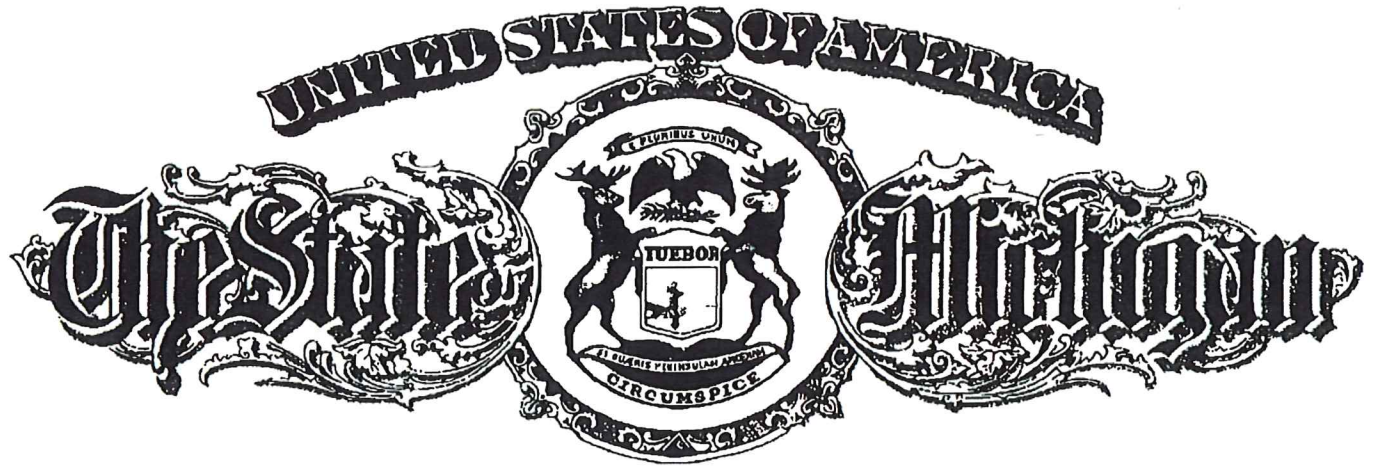
Please keep this determination letter in your permanent records.

Sincerely yours,

*Thomas A. Cardoza*  
Thomas A. Cardoza  
District Director

cc: Millard Vandervoort, and  
Robert D. McFee





**Michigan Department of Consumer and Industry Services**

**Lansing, Michigan**

*This is to Certify that the annexed copy has been compared by me with the record on file in this Department and that the same is a true copy thereof.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.*



*In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 25th day of November, 2002*


*Andrew S. Mitchell* , Director

Bureau of Commercial Services

C-2208 (Rev. 6-69)  
(Formerly Form 28)

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
CORPORATION DIVISION  
LANSING, MICHIGAN

(THIS IS A PART OF THE ATTACHED CORPORATE DOCUMENT AND SHOULD NOT BE DETACHED)

DO NOT WRITE IN SPACES BELOW - FOR DEPARTMENT USE	
DATE RECEIVED: June 16, 1972	<p><b>FILED</b> JUN 26 1972</p>  <b>STATE TREASURER</b> Michigan Department of Treasury
NAME OF CORPORATION: The Young Men's Christian Association of Battle Creek, Michigan and Young Women's Christian Association, of Battle Creek, Michigan	
CORPORATE DOCUMENT: Agreement of Merger (forming Y Center of Battle Creek)	



GOLD SEAL APPEARS ONLY ON ORIGINAL

AGREEMENT OF MERGER OF THE  
YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK  
AND THE BATTLE CREEK YOUNG MEN'S CHRISTIAN ASSOCIATION

AGREEMENT OF MERGER made and entered into by and between THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, hereinafter referred to as the "YMCA", a Michigan non-profit corporation, and THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, hereinafter referred to as the "YWCA", a Michigan non-profit corporation, and

WHEREAS, the YMCA is a Michigan non-profit corporation with its registered office located at 182 Capital Avenue, N.E., City of Battle Creek, Calhoun County, Michigan, and

WHEREAS, neither corporation is authorized to issue stock, and

WHEREAS, the YWCA is a Michigan non-profit corporation with its registered office located at 77 Capital Avenue N.E., City of Battle Creek, Calhoun County, Michigan, and

WHEREAS, the respective Boards of Directors of the YMCA and YWCA deemed it advisable and to the advantage, welfare, and best interests of said corporations and their respective members to merge the YWCA with the YMCA pursuant to the provisions of the Michigan General Corporation Act upon the terms and conditions hereafter set forth:

NOW, THEREFORE, in consideration of the premises and of the mutual agreement of the parties hereto, being thereunto duly authorized by the affirmative act of a majority of all the members of the Board of Directors of the YMCA and by the affirmative act of a majority of all the members of the Board of Directors of the YWCA, the Agreement of Merger and the terms and conditions thereof and the mode of carrying the same into effect are hereby determined and agreed upon.

1. The YWCA is hereby merged with the YMCA to form a new corporation, which shall be the continuing and resulting corporation and which may hereinafter and sometimes be referred to as the new corporation.



2. This Agreement shall constitute the Articles of Incorporation of the new corporation, which Articles shall stand and read as follows:

NON-PROFIT  
ARTICLES OF MERGER  
OF  
Y CENTER OF BATTLE CREEK

These Articles of Incorporation are signed and acknowledged by the incorporators for the purpose of forming a corporation for non-profit under the provisions of Act No. 327 of the Public Acts of 1931, as amended, as follows:

ARTICLE I

The name of the corporation is Y CENTER OF BATTLE CREEK.

ARTICLE II

The purposes for which this corporation is formed are as follows:

1. The purpose of this Association shall be to enlist men, women, young people, families and children (regardless of race, religion or country of origin) in a world-wide fellow-ship united by a common loyalty to Jesus Christ for the purpose of building Christian personality and a Christian society.

2. To draw together into responsible membership men, women, young people, families and children that their lives may be open to new understandings and deeper relationships and that together they may join in the struggle for peace and justice, freedom and dignity for all people.

ARTICLE III

Location of the first registered office is:

182 Capital Ave. N.E.  
Battle Creek,  
Calhoun County, Michigan

Post Office Address of the first registered office is:

182 Capital Ave. N.E.  
Battle Creek, Michigan 49014

ARTICLE IV

The name of the first registered agent is:

Donald H. Kortzen





YMCA-YWCA Merger

ARTICLE V

Said corporation is organized upon a non-stock basis.

The amount of assets which said corporation possesses is:

Real property	In excess of \$100,000
Personal property	In excess of \$ 50,000

Said corporation is to be financed under the following general plans: compensation for services rendered, membership dues, and contributions from the general public.

No part of the funds or assets of this corporation shall inure to the benefit of any private individual; and no substantial part of the activities of this corporation shall be directed toward the carrying on of propaganda, or otherwise attempting to influence legislation.

ARTICLE VI

This corporation is formed by the merger of THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, and THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN.

ARTICLE VII

The names and addresses of the first Board of Directors are as follows:

<u>Names</u>	<u>Addresses</u>
James Campoli	245 E. Minges Rd. Battle Creek, Michigan 49015
Robert Cartwright	65 Orchard Place Battle Creek, Michigan 49017
Rodger Clifton	R#4 Box 100 Battle Creek, Michigan
Harold Cripps	214 S. 20th Street Battle Creek, Michigan
Harry Davidson	55 Merwood Drive Battle Creek, Michigan 49017
David Eckman	R#8 Box 812 Battle Creek, Michigan
Rev. Donald Grant	96 Greenwood Battle Creek, Michigan
Reed Haukedahl	116 Foster Battle Creek, Michigan
Jewel A. Hoyt	141 Laurel Drive Battle Creek, Michigan 49017



## YWCA-YMCA Merger

Lawrence Kitchen	664 E. Minges Rd, Battle Creek, Michigan 49015
Sherman Lavigna	448 S. Moorland Dr. Battle Creek, Michigan 49015
Nick Maricic	107 Apperson Rd. Battle Creek, Michigan
Hugh McPherson	648 Country Club Drive Battle Creek, Michigan
W. James McQuiston	239 Central St. Battle Creek, Michigan 49017
Kenneth Nelson	P.O. Box 1555 Battle Creek, Michigan
Patricia Nequist	269 Borden Drive Battle Creek, Michigan 49017
J. Richard Perog	138 Chestnut Battle Creek, Michigan 49017
Charles E. Price	Route 2 Delton, Michigan
Bert W. Schulz	140 Oakland Place Battle Creek, Michigan
John Schweitzer	74 Orchard Place Battle Creek, Michigan 49017
Bruce Smith	93 Springview Drive Battle Creek, Michigan 49017
John Sugden	141 Lynwood Drive Battle Creek, Michigan 49015
Harold W. Sundberg	143 Blue Spruce Lane Battle Creek, Michigan
Joe Thomas	108 Bittersweet Lane Battle Creek, Michigan
Velma Gramms	6 Clinton Drive Battle Creek, Michigan 49017
Eva Humby	45 Parkridge Drive Battle Creek, Michigan
Ellen Monroe	703 Knollwood Battle Creek, Michigan
Katherine Moulton	14 Frelinghuysen Battle Creek, Michigan
Ruth Krum	R#1 Hickory Corners, Michigan
Joan Shively	214 Eastway Drive Battle Creek, Michigan 49015
Phyllis Kanaga	493 E. Hamilton Lane Battle Creek, Michigan 49015
Lillian Jones	36 W. Alden Battle Creek, Michigan
Dorothy Buckley	108 Bowen Ave. Battle Creek, Michigan





## YWCA YMCA- Merger

Merle Nielsen	79 East Avenue North Battle Creek, Michigan 49017
Dorothy Preston	Hickory Corners, Michigan
Sandra Sessions	944 Golden Ave. Battle Creek, Michigan 49015
Georgina Storey	305 Sherman Rd. Battle Creek, Michigan
Sally Fisher	75 Guest St. Battle Creek, Michigan 49017
Mary DeMaso	40 South LaVista Blvd. Battle Creek, Michigan 49015
Kathleen Ritchie	66 Piper Ave. Battle Creek, Michigan
Joyce Janney	105 Quail St. Battle Creek, Michigan
Loita Stotz	76 Parkridge Drive Battle Creek, Michigan
Pearl Tamplaton	39 Claire St. Battle Creek, Michigan
Joanne Wheaton	351 Garfield Battle Creek, Michigan 49017
Cynthia Whitmore	618 West Goguac St. Battle Creek, Michigan
Olga Montgomery	143 Laurel Drive Battle Creek, Michigan 49017
Mary Glen	15 Edgemont Battle Creek, Michigan
Alice Adams	138 N. Union Battle Creek, Michigan 49017
Lovella Gordon	112 Heatheridge Drive Battle Creek, Michigan

All to serve until Directors are elected, as provided in Paragraph 8 of the Merger Agreement.

ARTICLE VIII

The term of the corporate existence is perpetual.

ARTICLE IX

The Board of Directors shall consist of both men and women capable and willing to serve and promote the purpose of this Corporation. At least one-third (1/3) thereof shall be women at all times.



ARTICLE X

Upon dissolution, the Board of Directors is directed to donate the net assets, after all expenses are paid, to one or more organizations having purposes as similar as practicable to those set forth above in Article II and recognized by the Commissioner of Internal Revenue as exempt under Section 501 (c) of the 1954 Internal Revenue Code or acts amendatory thereto.

3. That the new corporation will continue appropriate Endowment Committees and Trustees as to existing trust and endowment funds as nearly as may be, according to the creating documents and instructions.

4. That all of the assets of both corporations shall become the assets of the new corporation without further documentation whatsoever, except for the consents required where title limitations are involved. Further, that such consents will be solicited by the merging organizations that the new corporation may enjoy, as fully as possible, the assets involved. Further, that there shall be maintained at all times whether in the present Y.W.C.A. building or in another building into which its proceeds are used or otherwise an appropriate women's memorial parlor, of not less than 1,200 square feet, memorializing the Stone family, displaying the parlor pictures of Irving Lee Stone and Cordelia Miller Cake Stone now used, having an appropriate memorial plaque and which room shall be served by an adjacent kitchenette.

5. All of the members in good standing of both corporations shall be members in good standing of the new corporation, subject to reclassification according to memberships established by the Board of Directors of the new corporation; provided that each member of any class 17 years of age and older shall be entitled to one vote. All voting must be in own proper person - no proxies shall be allowed.

6. Members of the YWCA, at the effective date of this Agreement, shall become social members of the new corporation and may become physical members by paying appropriate dues.



7. This agreement shall become effective immediately upon final approval by the Board of Directors and members of both organizations, and the proper filing of this agreement, all as required by the Michigan General Corporations Act and any other appropriate Statutes.

8. Within sixty (60) days of the time that this Agreement is given final approval by both constituent organizations, a general meeting will be held for the purposes of making new By-Laws for the new corporation. At this meeting, anyone who was a voting member of the YWCA or the YMCA, at the effective date of this Agreement may vote. The meeting shall be conducted under the provisions of Roberts Rule of Order, Revised. The new By-Laws will be effective immediately upon the favorable vote of 2/3rds of those present and voting. Officers and Directors provided for in these By-Laws shall be elected at this meeting immediately following ratification of the By-Laws.

The undersigned majority of Directors of each of the constituent corporations, who desire to merge, hereby enter into this Agreement of Merger, as is evidenced by their respective signatures below, all this 10th day of June, 1971.

Directors of  
THE YOUNG MEN'S CHRISTIAN ASSOCIATION  
OF BATTLE CREEK, MICHIGAN  
(This Corporation has no Corporate Seal)

Directors of  
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF BATTLE CREEK, MICHIGAN  
(This Corporation has no Corporate Seal)

Harold S. ...  
W. E. ...  
Be W. Schulz  
Robert Cartwright  
James A. Campbell  
Joe W. ...  
James C. ...  
J. Richard ...  
Mrs. John L. ...  
Rev. R. Kent ...

Jane ...  
Janis S. ...  
Alger J. ...  
Lillian A. ...  
Cynthia S. ...  
Verma A. ...  
Latherine S. ...  
Ruth M. ...  
Sally ...  
...



YNCA YMCA Merger

Charles E. Price

R. M. Coleman

Abel M. Kowitz

L. K. Kowitz

John Suggan

R. M. Hankedahl

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alvin C. Adams

W. E. ...

Mark M. ...

Gladys Stauffer

Phyllis D. Carraga

Mary Glen

Lita Stab

Kathleen M. Kitchie

Jeanne Theaton

Laurel Gordon



MV5721h2 83M copies



RESOLUTION

WHEREAS, extensive studies have been made by THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, and by THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, hereinafter respectively referred to as "Y.M.C.A." and "Y.W.C.A.", relative to the merger of both organizations; and

WHEREAS, the Boards of Directors of both corporations have approved the Special Agreement of Merger, filed with the Secretary of both corporations, carefully reviewed by the officers and Directors of both corporations, and made easily available to the members of both corporations, which Agreement is believed to be in the best interest of both corporations; and

NOW, THEREFORE, on Motion made by member Jewel A. Hoyt, and seconded by member Joe D. Thomas, BE IT, and it hereby is, RESOLVED, that the membership of the Y.M.C.A. approves the merger of the Y.M.C.A. with the Y.W.C.A., pursuant to the provisions of said Merger Agreement, and hereby authorize the President and Secretary of this corporation to execute said Agreement and to implement all of the provisions of said Agreement.

STATE OF MICHIGAN

ss

COUNTY OF CALHOUN

## CERTIFICATE AND ACKNOWLEDGMENT

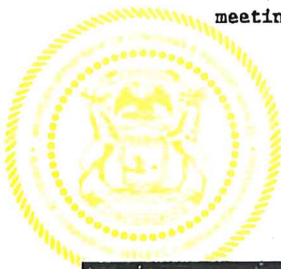
RE

RESOLUTION

On this 21<sup>st</sup> day of April, 1972, before me, a Notary Public in and for the County of Calhoun personally appeared Harold W. Sandberg and James Campoli respectively, the President and Secretary of THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN and, on their oath, did depose and say that they are the duly appointed and acting President and Secretary of said corporation and hereby swear, acknowledge and certify as follows:

1. That the foregoing is a true and accurate copy of a Resolution adopted at the adjourned Annual Business Meeting of the YOUNG MEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, hereinafter referred to as "Y.M.C.A.", held on the 21<sup>st</sup> day of April, 1972, called separately for the purpose of taking into consideration the Merger Agreement therein referred to, relative to the merger of the Y.W.C.A. and the Y.M.C.A.

2. That due notice of the time and place and object of such adjourned Meeting was given by publication, once each week for three (3) consecutive weeks next preceding the date of such meeting, in the Battle Creek Enquirer and News, a newspaper published



Resolution YMCA-YWCA

in Calhoun County within which county this corporation has its registered office, and that a copy of the Notice of such meeting and the purpose of such meeting was mailed to the last-known address of each member of said corporation at least twenty (20) days prior to the date of such meeting.

3. That, at such meeting, a vote by ballot was taken in person and by proxies for the adoption or rejection of said Resolution and Agreement, with each member entitled to one vote, and that at such meeting, persons representing two-thirds of the total number of members of all classes of said corporation voted in favor of the adoption of such Agreement.

4. That, by the execution hereof, the President and Secretary hereby acknowledge that the execution of the foregoing Agreement, by them, constituted the free act and deed of said corporation.

*Harold Lundberg*  
*James R. Campbell*

Subscribed and sworn to, before me,  
a Notary Public, on the date above set out.

*Walter Henderson*

Notary Public, Calhoun County, Michigan  
My Commission expires: August 18, 1972





RESOLUTION

WHEREAS, extensive studies have been made by THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, and by THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, hereinafter respectively referred to as "Y.M.C.A." and "Y.W.C.A.", relative to the merger of both organizations; and

WHEREAS, the Boards of Directors of both corporations have approved the Special Agreement of Merger, filed with the Secretary of both corporations, carefully reviewed by the officers and Directors of both corporations, and made easily available to the members of both corporations, which Agreement is believed to be in the best interest of both corporations; and

WHEREAS, members of the Y.W.C.A., at its duly called Annual Business Meeting, held on May 10, 1971, approved said Agreement by a two-thirds affirmative vote of the voting members.

NOW, THEREFORE, on Motion made by member Eva Humby, and seconded by member Joan Shively, BE IT, and it hereby is, RESOLVED, that the membership of the Y.W.C.A. approves the merger of the Y.W.C.A. with the Y.M.C.A., pursuant to the provisions of said Merger Agreement, and hereby authorize the President and Secretary of this corporation to execute said Agreement and to implement all of the provisions of said Agreement.

STATE OF MICHIGAN

ss

COUNTY OF CALHOUN

CERTIFICATE AND ACKNOWLEDGMENT  
RE  
RESOLUTION

On this 21st day of March, 1972, before me, a Notary Public in and for the County of Calhoun personally appeared Joyce Jenney and Lillian A. Jones, respectively, the President and Secretary of THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN and, on their oath, did depose and say that they are the duly appointed and acting President and Secretary of said corporation and hereby swear, acknowledge and certify as follows:

1. That the foregoing is a true and accurate copy of a Resolution adopted at the Annual Business Meeting of the YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF BATTLE CREEK, MICHIGAN, hereinafter referred to as "Y.W.C.A.", held on the 21st day of March, 1972, called separately for the purpose of taking into consideration the Merger Agreement therein referred to, relative to the merger of the Y.W.C.A. and the Y.M.C.A.

2. That due notice of the time and place and object of such Meeting was given by publication, once each week for three (3) consecutive weeks next preceding the date of such meeting, in the Battle Creek Enquirer and News, a newspaper published



Resolution - YWCA YMCA

in Calhoun County within which county this corporation has its registered office, and that a copy of the Notice of such meeting and the purpose of such meeting was mailed to the last-known address of each member of said corporation at least twenty (20) days prior to the date of such meeting.

3. That, at such meeting, a vote by ballot was taken in person and by proxies for the adoption or rejection of said Resolution and Agreement, with each member entitled to one vote, and that at such meeting, persons representing two-thirds of the total number of members of all classes of said corporation voted in favor of the adoption of such Agreement.

4. That, by the execution hereof, the President and Secretary hereby acknowledge that the execution of the foregoing Agreement, by them, constituted the free act and deed of said corporation.

Joyce Jenney  
Joyce Jenney, President  
Lillian A. Jones  
Lillian A. Jones, Secretary

Subscribed and sworn to, before me,  
a Notary Public, on the date above set out.

Jean E. Monroe  
Notary Public, Calhoun County, Michigan  
My Commission expires: Sept 10 1975





## Battle Creek Family YMCA Battle Creek 2021 – 2022 Board Roster

John Avery, vice chair  
Hub International

Kent A. Bieberich  
Attorney, Humbarger, Zebell, Parks & Bieberich P.C.

Jim Blocker  
Chief, Battle Creek Police Department

Martha Boyer  
Nurse Practitioner

Michael Glass, DDS, chair  
Glass Family Dental

Cathy Hager  
Retired, Kellogg Company

Julie Higgs  
Bronson Hospital

Ken Masumoto  
Retired, Manufacturing

Mike Mickunas  
Retired, Kellogg Company; MSU adjunct professor

Linda Miller, treasurer  
Employment Group

Diane Morris  
Retired, Kellogg Foundation

Mary Reilly  
Retired, Battle Creek Public Schools

Sara Schillio  
Kellogg Company

Bill Winslow  
Retired, Manufacturing



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

The Battle Creek Family YMCA does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.

**Battle Creek Family YMCA**  
182 Capital Avenue, NE  
Battle Creek, MI 49017  
[www.ymcabattlecreek.org](http://www.ymcabattlecreek.org)  
269 963 9622



Home › What We Do › Youth Development › Child Care › **Child Protection At The Y**



## Child Protection at the Y

The safety and well-being of children in the care of Ys across the U.S. is, and always will be, our top priority.

### We know that today:

---

- 1 in 4 girls and 1 in 6 boys in the U.S. experience sexual abuse by the age of 18.<sup>1</sup>
- 90 percent of children who are abused know the abuser.<sup>2</sup>
- There are more than 42 million survivors of child sexual abuse in the U.S. Yet, many child victims may never disclose their abuse.<sup>3</sup>
- 1 in 5 children is solicited sexually on the Internet before the age of 18.<sup>4</sup>





## MENT TO CHILD PROTECTION



As a youth-serving organization that reaches 8 million children and teens every year, the Y's most important work is creating safe environments for young people. That any child or teen would experience harm in our care is unacceptable. Ensuring the safety and well-being of young people is foundational to everything we do at the Y to help them learn, grow and thrive.

## How We Create Safe Spaces for Children and Teens

As an organization, we have taken the following actions to keep kids safe in our Y facilities, camps and programs and maintain the reputation of safety we have built during our 175-year history.

---

### 1. **All Ys in the U.S. are required to implement child sexual abuse prevention practices and policies** to remain a member in good standing with the National Council of YMCAs. These requirements include:

- Completing a child abuse prevention self-assessment, administered by a Y-USA-approved vendor, at least every two (2) years
- Having a policy that requires criminal background checks for staff and volunteers
- Providing and requiring training for staff and volunteers on preventing and responding to child abuse
- Requiring staff and volunteers to report child abuse in accordance with applicable laws
- Having a policy that requires screening all adults against a national sex offender registry and written protocol for how to respond when adults are identified as registered sex offenders
- Reporting the following events to Y-USA:
  - Allegations and/or criminal charges of child abuse, child sexual exploitation, or child sexual misconduct involving a current or former YMCA staff, volunteer, or member (including incidents related to the YMCA and outside of the YMCA)
  - Allegations of sexual abuse, sexual exploitation, or sexual misconduct between youth participants in attendance at a YMCA and/or enrolled in YMCA activities.





**external experts in abuse prevention ([Praesidium](#)) to work with all 2,600 Ys across the country** and provide access to a comprehensive self-assessment as well as best practices in screening, training, supervision and reporting practices.

- We partner with passionate local Y leaders who facilitate peer-to-peer learning and continuously improve and strengthen Y abuse-prevention efforts.** Specifically, we work alongside the [Guardians for Child Protection](#) —a collective of Y CEOs committed to activating the power of the Y and other youth-serving organizations to engage communities, improve internal operations and advance policy and environmental change to protect children from sexual abuse.
- We work closely with strategic partners to advance federal policies that seek to protect children from various forms of abuse and neglect.** Whether it's passing the [Child Protection Improvements Act](#) (CPIA) into law or increasing funding for the Child Abuse Prevention and Treatment Act (CAPTA), our advocacy efforts reflect the Y's commitment to child safety.

## Child Protection Resources

Learn more about steps everyone can take to help create a culture of safety and prevent child sexual abuse.

- 
- [Praesidium](#)
  - [Guardians for Child Protection](#)
  - [Darkness to Light](#)
  - [Five Days of Action](#)
  - [The CDC: Preventing Child Sexual Abuse](#)
  - [National Child Advocacy Centers](#)

## Report An Incident

If you need to report an emergency situation involving child sexual abuse, please call 911.

Otherwise, please contact the appropriate local and state authorities to report suspected incidents of child sexual abuse. You can find contact information for child abuse and neglect authorities for your particular state [here](#).



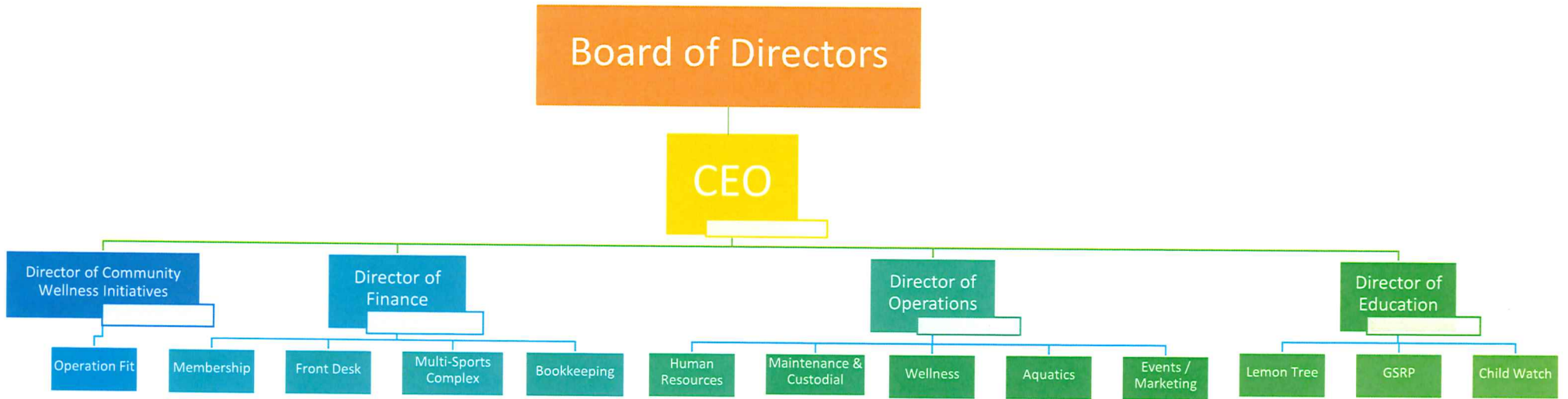
1. Finkelhor, D., Hotaling, G., Lewis, I. A., & Smith, C. (1990). Sexual abuse in a national survey of adult men and women: Prevalence, characteristics and risk factors. *Child Abuse & Neglect* 14, 19-28. doi:10.1016/0145-2134(90)90077-7.
2. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, *Sexual Assault of Young Children as Reported to Law Enforcement* (2000).
3. National Association of Adult Survivors of Child Abuse.
4. David Finkelhor, Kimberly J. Mitchell, and Janis Wolak, 2000, *Online Victimization: A Report on the Nation's Youth*, National Center for Missing & Exploited Children: Arlington, VA. *Darkness 2 Light. Statistics Surrounding Child Sexual Abuse.*

**Emergency Child  
Care Services**

**Recognizing  
Boundary  
Violations and  
Warning Signs**



## Battle Creek Family YMCA 2022 Organization Chart



309 Booth Drive  
 Albion, MI 49224  
 734-585-4381  
 donishabrewer@gmail.com

## DONISHA BREWER

OBJECTIVE		To obtain a position that will allow the use of my education, experience and skills.
SKILLS & ABILITIES		<ul style="list-style-type: none"> <li>• Skilled in developing meaningful relationships through partnerships.</li> <li>• Skilled in observing, reporting, and assessments.</li> <li>• Strong program development skills.</li> <li>• Strong planning, coordinating, and evaluating skills.</li> <li>• Strong customer service, verbal and non-verbal skills.</li> <li>• Strong leadership, team development and management skills.</li> <li>• Experience on MS Word, MS Excel, MS Publisher, MS PowerPoint, QuickBooks, GiftWorks, and WebQuest.</li> </ul>
EXPERIENCE		<p><b>NON-PROFIT MANAGEMENT</b>        Managed Early Head Start home visitors, compiled data, created monthly reports, created new policies and procedures, completed purchase orders, ensured program maintained Head Start compliance. Ensured classrooms met licensing standards, ensured home visits were conducted professionally.</p> <p>Managed floor staff, maintained upkeep of museum exhibits and building, inventory, Purchasing, oversee field trips and birthday party scheduling, maintained member relationships, manage donor database Gift works, develop programming, oversee human resource relations, conducted interviews, oversaw hiring, scheduling, oversaw volunteer program, community outreach, entered data into financial database QuickBooks, operated front desk, operated point of sale, bookkeeping, performed ICHAT background checks,</p> <p><b>EARLY CHILDHOOD EDUCATOR</b>        Planned and developed lesson plans, Provided care for infants and toddlers, ensured children developed according to C.O.R.E, HighScope training, document and record observations, created reports for parents, built meaningful relationships.</p> <p><b>CREATIVE AND EXPRESSIVE ARTS DAY CAMP COORDINATOR</b>        Developed marketing plan, Assisted with program budgeting, Assisted with grant reporting, Oversaw day to day operations of camp,        Developed community relationships, Supervised program leaders and Youth participants, Directed final production, Created advertisements and other related documents for summer day camp, Issued phone calls regarding participants and made contact with parents, and        Managed inventory for all camp equipment</p>



<p>WORK HISTORY</p>		<p><b>ALBION PROGRAM DIRECTOR, BATTLE CREEK YMCA &amp; HISTORIC BOHM THEATER – Albion, MI 49224</b> 01/22-Current <b>A.L.B.I.O.N. FELLOWS COORDINATOR, ALBION COLLEGE– Albion, MI 49224</b> 02/21-12/21 <b>PROGRAM DIRECTOR, HISTORIC BOHM THEATRE – Albion, MI 49224</b> 07/20-Current <b>PROGRAM COORDINATOR, PLAYRIGHT ACADEMY-ALBION, MI 49224</b> 05/19- Current <b>WAITRESS/MANAGER, ALBION MALLEABLE BREWING CO-ALBION, MI 49224</b> 05/18- Current <b>CEO, FOUNDER, DON B &amp; CO. – ALBION, MI 49224</b> 12/16-Current <b>EARLY HEAD START DIRECTOR, FIVECAP, INC- SCOTTVILLE, MI 49454</b> 12/15-12/16 <b>OPERATIONS MANAGER, KIDS ‘N’ STUFF CHILDREN’S MUSEUM- ALBION, MI 49224</b> 03/14-12/15 <b>EARLY CHILDHOOD EDUCATOR. GRETCHENS HOUSE-ANN ARBOR, MI 48103</b> 11/12-3/14 <b>CREATIVE AND EXPRESSIVE ARTS DAY CAMP COORDINATOR, MSU 4-H EXTENSION-MARSHALL, MI 49068</b> 05/10-08/12 (Summers only)</p>
<p>EDUCATION</p>		<p><b>M.ED EARLY CHILDHOOD EDUCATION, NORTHCENTRAL UNIVERSITY, ONLINE</b> In Progress <b>B.A. PSYCHOLOGY, ADRIAN COLLEGE, ADRIAN, MI</b> Minor; Media Arts Graduation date: April, 2012</p>
<p>LEADERSHIP &amp; COMMUNITY SERVICE</p>		<p>Albion Chamber of Commerce Board-Secretary, Albion-Homer United Way Board-Secretary, Volunteer Girls Who Code, Albion MI, Godspell cast member; Citizens to Beautify Albion, Mommy &amp; Me Sensory Program Leader; Step Coach, Jackson High, Jackson, MI, A.L.P.H.A, Adrian College - President 2 years; Volunteer WVAC Radio, Adrian College – On air experience; I C.A.N. after-school program Volunteer Lunch Buddy with Prairie Elementary School, Adrian, MI</p>
<p>REFERENCES</p>		<p>Available upon request</p>





# CITY COUNCIL REGULAR MEETING **AGENDA ITEM REPORT**



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**To:** CITY COUNCIL  
**Subject:** APPROVE PUBLIC RELEASE OF CITY ATTORNEY LEGAL OPINION  
REGARDING COUNCIL MEMBERS CONDUCTING BUSINESS WITH THE CITY  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** Council  
**Staff Contact:** Nora Jackson, (3)

# CITY COUNCIL REGULAR MEETING **AGENDA ITEM REPORT**



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**To:** CITY COUNCIL  
**Subject:** DISCUSSIONS OF CONCERNS REGARDING A COUNCIL MEMBER  
PROPOSALS FOR RECREATION MILLAGE FUND  
**Meeting:** CITY COUNCIL - 21 Mar 2022  
**Department:** Council  
**Staff Contact:** Nora Jackson, (3)

## **Resolution # 2022-09**

### **Resolution of Censure for City Councilmember Shane Williamson**

WHEREAS, it is the explicit duty of all public officials to 1) act in the public's interest; 2) respect the processes required for good governance; 3) dutifully, professionally, and ethically use the power invested in the public office they occupy; and

WHEREAS, public officials must at all times seek to instill public trust by acting to preserve the order and conduct of meetings; working for the common good of all the people of Albion, many of whom continue to feel disenfranchised; ensuring fair and equal treatment of all persons, claims, and transactions coming before the Albion City Council; and

WHEREAS, residents of the city of Albion have, within the last three months, rallied behind the need to treat every person with dignity and respect in all interactions. Residents have proclaimed that no one is above mistreatment of another person, while celebrating the rights of women and people of color to stand up and use their voices; and

WHEREAS, on Tuesday, March 1, 2022, following a study session in the council chambers, Councilmember Shane Williamson verbally assaulted a fellow councilmember by physically intimidating them, raising his voice, and questioning their intelligence, as witnessed by fellow community members; and

WHEREAS, at the March 7, 2022 council meeting, Councilmember Williamson taunted his fellow councilmember by whispering "You didn't get that money," regarding his day job as executive director of the Albion Community Foundation and the finances of a local nonprofit; and

WHEREAS, city council members have spoken to Councilmember Williamson informally on multiple occasions to try to resolve their concerns regarding his misconduct; and

WHEREAS, with the hiring of the Michigan Municipal League (MML) coach, ground rules were set in place to ensure proper engagement and participation by all council members for the coaching sessions. Out of three coaching sessions, Councilmember Williamson has come late, left early, used his personal cell phone throughout the highly expensive sessions - effectively wasting taxpayers' dollars; and

WHEREAS, use of electronic device for private discourse during city council proceedings is a violation of the City of Albion's Rules of Procedures for city council members, and a violation of the Open Meetings Act; and

WHEREAS, the Council is aware of documentation of egregious SMS text messages being sent by Councilmember Williamson to fellow council members during city council meetings; and

WHEREAS, Councilmember Williamson has shared information from closed session meetings regarding confidential deliberations of the city council and admitted to doing so. This is another violation of the Open Meetings Act; and

WHEREAS, it is the responsibility of all city council members to execute their oversight role with regard to City administration with due diligence and impartiality; and

WHEREAS, Councilmember Williamson failed to act impartially in his 6-month evaluation of City Manager Snyder in September 2021 by 1) gaining access to evaluations of the City Manager filed by other members of Council prior to completing his own; 2) submitting only excellent scores, indicating no room for growth from the city manager and providing no comments to justify his scores; and 3) later admitting to a council member that he submitted his weighted scores after having read the evaluations of other members to boost the aggregate scores for the overall City Manager evaluation. Such access is a violation of City policy, and using that access to weight his evaluation of the City Manager is unethical conduct; and

WHEREAS, the current council will not normalize abusive behavior that leverages power to manipulate people and public resources; and

WHEREAS, the Albion city council admonishes and rebukes retaliation in the form of harassment on social media and blogging, which has been used as a primary source of abusive power wielded by Councilmember Williamson. This includes veiled threats to his fellow council members immediately after they called a public hearing to hold him accountable for his egregious behavior.

Councilmember \_\_\_\_\_ moved, supported by Councilmember \_\_\_\_\_, to approve the following resolution.

RESOLVED, the city council formally censures Councilmember Williamson for the reasons stated herein; and

BE IT FURTHER RESOLVED, the council urges that all those who serve alongside Councilmember Williamson recognize this censuring action, investigate and take appropriate care to address all potential and perceived violations of policy and unethical behavior. Additionally, the council invites all of those involved in this process of accountability to be partners in preventing Williamson from repeating this type of unprofessional behavior that undermines the city's collective progress.

I certify that this resolution was adopted by the City Council of the City of Albion at a regular council meeting on March 21, 2022.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

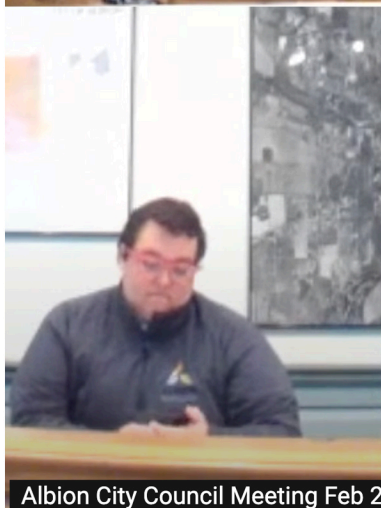
\_\_\_\_\_  
Jill Domingo, Albion City Clerk



Study Session - March 12, 2022



Albion City Council Study Session March 7, 2022



Albion City Council Meeting Feb 22, 2022



Albion, MI City Council Meeting 9/7/21



Albion, MI City Council Meeting 03/04/19



**RESOLUTION #2022-11**

**TO DECLARE PRECINCT 6 COUNCIL SEAT VACANT**

**Purpose and Finding:** On March 16, 2022, Councilman Williamson resigned his seat from precinct 6. Pursuant to the City Charter, Section 4.9(a)(3), in order to formally start the process of replacement, the council needs to accept the resignation and to formally declare the seat vacant. As such, this resolution is being presented to bring formality to the vacancy, and to effectively start the clock on the time period for appointing a replacement to the Precinct 6 council seat.

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

**WHEREAS**, Section 4.9(a)(3) of the Albion City Charter provides that a vacancy occurs upon the resignation of a councilmember and approval of the resignation by the council; and

**WHEREAS**, Councilperson Williamson for Precinct 6 tendered his resignation in writing on March 16, 2022;

**NOW THEREFORE BE IT RESOLVED**, that said resignation is accepted and the Albion City Council seat for Precinct 6 is hereby declared to be vacant pursuant to Section 4.9(a)(3) of the Albion City Charter.

**BE IT FURTHER RESOLVED**, that the Albion City Council shall commence procedures, pursuant to Section 4.12 of the Albion City Charter, to appoint a councilperson to the Precinct 6 seat;

I hereby certify that the above resolution was adopted on March 21, 2022 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Jill Domingo, Clerk





## CITY OF ALBION Office of the City Manager

112 West Cass Street ♦ Albion, MI 49224  
517.629.7172 ♦ [hsnyder@cityofalbionmi.gov](mailto:hsnyder@cityofalbionmi.gov)

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### MEMO

**TO:** Honorable Mayor and City Council

**FROM:** Haley Snyder, City Manager

**DATE:** March 17, 2022

**RE:** City Manager's Report – March 21, 2022

**MSHDA MOD** - The City has been awarded a conditional approval for a MSHDA MOD \$200,000 grant to build a modular house in Albion. The City/EDC applied for this grant based on a city owned lot (327 Haven Road), however it has been determined the lot is located in a flood plain and MSHDA will not allow funding to be within a flood plain. Changes have occurred at the EDC and the City will now be taking the lead for this project. A new site has been identified (307 E. Cass Street) and the City is working with the Calhoun County Land Bank Authority to acquire the property.

**Albion Small Urban Task Force Meeting** – I had the opportunity to attend the Albion Small Urban Task Force Meeting on Tuesday, March 8<sup>th</sup>. The City, Calhoun County Road Commission, and Fred Nagler with the Kalamazoo Area Transportation Study were all in attendance. The group met to select and prioritize projects utilizing Federal Aid funds within the Albion Small Urban boundary for fiscal year 2022. The City of Albion has been awarded an additional \$240,000 through the federal Surface Transportation Urban Local (STUL) funds to go towards the Haven Rd. street project. Preventative maintenance work on the bridge will take place this summer with full reconstruction occurring next year – S. Monroe Street to 29 Mile Road.

Small Urban Project – FY 2023 Haven Rd. Proposed funding includes \$375k for FY22 Surface Transportation Program (STP) funds, \$375k of FY2023 STP funds, \$40,602 Highway Infrastructure Program (HIP) funds, and an estimated local match of \$187,500 City Streets Fund.

**Albion Area Philanthropic Women** – I had the pleasure of attending the first quarter meeting for the Albion Area Philanthropic Women. The local giving circle voted to award over \$10,000 to the Albion Community Foundation for the McIntosh Park revitalization project.

**MML Coach Study Session** – The third work session with the MML Coach was held on Saturday, March 12<sup>th</sup>.

**Albion Leadership Academy Session** – I participated in the 6<sup>th</sup> session for the Albion Leadership Academy on Monday, March 14<sup>th</sup>.

**MML Capital Conference** – I attended the MML Capital Conference on March 15<sup>th</sup> & 16<sup>th</sup>. Great training! Looking forward to taking advantage of the information learned.

**Public Safety Pension Board** – I attended the Public Safety Pension Board meeting on Tuesday, March 15<sup>th</sup>.

## INDIVIDUAL DEPARTMENT REPORTS

### Assistant City Manager –

- Met with Albion College HR Students and provided information for them to continue working on HR projects for the City.
- Worked on OPRA documents with Director of Planning and Building.
- Attended the Capital Conference in Lansing. Great training!! Will take advantage of the information learned and apply it the city.
- Interviewed candidates for the Code Enforcement position. Offered the position, however, the candidate took another job. Scheduling additional interviews.
- Posted Street Maintenance Positon internally on 3/14/22.
- Attended the Public Safety Pension Board meeting.
- Attended Boarder Bandits in Marshall. Great networking with boarding municipalities.
- Attended Webinar for Public Gathering Grant. Meeting with Community Foundation on Thursday, March 17.
- Scheduled individual department head meetings and getting ready to schedule individual employee meetings. This is to gain an understanding of department needs by talking to all employees.

### Clerk's Office

- Agenda's/Minutes
- QVF Maintenance
- 2022 Business Licenses
- Process Marihuana License Renewals
- Revamp Files in Clerk's Office
- FOIA Requests

Start Preparation for Election Season

### Planning & Building

- The Planning Commission issued conditional approval to one new residential development, and two new industrial developments. These projects are estimated to add 20,000 square feet of industrial space, and over 200 new dwellings to the City after a final Planning Department review.
- The Planning Commission will soon be reviewing a draft of the City's updated Comprehensive Plan. Residents will have ample opportunity with the Planning Commission and City Council to discuss the plan, and offer feedback prior to Council adopting the plan.
- Any residents financially struggling with home improvements or repair should contact the Department of Planning & Building for information on financial assistance.

### Department of Public Services

- -Kevin, Charlie, and I attended the annual mParks conference last week. We all took some great info from that and hopefully will implement a few good changes to the parks.
- -We had our first half of OSHA training last week; the other half is scheduled for the 30<sup>th</sup>.

- -Jeff and I are attending the annual MRWA conference this week. So far there is some very good information being presented.
- -Meeting with Wightman next week to start the dive into the city hall assessment.
- -Hot asphalt patch will begin mid-April. One of the plants is scheduled to open on the 15<sup>th</sup>.
- -We posted the street maintenance position within the union this week. So far, we haven't heard of any transfers so it's looking like that will go out to the public on Monday.

### **Department of Public Safety**

- Currently we have four (4) openings for public safety officers and are in the process of hiring individuals to fill these positions. Interviews were held last week and conditional offers have been made to four (4) individuals.
- Cadet Carter Shaw was dismissed from the police academy for lying. As a result, we have terminated his employment on February 22<sup>nd</sup>.
- Cadet Chandler Barney is continuing to proceed well through the academy.
- We are still waiting for our new patrol vehicle to go in for up fitting of emergency equipment.
- Our new body cameras have been delivered and issued to all employees. They are working well so far.
- The in car cameras have been delivered and are waiting to be installed.
- Our new Tasers were delivered and have been placed in service with all patrol officers trained on their proper use.
- All officers completed 2-hours of training in De-Escalation techniques. All officers also completed 1-hour of training in building construction and 1-hour in fire behavior.
- We currently have no information regarding the expected delivery of our new radios.

### **Code Enforcement**

- Interviews were held for the Code Enforcement position. Offered the position, however, the candidate took another job. Scheduling additional interviews
- A Finance Employee (former Code Enforcement Officer) has been temporarily transferred to cover the duties until the position is permanently filled.

### **Finance Department**

- Year End entries and reports being processed/submitted
- Audit Preparation continues
- Property Tax balancing and County settlement process began
- Marijuana Application Reviews in process
- Grants-misc. reports and forms requested
- Requested info from other Depts., etc.
- Scheduling issues with the staff due to COVID and other illnesses continue
- Pension Actuarial preparation and submission
- Finance Staff temporarily filling in for Code Enforcement
- Farmers Market Accounts are almost completed: closing/starting

**AEDC** – February 3, 2022 Economic, Workforce & Community Development Report attached.

memo



### **Albion Economic Development Corporation**

To: EDC Board of Directors  
 From: Amy Deprez & Christine Bowman  
 CC:  
 Date: February 3, 2022  
 Re: Economic, Workforce & Community Development Report

## Economic Development

### **Business Retention/Expansion/Attraction**

#### Retention

- 2022 retention visits will commence in February, starting with companies on the EDC and MEDC high priority list.

#### Expansion & Attraction

- MEDC Site Readiness Grant for 1917 E Michigan Ave (AKA 425 Parcel): Wightman will complete the Master Site Plan on this project by early February 2022.
- Project Copper: Regional attraction project being considered for MEGA site in Marshall. Site has made the final cut and continues to be vetted by the company. Housing has been the topic of importance recently. As the company gets closer to a site decision, understanding the area from which they will need to draw their future employees from and the housing capacity to allow employees to live and work in closer proximity carries considerable weight in the final decision.
- River Fork Solar Project: Bowman and Scott Cubberly, KCC Business and Industry Liaison, met with SOLV Energy/Swinerton Renewable Energy. An official groundbreaking event will likely occur in early Spring 2022. SOLV uses third party vendors to recruit employees. KCC and the EDC will assist SOLV with recruiting as possible and connect them with workforce development resources, i.e., MI WORKS. SOLV also shared about potential Internship opportunities for KCC, Albion College, and Spring Arbor University students in a range of disciplines – marketing, finance, management. SOLV has also connected with MOHS about STEM related educational opportunities SOLV offers to communities they are working in .
- Project Dream: Company has finalized architectural and engineering plans. They anticipate seeking City site plan approval in February and EDC site plan approval in March, which may require a special meeting before the scheduled Economic Forecast.
- Project Ninja Goldfish, LLC: The Sales Agreement was extended through the end of March 2022. More time is needed for environmental due diligence to be completed by buyer. EDC is also working through some legal description discrepancies with the title company.

- 1007 Industrial Dr: The building has been sold. The new owner plans to add onto the existing facility which will house a marijuana grow and processing facility. The new owner anticipates seeking City site plan approval in February and EDC site plan approval in March.
- Marijuana Overlay District: The EDC presented to the City of Albion Planning Commission in January our request to amend the overlay district in the Albion Industrial Park to include all the parcels and out lots. Planning Commission agreed to take this discussion up a schedule a public hearing for a future Planning Commission meeting.
- Q4 2021 Site Selection RFP & General Site Inquiries: Attraction inquiries received: 9 manufacturing related inquiries were received; Albion responded to none as we had no sites that met the site search criteria; we also received 4 service/retail/restaurant; 1 agricultural; and 1 recreational general site inquiries. Retention inquiries received: 0.

## Workforce Development

- Skills Development
  - MiLeap Grant: Grant activities will expand the KCC KAMA program in Albion in 2022-2023. KCC will have 2 Program Navigators to work with program participants on board by the beginning of February 2022.
  - STEM Forward program: Companies can receive up to 50% reimbursement of a Michigan college student intern's wages for a 10 – 12- week STEM focused internship, \$3,000 for a full-time intern and up to \$1,500 for a part-time intern.
  - Michigan Workforce Training Center Equipment: The State allocated \$3 million to implement the Michigan Workforce Training Center Equipment Grant Program. Southwest Michigan First will receive a portion of these funds to award to sub-grantees in Region 8 who are qualified training providers, funding to purchase equipment for employer-driven workforce training programs. KCC has applied for this grant for equipment to enhance their CNA and new 16 credit Maintenance Technician Certificate to be offered at the EAC.
  - The [City of Battle Creek Community Development LBP Program](#) is seeking individuals interested in getting trained as lead certified workers. The program also provides contractors who apply to be on the LBP Program approved contractors list, funding to pay the cost of their LBP abatement training and certification, and the cost of their pollution insurance.
  - USDA RD RISE Grant: The Rural Innovation Stronger Economy (RISE) Grant Program provides grant assistance to create and encourage high-wage jobs, accelerate entrepreneurship, and support skills training for industry clusters in eligible low-income rural areas. The EDC consulted with workforce development partners and other EDO's in our region about applying for the very competitive program. It was determined that none involved had the capacity to take on this grant at this time, and that there was no entity in the group currently with the capacity to serve as lead applicant and program coordinator. The group felt our time would be better spent continuing our conversations about how we can create and implement a regional workforce development plan or model that would put us at the ready to take advantage of programs, like the RISE grant, in the future.
- Entrepreneurship
  - **Speaker Series:** In partnership with Albion College, the EDC will host an entrepreneurial educational webinar featuring Albion Alumnus Dannie Lynn Fountain. Dannie is an author, entrepreneur and a Talent Sourcer at Google, with extensive experience in marketing and human resources. She was named a 2020 "100 Most Innovative Entrepreneurs" and





- **Rust Belt Ramen** – DBR Cohort #2 winner is planning to operate a limited menu, curbside service only restaurant in the Methodist Church in Spring 2022. They are currently working through final details to launch that venture.
- **Match on Main (MoM) Opportunity** – Back in Fall of 2021, the EDC took lead on giving main street businesses an opportunity to apply for MoM funding, a \$25k reimbursable grant. Yellow Bird Chocolate Shop (YBCS) was selected as the project the Albion EDC presented to the State for consideration of a grant. We were notified in mid-December that the project was selected for a MoM award for the Fall 2021 funding round. Yellow Bird was even quoted in the press release from the Governor’s Office, announcing the grant recipients. Read the full press release, included in the information section of your Board packet.
- **Austin School** – Calhoun County Land Bank Authority has a signed purchase agreement with a developer for the Austin School Complex project. CCLBA was to start the listing process for the Albion Manor facility in late 2021 with bid-packages due in January 2022.
- **Risner-Wade Properties RLF Loan Approved** - January 10<sup>th</sup> the RLF Committee approved a real estate improvement loan for Risner-Wade Properties. The RLF supported a loan by Homestead Savings Bank for the LLC to acquire 306 & 308 S. Superior Street. The \$49,500 loan will be repaid over 8 years at a 2.17% interest rate with payments to start March 1, 2022. Closing is expected February 9, 2022.

### Housing Development

- **Project Green (Zero Plus Team)** – The City of Albion is working on a Development Agreement to present to Zero Day for land control of the Urban Renewal. Pending the execution of the Agreement, the project will move forward with additional environmental testing to gain insight relative to the cost of remediation and/or vapor intrusion systems that will be needed. The EDC applied for EGLE funding to offset the \$3.5 m in environmental cleanup and remediation that is expected for the site.
- **Update MSHDA MOD Program 2022** – The full application was submitted on time for the MSHDA MOD grant program. The EDC and City are partnering on this project in an effort to diversify housing options in Albion and gain data needed to set the market rate for new construction. Homestead Savings Bank has agreed, if funded, to assist with the financial management of the project (construction draws, liens).
- **Wildflower Crossing Expansion** – The City and EDC are scheduled to meet with Four Leaf Properties, owner of Wildflower Crossing; and Don Westphal, owner of the expansion parcels for that project to discuss egress access to the development and consider expansion of Bemer Street to accommodate future housing development. That meeting is set for Tuesday, February 1st.
- **Senior Housing Development** – the Senior Housing Group has identified a potential site for development. The EDC offered EPA grant assessment assistance, however due to the time constraints the proposed developer moved forward with their own environmental group eliminating the project from receiving EPA assessment funding. The EDC will remain involved as the project materializes to assist as needed and provide resources that make sense for the project.

### Miscellaneous

- **Drone footage** – Zero Day has a drone pilot training program. Through the program, the EDC was able to obtain drone photos at no cost of several developable parcels and targeted development areas including the Albion Industrial Park, the Eaton Street commercial corridor,

- the Sheridan 425 site, the 600 Austin Block, Dalrymple School, and Union Steel (500 E Berrien). These photos will be incorporated into EDC print and online marketing materials.
- **Daycare/Preschool Opportunity** – In early January, the EDC was contacted by an individual looking for 1,800 sq ft of space to operate a daycare / preschool in Albion. Staff has worked with the client to identify options and work through the proposed project.
  - **Revitalization & Placemaking Grant** – The EDC pursued a regional application for a sub-award under the RAP program that would allow Albion to see some public space and revitalization projects get funding that may not be competitive for normal funding streams. We are currently working on a pipeline of possible projects for Albion and have been in contact with the City, DDA, Chamber, Albion Community Foundation and others.

## Strategic / Financial

### Strategic

- **Economic Development Strategic Plan (EDSP):** A EDSP Steering Committee meeting was held December 3<sup>rd</sup> and a Stakeholder meeting is tentatively scheduled for mid-February. The Albion College Community Collaborative (AC3) team continues to work with the EDC on drafting the 2022-2026 plan. A one pager was completed showing the status of the goals identified in the 2017-2021 plan and is attached in your Board packet for your review.
- **2022 Planning:** Bowman and Deprez met in January and put together a priority list for 2022. The priority list is attached to this memo as a list by priority subject and as shown on a calendar. This will give you an understanding of the many priorities that staff will be working on in 2022.

### Financial

- **910 Burstein Drive:** As you are aware, 910 Burstein is owned by the EDC and the lease income helps offset staffing and economic development for the community. In 2021, we leased the space to Consumers and part of that negotiation was the EDC covering the maintenance of the property. Below is a summary of the income provided from this lease after maintenance and insurance costs are deducted. The prior tenant provided \$85,000 annually in lease income.

Lease Income (February 2021-December 2021)		\$121,916.63
Maintenance & Insurance	-	<u>\$19,286.63</u>
Net Income		\$102,630.00

## Planning 2022 – by Priority Subject

Attraction/Retention/Job Growth	Entrepreneurship	Re-Use/Redevelopment
<ol style="list-style-type: none"> <li>1. IDD for AIP</li> <li>2. 40-acre Industrial Park – Master Plan               <ul style="list-style-type: none"> <li>o Close-out MSRP grant</li> <li>o Phase Planning</li> </ul> </li> <li>3. Marijuana Project Land Pricing</li> <li>4. Target Industries - Define</li> <li>5. 425 Property – Status (solar)</li> <li>6. Current Projects               <ul style="list-style-type: none"> <li>o 1007 Industrial</li> <li>o Anna Dream</li> <li>o Ninja Goldfish</li> <li>o Project Lilly</li> </ul> </li> <li>7. Workforce Development               <ul style="list-style-type: none"> <li>o Job Fair</li> <li>o Resource Summit</li> <li>o Skill Development</li> <li>o Mini Region Strategy</li> <li>o Community Navigator</li> <li>o MiLeap Grant</li> </ul> </li> <li>8. Marketing/Prospect Tracking               <ul style="list-style-type: none"> <li>o Tracking/Touches</li> <li>o Resource Dbase</li> <li>o Annual Updates to Templates/Reports</li> <li>o Proposal Template</li> <li>o Website, social and collateral</li> </ul> </li> <li>9. Retention Visits, schedule and administration</li> <li>10. AIP Enhancement Project</li> <li>11. 1109 &amp; 1105.5 Austin Parcel combination</li> <li>12. Industrial Guide Update</li> </ol>	<ol style="list-style-type: none"> <li>1. UDRD RD Grant – Capacity, Programming</li> <li>2. Hire Specialist</li> <li>3. Quarterly Networking/Educational               <ol style="list-style-type: none"> <li>a. HSB – Financial Series</li> <li>b. Marketing <sup>(2/17/22)</sup></li> <li>c. AC Assist</li> <li>d. Speaker Series</li> </ol> </li> <li>4. Client Counseling</li> <li>5. Dream.Build.Rise Programming               <ol style="list-style-type: none"> <li>a. Buildout Web interface</li> <li>b. Classes</li> <li>c. Resource Matrix</li> <li>d. Specialist Access Programming</li> </ol> </li> <li>6. Retail Incubator – Cargo Project</li> </ol>	<ol style="list-style-type: none"> <li>1. Place Plans               <ol style="list-style-type: none"> <li>a. 500 Berrien</li> <li>b. Dalrymple</li> </ol> </li> <li>2. New BRA funding – create possible project pipeline</li> <li>3. Related Initiatives included in other priority lists</li> </ol>

<b>Corridor Development</b>	<b>Housing Development</b>	<b>Strategic Planning</b>
Downtown <ol style="list-style-type: none"> <li>1. MOM – YBCS</li> <li>2. MOM – Spring 2022</li> <li>3. BAP                             <ol style="list-style-type: none"> <li>a. BF Agreements</li> <li>b. OPRA</li> </ol> </li> <li>4. Building Tracking &amp; Vacancy</li> </ol> Austin <ol style="list-style-type: none"> <li>1. 600 Block – Retail Incubator</li> </ol> Michigan                     Eaton                     Corridor Improvement Plan – City	<ol style="list-style-type: none"> <li>1. MSHDA MOD Project</li> <li>2. Current Prospects                             <ol style="list-style-type: none"> <li>a. Zero Day – UR</li> <li>b. Senior Housing</li> <li>c. Wildflower – Bemer</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. RAP Application – Subaward (Jan – April)</li> <li>2. 2021 Annual Report</li> <li>3. EDSP 2022-2026</li> <li>4. RLF Report</li> <li>5. TIFA Plan Rewrite</li> <li>6. TIFA Project – Capital Improvement Plan</li> <li>7. Brownfield Reporting</li> <li>8. Economic Forecast</li> <li>9. TIFA Informational Meeting</li> <li>10. 910 Burstein – Sale of property analysis</li> </ol>

### Planning 2023

<b>Attraction/Retention/Job Growth</b>	<b>Entrepreneurship</b>	<b>Re-Use/Redevelopment</b>
	<ol style="list-style-type: none"> <li>1. Invest Albion</li> <li>2. Regional Buildout</li> </ol>	<ol style="list-style-type: none"> <li>1. Place Plans                             <ol style="list-style-type: none"> <li>a. Kzoo River Development</li> </ol> </li> </ol>
<div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; display: inline-block;">                     To be completed – placeholders only                 </div>		
<b>Corridor Development</b>	<b>Housing Development</b>	

# Planning 2022 – Calendar

January	February	March
RAP Subaward Application and Project Pipeline - Apply		
MSRP / 40 acre site	EDSP 2022- 2026	
	USDA Grant - Entrepreneurship – Apply	Workforce - Job Fair
	Albion E – Marketing Speaker Event	
	Economic Forecast Event	
	MSHDA MOD Project - Project Implementation	
		MOM – YBCS – Grant ag.
April	May	June
EDSP 2022-2026	TIFA / Capital Improvement Plan	
Workforce - Job Fair	MOM – YBCS – Reimbursement	Regional Plan Workforce
Entrepreneurship – Hire Specialist	Albion E – Speaker Series	
E – Educational – Financial Series		
Business Resource Summit		
MSHDA MOD Project - Project Implementation		
July	August	September
E – Educational – TBD	TIFA/AIP – Enhancement Project Implementation	
	Albion E – Speaker Series	TIFA Informational Meeting
	Albion BRA Reporting	Business Resource Summit
		EDC/TIFA Budget 2023
		State Farm Community Grant – Apply
October	November	December
E – Educational – TBD	Albion E – Speaker Series	
	EDC/TIFA Budget 2023	
State Farm Community Grant – Apply		
MSHDA MOD Project		

FROM 01/01/2022 TO 01/31/2022

FUND: 101 202 203 208 214 226 250 265 367 450 452 590 591 661 711 732 735 737

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2022	Total Debits	Total Credits	Ending Balance 01/31/2022
Fund 101	GENERAL FUND				
001.00	CASH	830,179.87	124,485.27	645,342.32	309,322.82
002.00	CASH - INCOME TAX ACCOUNT	541,745.18	140,641.17	8,576.06	673,810.29
003.00	CERTIFICATES OF DEPOSIT	107,760.65	0.00	550.60	107,210.05
004.00	PETTY CASH	100.00	0.00	0.00	100.00
004.02	PETTY CASH - CHANGE DRAWER	400.00	0.00	0.00	400.00
005.00	HRA ACCOUNT FOR EMPLOYEES	783.68	0.00	0.00	783.68
007.00	CASH PARK FENCE	17,726.33	1.05	0.00	17,727.38
017.00	INVESTMENTS	132,956.26	5.55	0.00	132,961.81
	GENERAL FUND	1,631,651.97	265,133.04	654,468.98	1,242,316.03
Fund 202	MAJOR STREETS FUND				
001.00	CASH	101,480.13	63,962.47	35,750.85	129,691.75
017.00	INVESTMENTS	511,825.50	21.36	0.00	511,846.86
	MAJOR STREETS FUND	613,305.63	63,983.83	35,750.85	641,538.61
Fund 203	LOCAL STREETS FUND				
001.00	CASH	179,057.10	21,601.40	29,909.25	170,749.25
017.00	INVESTMENTS	150,000.33	6.27	0.00	150,006.60
	LOCAL STREETS FUND	329,057.43	21,607.67	29,909.25	320,755.85
Fund 208	RECREATION FUND				
001.00	CASH	121,094.18	11.52	5,603.35	115,502.35
017.00	INVESTMENTS	180,000.40	7.53	0.00	180,007.93
	RECREATION FUND	301,094.58	19.05	5,603.35	295,510.28
Fund 214	CALHOON COUNTY PARKS MILLAGE				
001.00	CASH	21,429.61	2.16	0.00	21,431.77
Fund 226	SOLID WASTE FUND				
001.00	CASH	175,826.21	17.34	4,904.74	170,938.81
017.00	INVESTMENTS	508,866.28	21.27	0.00	508,887.55
	SOLID WASTE FUND	684,692.49	38.61	4,904.74	679,826.36
Fund 250	CDBG FUND				
001.01	CDBG FUND CASH	59,674.15	3.55	0.00	59,677.70
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.00	CASH	211,825.91	20.69	13,415.54	198,431.06
017.00	INVESTMENTS	250,000.56	10.46	0.00	250,011.02
	DRUG LAW ENFORCEMENT FUND	461,826.47	31.15	13,415.54	448,442.08
Fund 367	SIDEWALK PROGRAM FUND				
001.00	CASH	31,754.45	0.47	27,058.39	4,696.53
017.00	INVESTMENTS	38,150.57	1.61	0.00	38,152.18
	SIDEWALK PROGRAM FUND	69,905.02	2.08	27,058.39	42,848.71
Fund 450	STREET IMPROVEMENTS FUND				
001.00	CASH	154,556.45	7.30	80,577.09	73,986.66
017.00	INVESTMENTS	262,741.47	10.96	0.00	262,752.43
	STREET IMPROVEMENTS FUND	417,297.92	18.26	80,577.09	336,739.09
Fund 452	MDOT RECONSTRUCTION FUND				
001.00	CASH	151,525.75	397.23	0.00	151,922.98
Fund 590	SEWER FUND				
001.00	CASH	129,942.31	191,495.02	187,563.51	133,873.82
017.00	INVESTMENTS	71,854.47	3.00	0.00	71,857.47



FROM 01/01/2022 TO 01/31/2022

FUND: 101 202 203 208 214 226 250 265 367 450 452 590 591 661 711 732 735 737

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2022	Total Debits	Total Credits	Ending Balance 01/31/2022
	SEWER FUND	201,796.78	191,498.02	187,563.51	205,731.29
Fund 591	WATER FUND				
001.00	CASH	150,428.79	187,551.06	71,975.13	266,004.72
003.00	CERTIFICATES OF DEPOSIT	96,132.48	0.00	96,132.48	0.00
006.00	RESTRICTED CASH - BOND RESERVE	61,990.00	0.00	0.00	61,990.00
008.00	CASH-SECURITY DEPOSIT	200.00	0.00	0.00	200.00
017.00	INVESTMENTS	325,293.83	13.57	0.00	325,307.40
	WATER FUND	634,045.10	187,564.63	168,107.61	653,502.12
Fund 661	EQUIPMENT POOL FUND				
001.00	CASH	11,752.36	49,820.20	43,182.68	18,389.88
Fund 711	CEMETERY TRUST FUND				
001.00	CASH	25,319.74	168.09	0.00	25,487.83
003.00	CERTIFICATES OF DEPOSIT	145,450.32	0.00	1,236.08	144,214.24
017.00	INVESTMENTS	85,197.61	3.55	0.00	85,201.16
017.06	MONROE MAUSOLEUM	8,566.50	0.33	0.00	8,566.83
	CEMETERY TRUST FUND	264,534.17	171.97	1,236.08	263,470.06
Fund 732	PUBLIC SAFETY PENSION TRUST				
001.00	CASH	3,752.00	0.00	0.00	3,752.00
001.01	CASH - NON-ALLOCATED	8,294.97	0.49	0.00	8,295.46
017.00	INVESTMENTS	25,975,819.84	38,399.59	659,813.25	25,354,406.18
017.10	CASH & EQUIV INVESTMENTS	978,783.69	0.00	0.00	978,783.69
	PUBLIC SAFETY PENSION TRUST	26,966,650.50	38,400.08	659,813.25	26,345,237.33
Fund 735	ALBION TRUST				
017.01	INVESTMENTS - FIRE BARN BONDS	235,474.10	1.05	0.00	235,475.15
017.10	CASH & EQUIV INVESTMENTS	934,282.87	7.92	0.00	934,290.79
	ALBION TRUST	1,169,756.97	8.97	0.00	1,169,765.94
Fund 737	RETIREE HEALTH CARE FUND				
001.00	CASH	10,261.71	1.01	200.00	10,062.72
017.00	INVESTMENTS	27,600.95	1.15	0.00	27,602.10
	RETIREE HEALTH CARE FUND	37,862.66	2.16	200.00	37,664.82
	TOTAL - ALL FUNDS	34,027,859.56	818,702.66	1,911,791.32	32,934,770.90

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2022  
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2021	END BALANCE	YTD BALANCE	2022	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 101 - GENERAL FUND						
000 - GENERAL		4,279,219.00	4,415,417.97	155,596.12	4,350,650.00	3.58
209 - ASSESSING		0.00	220.00	330.00	0.00	100.00
215 - CLERK		250.00	548.50	0.00	500.00	0.00
260 - FINANCE DEPT AND/OR ABA GENERAL		886.00	1,038.21	120.00	1,100.00	10.91
276 - CEMETERY		67,000.00	75,299.38	5,385.68	70,000.00	7.69
304 - CODE ENFORCEMENT		0.00	0.00	0.00	32,500.00	0.00
345 - PUBLIC SAFETY		74,997.00	82,764.93	1,221.41	84,300.00	1.45
422 - PLANNING & ZONING		137,659.00	180,073.86	5,622.25	82,000.00	6.86
758 - ALBION RIVER/BIKE TRAIL		280,000.00	0.00	0.00	0.00	0.00
775 - PARKS		4,100.00	3,970.00	75.00	5,500.00	1.36
778 - HOLLAND PARK TRANSFORMATION PROJECT		21,080.00	21,082.00	0.00	0.00	0.00
930 - TRANSFER IN		22,500.00	22,500.00	0.00	20,000.00	0.00
TOTAL REVENUES		4,887,691.00	4,802,914.85	168,350.46	4,646,550.00	3.62
101 - CITY COUNCIL		37,095.00	31,491.62	3,977.03	33,690.00	11.80
172 - CITY MANAGER		187,317.00	164,661.73	11,224.55	227,175.00	4.94
209 - ASSESSING		52,150.00	49,283.91	8,000.00	52,730.00	15.17
210 - ATTORNEY		123,800.00	109,230.36	8,683.33	110,750.00	7.84
215 - CLERK		128,944.00	119,210.60	6,025.83	163,630.00	3.68
226 - HUMAN RESOURCES		44,673.00	43,883.68	3,065.20	43,700.00	7.01
260 - FINANCE DEPT AND/OR ABA GENERAL		522,966.00	499,261.13	28,024.74	560,285.00	5.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		107,691.00	97,141.37	4,326.04	94,430.00	4.58
276 - CEMETERY		220,297.00	203,076.26	7,030.32	226,035.00	3.11
304 - CODE ENFORCEMENT		52,826.00	51,766.16	2,413.40	80,460.00	3.00
345 - PUBLIC SAFETY		2,131,487.00	2,049,617.46	153,219.84	2,157,061.00	7.10
422 - PLANNING & ZONING		212,241.00	238,862.72	4,563.19	151,035.00	3.02
442 - CITY MAINTENANCE		58,535.00	63,893.45	8,474.41	54,405.00	15.58
444 - TREE TRIMMING		82,671.00	71,361.55	10,721.75	66,125.00	16.21
447 - ENGINEERING		25,000.00	18,410.61	0.00	7,500.00	0.00
448 - STREET LIGHTING		150,000.00	146,942.72	212.34	142,500.00	0.15
526 - EPA LANDFILL		12,500.00	7,381.02	0.00	10,500.00	0.00
758 - ALBION RIVER/BIKE TRAIL		300,000.00	105,753.05	0.00	0.00	0.00
775 - PARKS		280,188.00	267,734.19	11,745.55	274,285.00	4.28
778 - HOLLAND PARK TRANSFORMATION PROJECT		38,500.00	20,747.90	0.00	0.00	0.00
895 - GENERAL APPROPRIATION		329,500.00	275,363.18	13,618.20	298,595.00	4.56
TOTAL EXPENDITURES		5,098,381.00	4,635,074.67	285,325.72	4,754,891.00	6.00
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,887,691.00	4,802,914.85	168,350.46	4,646,550.00	3.62
TOTAL EXPENDITURES		5,098,381.00	4,635,074.67	285,325.72	4,754,891.00	6.00
NET OF REVENUES & EXPENDITURES		(210,690.00)	167,840.18	(116,975.26)	(108,341.00)	107.91

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2022  
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2021	END BALANCE	YTD BALANCE	2022	% BGD USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 202 - MAJOR STREETS FUND						
000 - GENERAL		889,537.00	882,989.41	34.78	916,150.00	0.00
486 - I-94 TRUNKLINE		15,664.00	17,349.52	0.00	17,500.00	0.00
487 - M-99 TRUNKLINE		28,077.00	33,950.64	0.00	30,000.00	0.00
488 - M-199 TRUNKLINE		14,891.00	17,195.97	0.00	15,000.00	0.00
TOTAL REVENUES		948,169.00	951,485.54	34.78	978,650.00	0.00
454 - ACT 51 NON-MOTORIZED		47,000.00	47,000.00	0.00	0.00	0.00
461 - MAINTENANCE		405,161.00	351,688.99	17,510.79	401,165.00	4.36
465 - TRAFFIC SERVICES		2,530.00	189.98	0.00	2,325.00	0.00
467 - WINTER MAINTENANCE		34,785.00	13,665.93	4,731.30	32,010.00	14.78
486 - I-94 TRUNKLINE		26,325.00	9,530.04	2,481.25	26,005.00	9.54
487 - M-99 TRUNKLINE		35,325.00	18,384.22	2,457.99	29,815.00	8.24
488 - M-199 TRUNKLINE		15,305.00	10,611.40	2,067.61	12,130.00	17.05
965 - TRANSFER OUT		653,000.00	653,000.00	0.00	278,000.00	0.00
TOTAL EXPENDITURES		1,219,431.00	1,104,070.56	29,248.94	781,450.00	3.74
Fund 202 - MAJOR STREETS FUND:						
TOTAL REVENUES		948,169.00	951,485.54	34.78	978,650.00	0.00
TOTAL EXPENDITURES		1,219,431.00	1,104,070.56	29,248.94	781,450.00	3.74
NET OF REVENUES & EXPENDITURES		(271,262.00)	(152,585.02)	(29,214.16)	197,200.00	14.81

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2022  
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2021		2022		% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 01/31/2022	ORIGINAL BUDGET	
Fund 203 - LOCAL STREETS FUND						
000 - GENERAL		294,395.00	295,990.95	324.14	306,350.00	0.11
930 - TRANSFER IN		150,000.00	150,000.00	0.00	275,000.00	0.00
TOTAL REVENUES		<u>444,395.00</u>	<u>445,990.95</u>	<u>324.14</u>	<u>581,350.00</u>	<u>0.06</u>
461 - MAINTENANCE		466,833.00	433,925.90	10,835.97	525,260.00	2.06
465 - TRAFFIC SERVICES		10,830.00	6,642.79	1,190.03	8,650.00	13.76
467 - WINTER MAINTENANCE		48,685.00	28,204.06	13,699.46	40,895.00	33.50
965 - TRANSFER OUT		103,000.00	103,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		<u>629,348.00</u>	<u>571,772.75</u>	<u>25,725.46</u>	<u>577,805.00</u>	<u>4.45</u>
Fund 203 - LOCAL STREETS FUND:						
TOTAL REVENUES		444,395.00	445,990.95	324.14	581,350.00	0.06
TOTAL EXPENDITURES		629,348.00	571,772.75	25,725.46	577,805.00	4.45
NET OF REVENUES & EXPENDITURES		<u>(184,953.00)</u>	<u>(125,781.80)</u>	<u>(25,401.32)</u>	<u>3,545.00</u>	<u>716.54</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2022  
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2021		END BALANCE	YTD BALANCE	2022	% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2021 (ABNORMAL)	01/31/2022 (ABNORMAL)	ORIGINAL BUDGET	
Fund 208 - RECREATION FUND							
780 - RECREATION		204,956.00		205,781.55	19.05	207,900.00	0.01
TOTAL REVENUES		<u>204,956.00</u>		<u>205,781.55</u>	<u>19.05</u>	<u>207,900.00</u>	<u>0.01</u>
780 - RECREATION		138,624.00		148,620.52	321.07	157,645.00	0.20
TOTAL EXPENDITURES		<u>138,624.00</u>		<u>148,620.52</u>	<u>321.07</u>	<u>157,645.00</u>	<u>0.20</u>
Fund 208 - RECREATION FUND:							
TOTAL REVENUES		204,956.00		205,781.55	19.05	207,900.00	0.01
TOTAL EXPENDITURES		<u>138,624.00</u>		<u>148,620.52</u>	<u>321.07</u>	<u>157,645.00</u>	<u>0.20</u>
NET OF REVENUES & EXPENDITURES		66,332.00		57,161.03	(302.02)	50,255.00	0.60

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
 PERIOD ENDING 01/31/2022  
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2021	END BALANCE	YTD BALANCE	2022	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 226 - SOLID WASTE FUND						
000 - GENERAL		309,746.00	309,060.79	38.61	313,325.00	0.01
TOTAL REVENUES		<u>309,746.00</u>	<u>309,060.79</u>	<u>38.61</u>	<u>313,325.00</u>	<u>0.01</u>
523 - LEAF PICKUP		19,395.00	2,913.61	0.00	19,610.00	0.00
524 - TREE DUMP		15,960.00	11,365.90	1,032.11	15,805.00	6.53
528 - SOLID WASTE		182,827.00	159,744.71	3,174.61	186,715.00	1.70
965 - TRANSFER OUT		49,000.00	49,000.00	0.00	46,500.00	0.00
TOTAL EXPENDITURES		<u>267,182.00</u>	<u>223,024.22</u>	<u>4,206.72</u>	<u>268,630.00</u>	<u>1.57</u>
Fund 226 - SOLID WASTE FUND:						
TOTAL REVENUES		309,746.00	309,060.79	38.61	313,325.00	0.01
TOTAL EXPENDITURES		<u>267,182.00</u>	<u>223,024.22</u>	<u>4,206.72</u>	<u>268,630.00</u>	<u>1.57</u>
NET OF REVENUES & EXPENDITURES		42,564.00	86,036.57	(4,168.11)	44,695.00	9.33



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GL NUMBER	DESCRIPTION	2021		YTD BALANCE		2022		
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2021	01/31/2022	ORIGINAL BUDGET	% BDGT USED	
Fund 265 - DRUG LAW ENFORCEMENT FUND								
000 - GENERAL		438,302.00	438,353.78		31.15	1,500.00	2.08	
400 - FED DRUG LAW ENFOR - REIMBUR		40,000.00	29,128.39		0.00	30,000.00	0.00	
TOTAL REVENUES		<u>478,302.00</u>	<u>467,482.17</u>		<u>31.15</u>	<u>31,500.00</u>	<u>0.10</u>	
333 - DRUG LAW ENFORCEMENT		96,580.00	9,412.97		9,714.17	51,300.00	18.94	
400 - FED DRUG LAW ENFOR - REIMBUR		47,185.00	44,428.64		1,373.51	58,000.00	2.37	
TOTAL EXPENDITURES		<u>143,765.00</u>	<u>53,841.61</u>		<u>11,087.68</u>	<u>109,300.00</u>	<u>10.14</u>	
Fund 265 - DRUG LAW ENFORCEMENT FUND:								
TOTAL REVENUES		<u>478,302.00</u>	<u>467,482.17</u>		<u>31.15</u>	<u>31,500.00</u>	<u>0.10</u>	
TOTAL EXPENDITURES		<u>143,765.00</u>	<u>53,841.61</u>		<u>11,087.68</u>	<u>109,300.00</u>	<u>10.14</u>	
NET OF REVENUES & EXPENDITURES		<u>334,537.00</u>	<u>413,640.56</u>		<u>(11,056.53)</u>	<u>(77,800.00)</u>	<u>14.21</u>	

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GL NUMBER	DESCRIPTION	2021	END BALANCE	YTD BALANCE	2022	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 275 - ALBION BUILDING AUTHORITY FUND						
000 - GENERAL		3,336.00	3,069.13	23.82	3,050.00	0.78
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		1,512.00	1,512.00	126.00	2,000.00	6.30
271 - FIRE/AMBULANCE BUILDING		35,511.00	38,010.94	1,200.00	31,000.00	3.87
273 - 112 E ERIE ST		163,418.00	163,417.54	0.00	0.00	0.00
TOTAL REVENUES		203,777.00	206,009.61	1,349.82	36,050.00	3.74
260 - FINANCE DEPT AND/OR ABA GENERAL		6,950.00	4,556.97	0.00	7,075.00	0.00
265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST		3,150.00	2,145.26	0.00	2,265.00	0.00
271 - FIRE/AMBULANCE BUILDING		25,750.00	18,410.26	1,408.98	24,420.00	5.77
273 - 112 E ERIE ST		1,015.00	463.52	0.00	0.00	0.00
TOTAL EXPENDITURES		36,865.00	25,576.01	1,408.98	33,760.00	4.17
Fund 275 - ALBION BUILDING AUTHORITY FUND:						
TOTAL REVENUES		203,777.00	206,009.61	1,349.82	36,050.00	3.74
TOTAL EXPENDITURES		36,865.00	25,576.01	1,408.98	33,760.00	4.17
NET OF REVENUES & EXPENDITURES		166,912.00	180,433.60	(59.16)	2,290.00	2.58

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GL NUMBER	DESCRIPTION	2021		YTD BALANCE		2022		
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED	
Fund 277 - ABA SEC 8 MAPLE GROVE								
000 - GENERAL		491,958.00	508,395.36	41,934.91		502,000.00	8.35	
TOTAL REVENUES		<u>491,958.00</u>	<u>508,395.36</u>	<u>41,934.91</u>		<u>502,000.00</u>	8.35	
701 - ABA SEC 8 MAPLE GROVE		454,400.00	390,262.10	20,574.18		453,395.00	4.54	
TOTAL EXPENDITURES		<u>454,400.00</u>	<u>390,262.10</u>	<u>20,574.18</u>		<u>453,395.00</u>	4.54	
<hr/>								
Fund 277 - ABA SEC 8 MAPLE GROVE:								
TOTAL REVENUES		491,958.00	508,395.36	41,934.91		502,000.00	8.35	
TOTAL EXPENDITURES		<u>454,400.00</u>	<u>390,262.10</u>	<u>20,574.18</u>		<u>453,395.00</u>	4.54	
NET OF REVENUES & EXPENDITURES		<u>37,558.00</u>	<u>118,133.26</u>	<u>21,360.73</u>		<u>48,605.00</u>	43.95	

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GL NUMBER	DESCRIPTION	2021		2022		% BDTG USED
		AMENDED BUDGET	END BALANCE 12/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 367 - SIDEWALK PROGRAM FUND						
000 - GENERAL		(335.00)	169.01	2.08	(450.00)	(0.46)
TOTAL REVENUES		<u>(335.00)</u>	<u>169.01</u>	<u>2.08</u>	<u>(450.00)</u>	<u>(0.46)</u>
443 - SIDEWALK PROGRAM		450,000.00	417,920.45	0.00	9,500.00	0.00
TOTAL EXPENDITURES		<u>450,000.00</u>	<u>417,920.45</u>	<u>0.00</u>	<u>9,500.00</u>	<u>0.00</u>
Fund 367 - SIDEWALK PROGRAM FUND:						
TOTAL REVENUES		(335.00)	169.01	2.08	(450.00)	0.46
TOTAL EXPENDITURES		450,000.00	417,920.45	0.00	9,500.00	0.00
NET OF REVENUES & EXPENDITURES		<u>(450,335.00)</u>	<u>(417,751.44)</u>	<u>2.08</u>	<u>(9,950.00)</u>	<u>0.02</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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GL NUMBER	DESCRIPTION	2021	END BALANCE	YTD BALANCE	2022	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 590 - SEWER FUND						
000 - GENERAL		1,490,687.00	1,519,451.67	156,734.40	1,510,350.00	10.38
TOTAL REVENUES		<u>1,490,687.00</u>	<u>1,519,451.67</u>	<u>156,734.40</u>	<u>1,510,350.00</u>	<u>10.38</u>
536 - SEWER UTILITY OPERATIONS		1,608,829.00	1,564,686.19	67,324.29	1,558,525.00	4.32
542 - WWTP ENERGY IMPROVEMENTS		8,600.00	10,074.69	0.00	8,250.00	0.00
906 - DEBT SERVICE - LOANS		1,700.00	1,309.37	0.00	1,700.00	0.00
965 - TRANSFER OUT		143,500.00	143,500.00	0.00	143,500.00	0.00
TOTAL EXPENDITURES		<u>1,762,629.00</u>	<u>1,719,570.25</u>	<u>67,324.29</u>	<u>1,711,975.00</u>	<u>3.93</u>
Fund 590 - SEWER FUND:						
TOTAL REVENUES		1,490,687.00	1,519,451.67	156,734.40	1,510,350.00	10.38
TOTAL EXPENDITURES		<u>1,762,629.00</u>	<u>1,719,570.25</u>	<u>67,324.29</u>	<u>1,711,975.00</u>	<u>3.93</u>
NET OF REVENUES & EXPENDITURES		(271,942.00)	(200,118.58)	89,410.11	(201,625.00)	44.34

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION  
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GL NUMBER	DESCRIPTION	2021		YTD BALANCE		2022		
		AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	ORIGINAL BUDGET	% BDGT USED	
Fund 591 - WATER FUND								
000 - GENERAL		952,793.00	955,660.14	94,287.00		956,200.00	9.86	
TOTAL REVENUES		<u>952,793.00</u>	<u>955,660.14</u>	<u>94,287.00</u>		<u>956,200.00</u>	9.86	
536 - WATER UTILITY OPERATIONS		1,264,259.00	1,229,498.48	41,824.43		1,276,300.00	3.28	
906 - DEBT SERVICE - LOANS		4,000.00	3,277.48	0.00		3,000.00	0.00	
965 - TRANSFER OUT		11,150.00	11,150.00	0.00		10,500.00	0.00	
TOTAL EXPENDITURES		<u>1,279,409.00</u>	<u>1,243,925.96</u>	<u>41,824.43</u>		<u>1,289,800.00</u>	3.24	
Fund 591 - WATER FUND:								
TOTAL REVENUES		952,793.00	955,660.14	94,287.00		956,200.00	9.86	
TOTAL EXPENDITURES		<u>1,279,409.00</u>	<u>1,243,925.96</u>	<u>41,824.43</u>		<u>1,289,800.00</u>	3.24	
NET OF REVENUES & EXPENDITURES		(326,616.00)	(288,265.82)	52,462.57		(333,600.00)	15.73	



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GL NUMBER	DESCRIPTION	2021	END BALANCE	YTD BALANCE	2022	% BDGT USED
		AMENDED BUDGET	12/31/2021 NORMAL (ABNORMAL)	01/31/2022 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 661 - EQUIPMENT POOL FUND						
000 - GENERAL		328,239.00	343,635.50	21,162.91	346,545.00	6.11
TOTAL REVENUES		<u>328,239.00</u>	<u>343,635.50</u>	<u>21,162.91</u>	<u>346,545.00</u>	<u>6.11</u>
770 - EQUIPMENT POOL		318,730.00	325,146.75	30,205.52	317,395.00	9.52
965 - TRANSFER OUT		17,400.00	17,400.00	0.00	17,400.00	0.00
TOTAL EXPENDITURES		<u>336,130.00</u>	<u>342,546.75</u>	<u>30,205.52</u>	<u>334,795.00</u>	<u>9.02</u>
Fund 661 - EQUIPMENT POOL FUND:						
TOTAL REVENUES		328,239.00	343,635.50	21,162.91	346,545.00	6.11
TOTAL EXPENDITURES		336,130.00	342,546.75	30,205.52	334,795.00	9.02
NET OF REVENUES & EXPENDITURES		<u>(7,891.00)</u>	<u>1,088.75</u>	<u>(9,042.61)</u>	<u>11,750.00</u>	<u>76.96</u>
TOTAL REVENUES - ALL FUNDS		10,740,378.00	10,716,037.14	484,269.31	10,109,970.00	4.79
TOTAL EXPENDITURES - ALL FUNDS		11,816,164.00	10,876,205.85	517,252.99	10,482,946.00	4.93
NET OF REVENUES & EXPENDITURES		<u>(1,075,786.00)</u>	<u>(160,168.71)</u>	<u>(32,983.68)</u>	<u>(372,976.00)</u>	<u>8.84</u>