



CITY OF ALBION CITY COUNCIL MEETING AGENDA

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

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

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

Joseph V. Domingo
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Garrett Brown
Council Member
3rd Precinct

Rebecca Decker
Council Member
4th Precinct

Cheryl Krause
Council Member
5th Precinct

Andrew French
Mayor Pro Tem
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIRMENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

AGENDA

COUNCIL MEETING

TUESDAY, September 6, 2016

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Report of Findings on Redevelopment Ready Community Self-Evaluation-Karen Weiber
 - B. Junior Cadet Program-Harry Bonner Sr. & Chief Kipp
 - C. Presentation & Proclamation-National Recovery Month
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Regular Council Session Minutes, August 15, 2016
 - B. Approval Joint Study Session with Planning Commission Minutes-August 16, 2016
 - C. Approval Joint Special Council Session with EDC Minutes-August 22, 2016
 - D. Approval Special Council Session Minutes, August 24, 2016
 - E. Approval Special Council Session Minutes, August 30, 2016



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IX. ITEMS FOR INDIVIDUAL DISCUSSION

- A. Request Approval for "Walk the Beat" event held Downtown on October 15, 2016 from 3 p.m. to 7p.m. (VV)
- B. Request Approval Boards & Commissions Appointments and Re-Appointments (RCV)
 - Mike Tymkew-Albion Building Authority, Re-Appointment, Term to Expire 6-30-2019
 - Elaine Seedorf-Albion Building Authority, Re-Appointment, Term to Expire 6-30-2019
 - Kevin Markovich, Albion Building Authority, Initial Appointment, Term to Expire 6-30-19
- C. Discussion/Approval Resolution # 2016-56, Consumers Energy Easement across City of Albion Property for the 101 N. Superior Street Project (RCV)
- D. Discussion-Val Halla Drive Sidewalk Petition
- E. Request Approval Resolution # 2016-60, City Council Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation (MEDC) (RCV)
- F. City Manager Report
- G. Future Agenda Items
- H. Motion to Excuse Absent Council Member(s)

- X. CITIZENS COMMENTS (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)

XI. EXECUTIVE SESSION

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

- XII. Discussion/Approval of City Manager Contract (RCV)

XIII. ADJOURN

redevelopment ready
communities®



Report of Findings

City of Albion

August 2016

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete the RRC self-evaluation and a community representative must attend all six best practice trainings when offered. The governing body must also pass a resolution of intent, outlining the value the community sees in participating in the program. A representative from city staff attended trainings in July and August of 2015. The city submitted completed self-evaluations and the Albion City Council passed a resolution of intent to participate in the program in September 2015.

Developed by experts in the public and private sector, the best practices are the standard to achieve certification

and designed to create a predictable experience for investors, businesses and residents working within a community. Communities must demonstrate that all best practice criteria have been met to receive RRC certification.

Our evaluation encourages Albion to reach further in order to receive RRC certification by utilizing strengths such as stakeholder support and involvement and an updated and user-friendly website. In a time when businesses can locate anywhere in the world, a community that is dedicated to a proactive approach for revitalization and straightforward procedures will stand out. While a spirit for redevelopment exists, the city needs to adopt a new comprehensive plan, amend the zoning ordinance to ensure regulations support the vision of the master plan, and coordinate with partners to develop and implement an economic development strategy and marketing strategy to promote the city to residents, visitors and investors. The RRC certification is a statement to the private sector that Albion's development process is streamlined, predictable and user-friendly and these steps will help ensure the city's competitiveness and secure RRC certification.

The basic assessment tool for evaluation is the RRC best practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate that all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

This report represents the findings of the evaluation of the city of Albion’s redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission approve a master plan as a guide for development and review the plan at least once every five years after adoption. The master plan should serve as a roadmap and foundation for future decision making, as well as the official policy guide for community development. Albion's master plan was adopted by city council in 2000. An updated master plan must be adopted, and should contain elements outlined in Best Practice 1.1, including; strategies for priority redevelopment areas, land use and infrastructure including complete streets, a zoning plan, and recommendations for implementation including goals, actions, timelines and responsible parties. Where appropriate, the goals and objectives in the new master plan should align with those in the recently adopted 2016–2020 "Parks and Recreation Master Plan." Progress on the master plan should be reported annually to the city council, and the full plan should be made accessible online. Work has already begun to update the plan by engaging the community to formulate a community visioning statement.

Downtown is often viewed as the focal point of a community; it is an indicator of economic health and serves as a gathering place. Downtown Development Authorities (DDAs) are designed to be catalysts in the development of a community's downtown district.

Albion's downtown plan is the basis for the work of the downtown development authority. Adopted in 2001, it outlines the boundaries of the district, which centers on the intersection of Cass Street and Superior Street. The plan identifies projects in priority order, and includes estimated project costs. Examples include downtown marketing, facades and signage, parking, walkways and associated infrastructure along the Kalamazoo River, streetscape improvements, park improvements, trees and pedestrian lighting. The project list covers the timeframe of 2000–2020. To improve communication, the plan should be made available online. Portions of the current master plan incorporate a vision for the downtown, including the goal of maintaining an attractive, mixed-use central business district. An updated master plan should incorporate goals, actions, timelines and responsible parties related to a vision for the downtown. Furthermore, capital improvements planned for the downtown should coordinate with a six-year capital improvements plan.

Dwindling resources and increasing costs put pressure on local governments to make limited budgets work more efficiently. A comprehensive capital improvements plan (CIP) is an essential tool for the planning and development of the physical and economic wellbeing of a community. The CIP is a tool to implement the vision and goals identified in other plans, including the master plan and downtown plan, and provides a link between planning and budgeting for capital projects. A CIP should detail a minimum of six years of public structures and improvements, and should be reviewed annually. Projects within the CIP should be coordinated to minimize construction costs, and should also coordinate with the master plan, the parks and creation plan, and budget. Albion does not have an adopted CIP. Once adopted, the CIP should be accessible online.

Best Practice 1.1—The plans *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Adopt an updated master plan in compliance with MPEA and Best Practice 1.1	18 months
	The governing body has adopted a downtown plan.	<input type="checkbox"/> Post plan online	3 months
	The governing body has adopted a corridor plan.	N/A	
	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Adopt a capital improvements plan in compliance with MPEA and Best Practice 1.1	9 months

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation strategy is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

Albion has used both basic and proactive methods to engage stakeholders including focus groups, workshops, on-line and in-person surveys, website postings, standing advisory committees, planning commission meetings and city council meetings. In the community visioning

strategy, which guides development of a vision statement for the updated comprehensive plan, the community engagement committee will: identify Albion’s economic region, identify key stakeholders, inventory community resources, write and adopt a vision statement, incorporate the community input and vision statement into the comprehensive plan, and finally, provide an annual progress report that will help review community progress toward implementing the comprehensive plan vision. Albion should formalize the sequence of events provided in this strategy into a public participation strategy that is applicable to all planning processes, not only for the purpose of updating the comprehensive plan, but on a continual basis.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
Yellow	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Develop a public participation strategy as outlined in BP 1.2	6 months
Green	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
Yellow	The community shares outcomes of public participation processes.	<input type="checkbox"/> Consistently communicate the results of community engagement efforts and track the success of various outreach methods	6 months

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city’s zoning ordinance and assesses how well it regulates for and implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. The Michigan Zoning Enabling Act (MZEA) Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. The Act requires that the master plan contain a zoning plan, which provides explanation of how the land use categories on the future land use map relate to the districts on the zoning map. Albion’s master plan was last adopted prior to the enactment of MZEA Public Act 110 of 2006, and therefore does not contain a zoning plan. Once an updated master plan has been adopted, zoning district intent statements must be reviewed to ensure they reflect master plan land use recommendations and meet RRC best practices.

Zoning is an essential tool for shaping inviting, walkable communities. It plays a key role in implementing the vision in the master plan, can encourage desired development and ensure predictability for developers. Albion’s zoning ordinance is not available on the city website but is available electronically upon request. The ordinance does not allow for mixed use by right, which typically occurs in the central business district. Full utilization of downtown buildings, including second or third floors for possible residential use is outlined in the intent statement of the B-2 Central Business District. However, conversion of existing space on the second or third floors for new residential use is subject to special use approval.

Form-based zoning elements can assist in achieving goals outlined in a master plan, particularly those goals that focus on the type of place the community wants to create. Form-based zoning addresses the relationship between the building facades and the public realm, assuring form and scale that is appropriate, rather than only distinctions in land-use types. Placemaking elements can also implement community goals. These elements enhance the common ground where people gather—from housing, squares, streets and plazas to parks, green spaces and waterfronts. Albion’s zoning ordinance allows for restaurants and taverns to serve patrons outdoors or in an open-front building with a special use permit. Outdoor and sidewalk cafes are allowed by administrative permit through the planning department. Additional placemaking elements should be considered for inclusion in the zoning ordinance, where

appropriate. Land use regulations should also provide appropriate regulations for preservation of sensitive historic and environmental features. Albion’s sign ordinance, Chapter 64 of the city code, provides for the preservation, maintenance and reconstruction of non-conforming signs of a historic nature, with planning commission approval. Section 64-17 outlines specific criteria that must be met, some of which includes: sign installation prior to 1950, association with a historic event or person, or that the sign contributes to the distinctive quality or identity of a neighborhood. Given Albion’s extensive history as described in the city master plan and the cities’ proximity to the north/south branch Kalamazoo River, additional regulations should be considered to ensure protection of sensitive historic and environmental features in the community.

Communities can encourage desired development types and implement the community vision through the incorporation of flexible zoning tools. The process for special use permits is described in Article II, Division 5 of the zoning ordinance, as are the general standards that a special use must comply with. Land uses requiring special use review are listed within each zoning district, along with some additional standards for specific special uses. Applications for special use permits are sent to the zoning administrator, must contain the elements listed in subsection 3, and are reviewed and approved by the planning commission. In the M-1 Light Industrial District, the ordinance allows for office, experimental laboratory, pharmaceuticals and wholesale and retail sales as permitted uses. Allowing for a variety of housing options, helps meet the communities’ goals of inclusivity, walkability and economic development. Albion’s zoning ordinance does allow for residential above non-residential in the B-2 Central Business District, but with a special use permit. Additional non-traditional housing options for Albion to explore include: accessory dwelling units, attached single family units, live/work, and others.

Communities can also implement a variety of master plan goals through provision of non-motorized transportation and flexible parking standards. Chapter 74 of the city code prescribes specifications for sidewalk construction and provides for the discretion of the public works department director to compel the construction of new sidewalk and repair of existing sidewalk, which could create inconsistencies in completion of a sidewalk network. Within the zoning ordinance, site plans must contain a

Best Practice 2.1—Zoning regulations *continued*

pedestrian circulation system which is as insulated as possible from the vehicular circulation system, and the arrangement of new public or common ways must respect the current pattern of existing streets and pathways in the area. B-2 zoning district parking regulations allow for utilization of municipal lots for off-street parking and/or loading when adequate space is not available to meet ordinance requirements, subject to the approval of the zoning administrator and chief of police.

Stormwater runoff is a major cause of water pollution in developed areas. Street trees and parking lot landscaping can help mitigate the impact of the heat island effect and enhance the appearance of a community. While Division 9 of the zoning ordinance does require parking lot landscaping, additional standards regarding stormwater

discharge, green infrastructure and street trees should be considered for possible inclusion in the next zoning ordinance update.

Clarity of ordinance rules, requirements, definitions and processes is critical to entice investment in a community, as is the ease of obtaining a copy of the ordinances themselves. Albion’s zoning ordinance should be reviewed for formatting consistency, and for the addition of graphics and use matrices where appropriate. Some ordinance requirements are best portrayed through the use of visual tools. The use of a matrix would allow for easy comparison of requirements across zoning districts. Albion’s zoning ordinance is available by electronic request. An updated zoning ordinance is not available online.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	<input type="checkbox"/> Once a master plan zoning plan is adopted, determine if zoning map or ordinance text changes are needed. <input type="checkbox"/> Once a master plan is adopted, review zoning district intent statements to reflect master plan land use recommendations.	24 months
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Adopt zoning ordinance provisions in appropriate areas for concentrated development by right <input type="checkbox"/> Determine if needed and adopt additional regulations to protect sensitive historic and environmental features	24 months
	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	<input type="checkbox"/> Adopt zoning ordinance provisions that allow for non-traditional housing types	24 months
	The zoning ordinance includes standards to improve non-motorized transportation.	<input type="checkbox"/> Adopt standards to improve non-motorized transportation in the zoning ordinance	24 months
	The zoning ordinance includes flexible parking standards.	✓	
	The zoning ordinance includes standards for green infrastructure.	<input type="checkbox"/> Adopt standards to improve green infrastructure in the zoning ordinance, per Best Practice 2.1	
	The zoning ordinance is user-friendly.	<input type="checkbox"/> Add graphics, matrices or other visual tools to improve user-friendliness of the zoning ordinance	24 months

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city’s site plan review policies and procedures, project tracking and internal/external communications. The purpose of the site plan review process is to ensure that plans for specific types of development comply with ordinance regulations. An efficient site plan review process is integral to becoming redevelopment ready and can assist a community in attracting investment dollars. Site plan review procedures and timelines should be communicated in a clear and concise manner to prospective developers and business owners. To do this, sound internal procedures need to be in place and followed.

Albion’s site plan review process is outlined in Division 8 of Article V in the zoning ordinance. The section first describes the instances in which site plan review is required. Applications for site plan review are submitted to the Department of Neighborhood Services. The detailed site plan must contain all of the information outlined in the following section. The ordinance requires the Department of Neighborhood Services and planning commission to seek the recommendations of the city inspector, city engineer, public safety chief, fire marshal, and water and sewer department prior to a final decision. To expedite the review process, the planning commission or Department of Neighborhood Services may condition approval of a site plan on conformance with the standards of another local, county or state agency. Site plans must be acted upon within 30 days of receipt by the City of Albion Department of Neighborhood Services. “Major projects” require preliminary site plan review (by the planning commission) and final site plan review (by the Department of Neighborhood Services). If the application is dependent upon the granting of variances by the Zoning Board of Appeals (ZBA), approval of the variance is necessary before final site plan approval can be granted. “Minor projects” require review and approval

by the Department of Neighborhood Services. Section 30-426 provides standards for granting site plan approval. The process for amending a site plan is explained at the end of Division 8 of Article V. Decisions of the planning commission or Department of Neighborhood Services in granting or denying approval of a final site plan may be appealed to the ZBA. Permit and process details are provided on the planning and zoning webpage of the Albion city website. The webpage provides contact information for planning, building, and code enforcement. It also describes the role of the planning and zoning office, which is to encourage and regulate property development, identify and implement goals for the community, coordinate public improvements and work toward local revitalization. Planning department staff are available to discuss a project at any time, especially prior to applying for any permits or approvals. Flowchart(s) of development processes, including timelines, would enhance communication between the city and prospective developers by visually and quickly portraying the process that is described in the text of zoning ordinance. Additionally, a tracking mechanism for projects during the development process, and during the permitting and inspections process, allows for continuity of the development review by enhancing communication amongst all parties involved.

To cut down on unexpected time delays, the city should also assist a developer in soliciting input on a proposal prior to site plan approval; this should be detailed in the public participation strategy. This assistance could be as simple as providing mailing labels to a developer of nearby homes and businesses that would be impacted by a proposed project. Feedback indicated generally positive customer service experiences throughout the development review process, including interactions with staff, boards and commissions.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The zoning ordinance articulates a thorough site plan review process.	✓	
	The community has a qualified intake professional.	✓	
	The community defines and offers conceptual site plan review meetings for applicants.	✓	
	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	<input type="checkbox"/> Incorporate policy that assists developers in seeking input into the public participation strategy	12 months
	The appropriate departments engage in joint site plan reviews.	✓	
	The community has a clearly documented internal staff review policy.	✓	
	The community promptly acts on development requests.	<input type="checkbox"/> Develop an easy to follow flowchart of development requests that include timelines	6 months
	The community has a method to track development projects.	<input type="checkbox"/> Create a formal tracking mechanism for development projects	6 months
	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Develop a formal customer feedback mechanism; integrate changes in process where applicable <input type="checkbox"/> Hold joint site plan review team meetings, including permitting and inspections staff	6 months

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Land use planning and development involve a wide range of stakeholders. For the process to work effectively, everyone involved must understand roles and responsibilities. Development materials should be assembled to help citizens, developers and public officials gain a better understanding of how the process works in each community. Some of the guide to development items are available on the city of Albion website, including the fee schedule, board and commission schedules, contact information for planning and zoning staff, financial incentives through the economic

development corporation, general availability of conceptual site plan review and links to building permit requirements and applications. Information to be added includes flowcharts of the development process including timelines, the zoning ordinance and other appropriate ordinances, and planning and zoning applications (site plan review, rezoning, special use, variance). Once the additional items are gathered, they must be assembled in a cohesive way that allows for easy linkages amongst all of the components. Albion’s 2016 development fees are posted on the website under “City Services;” the fee schedule is reviewed prior to the start of each calendar year. Albion accepts credit card payment for fees.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Collect and assemble all “Guide to Development” components	6 months
	The community annually reviews the fee schedule.	✓	

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Numerous boards, commissions and committees advise city leaders on key policy decisions. Applications for board and commission openings are available on the City of Albion website. A list of current board and commission openings is also provided. The application describes the minimum requirements to serve and requests the applicant to provide their board(s) of interest, their goals in doing so and references. Within individual pages for each board and commission are descriptions of their purpose, regulatory

authority, composition of their membership, residency requirements, length of term, meeting frequency and the name and contact information for current members. Desired skill sets should be outlined as well. Once appointed, new board and committee members should be provided orientation packets that contain all relevant information as appropriate, such as board procedures or bylaws, Open Meetings Act, Michigan Planning Enabling Act, Michigan Zoning Enabling Act, copies of the master plan and zoning ordinance and any other pertinent information.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for board and commission positions.	<input type="checkbox"/> Outline desired skills sets for board and commission members	3 months
	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	<input type="checkbox"/> Provide orientation packets to all appointed and elected members of development related boards and commissions	3 months

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks education needs for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. A tracking mechanism for logging individual training needs and attendance should be created. This can be as simple as a spreadsheet, and could include a template training report to be used in sharing information with those not in attendance. Tracking training attendance allows for easy identification of gaps in knowledge and can assist in identifying future trainings to accomplish stated goals and objectives. Collaborative work sessions, including joint trainings on development topics, allows for sharing of information amongst those boards and commissions that have a hand in the development process. The planning commission’s annual report,

which is required by the Michigan Planning Enabling Act, could also be reviewed at these work sessions. A recent training on walkable cities was held jointly by the planning commission and Albion Economic Development Corporation to encourage city officials, board members and the public to learn about how to make Albion a walkable community. Continuing this practice of regular, collaborative trainings and work sessions builds trust and understanding between the various boards and commissions that each play a role in the development process. At a minimum, the Planning Commission, Downtown Development Authority, Economic Development Corporation and the city council should meet collaboratively at least once per year to discuss development issues and opportunities. Training attendees should also provide a recap for those not able to attend. Albion does not currently budget training dollars for elected and appointed officials and staff.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a dedicated source of funding for training.	<input type="checkbox"/> Budget for training needs of elected and appointed officials and staff	12 months
	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Create a simple tracking mechanism to log training needs and attendance	6 months
	The community encourages the governing body, boards, commissions and staff to attend trainings.	<input type="checkbox"/> Implement consistent processes to consistently notify elected and appointed officials and staff about training opportunities	3 months
	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Implement consistent processes for training participants to share information with those not in attendance <input type="checkbox"/> Prepare planning commission annual report, as required by the Michigan Planning Enabling Act	12 months

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties. Investments should be targeted in areas that have the potential for positive future development. Focusing on the redevelopment and reuse of a single property can catalyze further development around it. Restoring buildings without a community-generated vision for the surrounding area is often insufficient to generate lasting change.

The Albion Economic Development Corporation provides economic development services for the city, including business attraction, assistance and retention. Priority sites for redevelopment are listed on the Albion EDC website. The website does not include priority redevelopment sites identified by the city which are located in the downtown, including 200 West Center Street and 301 North Clinton Street. Basic information has been gathered for both the two priority downtown sites, as shown in the “Opportunity Michigan” book, and for the priority sites listed on the Albion EDC webpage.

Important in stimulating developer interest in these priority sites is the formation of a vision that is based upon input from the public, including desired development outcomes and specific development criteria. Discussion of a vision and any additional public engagement is often incorporated into other planning processes, such as a master plan update. Community champions for redevelopment of the sites have been identified, primarily being the Albion EDC. The Albion EDC website also identifies a variety of incentives available. One site must be packaged to the property information package standard, as detailed in Best Practice 5.1. A site packaged to this standard includes both the basic information, and additional applicable information as outlined in Best Practice 5.1. Once developed, the property information package should be marketed online. Partner entities, including the Downtown Development Authority and the Economic Development Corporation, should be engaged to assist in identifying negotiable resources for priority sites and to participate in the marketing of sites located in their respective areas.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes redevelopment sites.	✓	
	The community gathers basic information for prioritized redevelopment sites.	✓	
	The community has developed a vision for the priority redevelopment sites.	<input type="checkbox"/> Utilizing public input, articulate a vision for the priority redevelopment sites	18 months
	The community identifies potential resources and incentives for prioritized redevelopment sites.	<input type="checkbox"/> Verify that all negotiable resources and incentives for priority redevelopment site(s) are identified, including those offered by partner entities	3 months
	A property information package for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Assemble property information package, per Best Practice 5.1	6 months
	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Develop and market property information package(s) online in collaboration with partner entities	8 months

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. Economic, employment and retail data in Albion’s 2000 master plan provide a foundation for economic development efforts in the city by identifying the economic opportunities and challenges of the community. Other entities work to stimulate economic investment in the community, including the Albion Economic Development Corporation and the Albion Chamber of Commerce. The “Regional Prosperity Initiative Plan” developed through the Southwest Michigan Planning Commission provides goals and opportunities for enhancing the economic competitiveness of the regional economy, which should contain themes that should align with local economic development strategies. The “Regional Prosperity Initiative Plan” includes goals and opportunities in the areas of community development, education,

infrastructure and RPI strategies.

An approved economic development strategy helps make a compelling business case for attracting investment and jobs. The strategy should describe a vision and goals, along with implementation steps including actions, timelines and responsible parties. The strategy should be accessible online and should connect to the master plan, capital improvements plan and any other important planning documents. Practically speaking, an approved economic development strategy can guide the day to day work of staff involved in the efforts, and can provide milestones for easy determination on an annual basis of whether established goals are being met. While data and information in a master plan are often the foundation for a strategy, a standalone economic development strategy can be prepared that outlines economic development goals and draws specific attention to economic development opportunities.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has approved an economic development strategy.	<input type="checkbox"/> Develop an economic development strategy, in compliance with Best Practice 6.1.	18 months
	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually report progress made on the economic development strategy to the governing body	24 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Community marketing and promotion can take many forms, but the goal is to create a positive image that rekindles community pride and improves consumer and investor confidence. Marketing and branding should frame what sets a community apart from others.

Many partner entities market the Albion community to their respective audiences, including the Albion Economic Development Corporation, the Albion Chamber of Commerce, the Downtown Development Authority, the Albion Community Foundation, Albion College and other regional and state partners. Coordination amongst these entities ensures that messaging and branding of the community is consistent, accurate, assists in achieving identified goals and utilizes the strengths of each entity. A marketing strategy identifies opportunities and outlines specific steps to attract businesses, consumers and real estate development to the community, and in doing so, strengthens an image for the community. The strategy should also include approaches for marketing priority redevelopment sites. Coalescing around common goals and strategies, with implementation carried out by the various partner entities, can greatly benefit the greater Albion community and the city of Albion, as marketing campaigns can assist with sharing the established community vision, values and goals articulated in city plans.

A municipal website serves multiple functions. At a basic level, it is a means to share information about public meetings, access public documents, find links to other community organizations and to obtain general

information. Beyond this, a municipal website is also a significant expression of community character and image. People that are unfamiliar with a community will often first look to a website for information and they will form important first impressions and conclusions. Visitors to a community’s website need to be able to find accurate information quickly. The importance of a user-friendly website cannot be overstated.

Albion’s home page is clean, organized and well-maintained with updated information about current events. The menu bar at the top includes appropriate quick links for the various website audiences (government, departments, services, community, business, and how-tos). There is style consistency throughout, such as contact names and information in blue square boxes. A search bar at the top is highly important, as many visitors to a site will use this function before ever attempting to navigate the site on their own; Albion’s homepage includes this feature. The homepage also includes a variety of photos and visually appealing graphics. The city could consider incorporating these elements into other parts of the website to help break up large blocks of text. Many useful external hyperlinks are provided, including a quick link for the Albion Economic Development Authority. Links to social media pages are provided as well. To improve the website, the planning, zoning and development information should be better grouped, and additional items must be added to help the visitor fully understand the development review process. Missing guide to development documents must be uploaded to the website when complete, along with the property information package(s).

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	<input type="checkbox"/> Create a unified marketing strategy as outlined in BP 6.2	24 months
	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Add missing planning, zoning and development items to website as they are completed <input type="checkbox"/> Better group planning, zoning and development items on the website	18 months

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. The city must find a balance between removing unnecessary delays and hurdles, while preserving the integrity of the community's vision and goals, positioning the city for success. Next steps for the city include the governing body adopting a resolution of support to proceed with

the RRC program. Staff have already attended the RRC best practice trainings and are required to submit quarterly progress reports to inform the RRC team of progress made in terms of implementing the necessary steps to meet the RRC best practices. Upon meeting all of the best practice criteria, Albion will be a certified Redevelopment Ready Community®.

CITY OF ALBION
National Recovery Month
September 2016

WHEREAS: Recovery from substance use disorders is possible through a variety of treatment and recovery resources, along with the support of our community; and

WHEREAS: The entire community is vulnerable to the triggers of substance abuse and dependence that include experimentation with drugs and alcohol in youth; physical, emotional or sexual abuse experienced in youth; unintentional misuse to over-prescription of medications; undiagnosed or untreated mental conditions and general financial, physical or emotional stress; and

WHEREAS: Statistics show that those suffering from substance use disorders do not get help because of cost/insurance barriers; while some said they were afraid of the negative stigma of drug addiction treatment; and

WHEREAS: The Albion Substance Abuse Prevention Services will continue to support the recovering community, providing education about how substance use disorders affect all the people and help more people enter a path of recovery, breaking the cycle of substance abuse within families and communities.

NOW, THEREFORE, BE IT RESOLVED, that the City of Albion proclaims September "National Recovery Month" and supports efforts to those with substance abuse disorders.

In witness whereof I have hereunto set my hand and caused the seal of this city to be affixed.



Mayor

Joseph V. Donigo

Date

6 Sept 2016

City of Albion
City Council Meeting
August 15, 2016

I. Call To Order

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

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

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

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

V. Mayor & Council Member's Comments

Comments were received from Council Members Barnes, Reid and French and Mayor Domingo.

VI. Presentations

A. Albion River Trail Expansion-Gregg Strand

Gregg Stand, Albion College gave a brief overview of the Albion River Trail Expansion stating the expansion would begin at Victory Park to Haven Road to the Albion College Equestrian Center and to M-99. The long term goal is to connect the trails to Homer and Marshall with Albion being the hub. He stated the engineering and design will be done this fall and winter and finished in the spring. The trail should be complete by mid to late summer 2017.

He also talked about the addendum to the memorandum of understanding which Council will take action on later in the meeting. He wanted it to be clear

that Albion College is guaranteeing the match for the grant and that the taxpayers of Albion will not be footing the bill for the trail expansion.

Comments were received from Council Member Krause and Mayor Domingo.

B. Recognize Vietnam Veterans-Mayor Domingo

Mayor Domingo read aloud an excerpt from Senator Gary Peters stating "I am very proud and excited that my office is now able to present veterans in Michigan with the Vietnam Veteran Lapel pin as a lasting keepsake for their service and sacrifice on behalf of our nation. Thank you to the brave men and women who stand ready to put their lives on the line in defense of our values and our way of life".

Mayor Domingo also acknowledged his appreciation of all of all veterans and all they do for our country.

C. Sandy Kingston-Principal Harrington Elementary School

Sandy Kingston-Principal of Harrington Elementary School updated the Council with the following:

- Harrington School is still currently under construction.
- An open house will be held on Tuesday, August 30th, 2016 beginning at 7:00 p.m. at Harrington School with the following activities:
 - The NAACP will be doing the backpack program for both the elementary and secondary students.
 - Open Registration
 - American Legion will raise flag at 6:25 p.m.
 - GSRP Program
 - See You in School Student Credit Union Program
 - Music
 - T-shirts for the kids.

Ms. Kingston also stated she had been working with the community to set up small libraries with the extra books from the school and was pleased to announce that Oak Meadows will be providing a small library in their Community Room.

VII. Citizen's Comments

Comments were received from State Representative Bizon.

VIII. Consent Calendar

A. Approval Regular Council Session Minutes – August 1, 2016

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

IX. Items for Individual Discussion

A. Request Approval 2nd Reading Ordinance # 2016-02, An Ordinance to Amend Section 66-67, Issuance of License (RCV)

Comments were received from City Manager Mitchell and Mayor Domingo.

Brown moved, French supported, CARRIED, to Approve 2nd Reading Ordinance # 2016-02, An Ordinance to Amend Section 66-67, Issuance of License as presented. (7-0, rcv)

B. Request Approval 2nd Reading Ordinance # 2016-03, An Ordinance to Amend the Property Maintenance Code to Adopt the International Building Maintenance Code of 2015 (RCV)

French moved, Krause supported, CARRIED, to Approve 2nd Reading Ordinance # 2016-03, An Ordinance to Amend the Property Maintenance Code to Adopt the International Building Maintenance Code of 2015 as presented. (7-0, rcv)

C. Request Approval Resolution # 2016-53, To Authorize Revision of Language in the Albion-Marshall-Connector Agreement (RCV)

Comments were received from Council Member Brown, City Manager Mitchell and Mayor Domingo.

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-53, To Authorize Revision of Language in the Albion-Marshall-Connector Agreement as presented. (7-0, rcv)

- D. Request Approval Resolution # 2016-54, To Approve the Letter of Agreement between the City of Albion and AFSCME regarding Cemetery Sexton Position (RCV)

Comments were received from Council Members Decker, Brown, French and Barnes; Director of Public Services Lenardson; City Manager Mitchell and Mayor Domingo.

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-54, To Approve the Letter of Agreement between the City of Albion and AFSCME regarding Cemetery Sexton Position as presented. (5-2, rcv) (Domingo and Decker dissenting).

- E. Request Approval Resolution # 2016-55, To Approve Greater Albion Chamber of Commerce & Visitors Bureau Festival of the Forks 50th Anniversary Expenses (RCV)

Comments were received from Council Member French, City Manager Mitchell and Mayor Domingo.

Barnes moved, French supported, CARRIED, to Resolution # 2016-55, To Approve Greater Albion Chamber of Commerce & Visitors Bureau Festival of the Forks 50th Anniversary Expenses as presented. (5-2, rcv)(Domingo and Decker dissenting).

- F. Request Approval to Addendum to Memorandum of Understanding for the Albion River Trail Expansion Project (RCV)

French moved, Krause supported, CARRIED, To Approve Addendum to Memorandum of Understanding for the Albion River Trail Expansion Project as presented. (7-0, rcv)

H. City Manager Report

The City Manager updated the Council on the following:

1. The Planning Commission is moving forward with the Comprehensive Plan. Council is invited to the upcoming meetings, including:

- **Tuesday, Aug. 16, 5pm-6:30pm** – Joint Work Session of City Council and Planning Commission – Housing Work Group will provide an update from Bob Anderson from Albion College on their housing development plans. Meeting will be in the Council Chambers
- **Tuesday, Aug. 16, 7pm** - Regular meeting of Planning Commission. Voting on Phase 1 of the Comprehensive Plan recommendation to City Council
- **Wednesday, August 22, 7pm** - special meeting of City Council to release Phase 1 to the public and approve the plan for distribution. Starts the required 95 day period for public comment.
- **Monday, November 28, 7pm** – City Council, Public Hearing and Adoption of Phase 1 of Comprehensive Plan.

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

2. **Albion Economic Development Corporation – CEO Search** – Current CEO Peggy Sindt has announced her retirement. This work session is a joint meeting of the City Council and EDC Board. The meeting is scheduled for **Wednesday, August 24, 2016 at 7pm** in the EDC Conference Room.
3. **Rental Registration and Certification Ordinance** – a work session is scheduled for Monday, September 26, 2016 at 7pm in Council Chambers.
4. **Ismon House – Open House – Sunday, August 28 from 3pm-5pm** at 300 S. Clinton. An appreciation to supporters and grand opening of the 3rd floor Ball Room.
5. **Holland Park – History Hill Ribbon Cutting – Saturday, Aug. 13 @ 1pm** – special event to be held for the unveiling of the History Hill displays markers.

6. **Blue Cross** – the rates starting in Oct 1, 2016 will increase approximately 3%. The impact for the remainder of 2016 is estimated at \$7,149. Detail is provided in the information section of the agenda packet. Announcements will be included in payroll envelopes for employees.
7. The City of Albion is partnering with the **Clean Energy Coalition** in a project that includes Ann Arbor, Chelsea and Flint, in an effort to attain clean energy certification and funding as an economic and environmental tool for revitalizing the community. The Energy & Conservation Committee will be involved in this effort. The City of Albion hosted the meeting on **August 12, 2016 from 10am-12noon.**
8. **Council Special Meeting – Work Session with Assessor, Equalization and State – Tuesday, Aug. 30th at 6:30pm** in Council Chambers.
9. **Harrington Elementary School Open House & NAACP Back Pack Program** – will be held on Tuesday, August 30th from 6:30pm to 7:30pm. This is for K-12 students.
10. **Youth Cadet Program** – Albion Department of Public Safety is working with Dr. Harry Bonner to develop a program for Albion youth.
11. **Annual Employee Picnic – CITY HALL OFFICES CLOSED – Wed, Aug. 17th, 11:30am-1pm**
12. Thanked Directors and staff for all their hard work and support.

Comments were received from Council Member Barnes.

I. Future Agenda Items

- Council Member French would like to set an executive session for the City Manager contract.
- Council Member Brown asked if the DDA Board could be invited to the joint meeting with the EDC dealing with the search for a new director.
- Council Member Brown asked for a discussion on the next major street project-potentially Irwin Avenue can be added to a future agenda.

- City Attorney Harkness asked if he should attend the joint study session with the Council and Planning Commission being held Tuesday, August 16, 2016.
- Mayor Domingo asked for an update on the scrap metal prior to the next council meeting.

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

No action necessary as all council members were present.

X. Citizen's Comments

Comments were received from Hazel Lias, 12939 28 ½ Mile Rd; Mae Ola Dunklin, 707 Huntington Blvd., Robert Dunklin, 707 Huntington Blvd., Eddie Williams, 704 Orchard Dr. and Letitia Kotas, 925 Hall St.

XI. Adjournment

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

Mayor Domingo adjourned the meeting at 8:10 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Joint Study Session
Albion City Council & Planning Commission
August 16, 2016

I. CALL TO ORDER

Mayor Domingo opened the study session at 5:00 p.m. for the Albion City Council.

Chair Strander opened the study session at 5:00 p.m. for the Planning Commission.

II. ROLL CALL

City Council:

Maurice Barnes (1), Cheryl Krause (5), and Mayor Joseph Domingo. Garrett Brown (3) arrived at 5:15 p.m. and Andrew French at 5:30 p.m. Lenn Reid (2) and Rebecca Decker (4) were absent.

Planning Commission:

T. Pitt, G. Strander, G. Strand, and J. Domingo. G. Brown arrived at 5:15 p.m., W. Dick arrived at 5:25 p.m. and L. Zuck arrived at 5:40 p.m. S. Brown and S. Kipp were absent.

STAFF PRESENT:

Sheryl Mitchell, City Manager; John Tracy, Director Building, Code Enforcement and Planning; Danielle Nelson, Special Projects Manager and Stacy Levin, Program & Office Manager.

III. WELCOME AND INTRODUCTIONS

IV. DOWNTOWN HOUSING WORKGROUP-PRESENTATION BY ALBION COLLEGE ON THEIR HOUSING DEVELOPMENT PLANS

Bob Anderson, Albion College gave the Albion City Council and Planning Commission an update on Albion College's housing development plan.

V. CITIZENS COMMENTS

Comments were received from Dr. Randall Washington; Emily Petz; Eric Tobin, 409 W. Ash St.; Jay Loomis, 408 W. Ash St. and Don Masternak, 26511 B. Drive S.

VI. COUNCIL & PLANNING COMMISSION COMMENTS

Comments were received from Council Members French and Brown; Mayor Domingo; Bob Anderson, Albion College and Commissioners Tom Pitt and Gregg Strand.

VII. EXCUSE ABSENT COUNCIL MEMBERS

City Council:

French moved, Barnes supported, CARRIED, to excuse absent Council Members Reid and Decker. (Voice vote)

Planning Commission:

Strand moved, Pitt supported, CARRIED, to excuse absent Commission Members Brown and Kipp. (Voice vote)

VIII. ADJOURNMENT

City Council:

Brown moved, Barnes supported, CARRIED, to adjourn the Study Session. (Voice Vote).

Mayor Domingo adjourned the Study Session for the Albion City Council at 6:20 p.m.

Planning Commission:

Strander moved, Strand supported, CARRIED, to adjourn the Study Session. (Voice Vote)

Chair Strand adjourned the Study Session for the Planning Commission at 6:15 p.m.

Recorded by Sheryl Mitchell, City Manager

City of Albion
Joint Special Council Meeting
Albion City Council & Albion Economic
Development Corporation
August 22, 2016

I. CALL TO ORDER

Mayor Domingo opened the Special Council meeting at 7:00 p.m. for the Albion City Council.

Board Chair McCall opened the Special EDC meeting at 7:00 p.m. for the Economic Development Corporation.

II. ROLL CALL

City Council:

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

EDC Board:

Ray Campbell, Mauri Ditzler, Joe Domingo, Ed Haas, Herm McCall, Joyce Spicer and Art Kale. Scott Allread and Bernie Konkle were absent.

STAFF PRESENT:

City: Sheryl Mitchell, City Manager; Jill Domingo, City Clerk; John Tracy, Director Building, Code Enforcement and Planning and Cullen Harkness, City Attorney

EDC: Peggy Sindt, President

III. WELCOME AND INTRODUCTIONS

IV. Discussion-CEO Search for the Economic Development Corporation

Chair McCall gave a brief overview of the CEO Position for the Economic Development Corporation stating the goal is to support & recruit business for innovative ways to move forward.

Board Member Ditzler stated a search consultant was hired at a cost of approximately \$35,000. Albion College will be paying the cost for the consultant.

The consultant created a pool of ten candidates for the EDC executive committee to review and pare down. The EDC executive committee will be interviewing four candidates on Friday, August 26, 2016. Following the initial interview, 2 or 3 candidates will be chosen for final interviews and will be brought back in two to three weeks for final interviews, and perhaps as soon as September 1. The salary for the EDC CEO position will be significantly larger than what the EDC is currently paying. Albion Reinvestment Corporation will pay for a portion of the CEO's salary. Albion College has also committed to backstopping this additional salary cost which is estimated to be \$20,000 to \$40,000 per year. Albion Reinvestment Corporation wants a strong EDC so they will not have to hire their own staff for projects and have not participated in the search at this point. There will be an extended role for the CEO position and would like someone who can get things done. All candidates' names are confidential at this stage and will remain that way until they become finalists.

The EDC executive committee was impressed with the initial pool, which had applicants from around the country and some from Michigan. They would like to have someone in place before the current CEO retires at the end of September. Peggy Sindt, CEO of the Economic Development Corporation has committed to being available to help the new CEO if they are interested.

Questions/Comments:

- Will the applicant be offered the position prior to Council approval?
This is something the EDC Board will need to determine but any offer is contingent on Council approval.
- The EDC extended an invitation for Council members to attend stakeholders meetings for the final interviews.
- How will the additional fiduciary responsibilities be handled?
Currently have a "gentlemen's agreement", will be putting something in writing.
- Will have a letter of intent with new CEO pertaining to position being "at-will" and contract or other form of engagement will not be for a specific time frame.
- How much of a guarantee will there be from Albion College for the backstop of funds?
Albion College views the economic development of the City as a very high priority.
- Candidates will be made aware there is no indefinite guarantee with the supplement funds and there is a risk involved.
- Will Albion College be dictating what the CEO will be doing?
The EDC Board is not for sale and this is a collaborative effort between Albion College and the EDC Board. The CEO will be informed of priorities and goals of the City and will work with partnerships to make the City work and grow.
- Albion Reinvestment Corporation and Albion College are two separate entities.

- This is an extremely innovative process and is working together for a common purpose.
- Would like to have another joint meeting between the Albion City Council and EDC with the new Albion City Council and new CEO of the Economic Development Corporation.
- The CEO contract will state the EDC is only responsible for its portion of the wages.

Comments were received from Council Members Brown, French and Barnes, Mayor Domingo, City Manager Mitchell, Board Members Kale, Spicer, McCall, Ditzler, and Amy Robertson, and AEDC President Sindt.

V. CITIZENS COMMENTS

No comments were received.

VI. COUNCIL & EDC COMMENTS

No comments were received.

VII. EXCUSE ABSENT COUNCIL MEMBERS

City Council:

French moved, Brown supported, CARRIED, to excuse absent Council Member Decker. (Voice vote)

EDC:

Kale moved, Campbell supported, CARRIED, to excuse absent Board Members Konkle and Allread. (Voice vote)

VIII. ADJOURNMENT

City Council:

Brown moved, French supported, CARRIED, to adjourn the Study Session. (Voice Vote).

Mayor Domingo adjourned the Special Joint Meeting for the Albion City Council at 8:07 p.m.

EDC Board:

Kale moved, Campbell supported, CARRIED, to adjourn the Study Session. (Voice Vote)

Chair McCall adjourned the Special Joint Meeting for the EDC Board at 8:07 p.m.

Recorded by Jill Domingo, City Clerk

City of Albion
Special City Council Meeting
August 24, 2016

I. Call To Order

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

II. Roll Call

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

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

French moved, Reid supported, CARRIED, to amend the Agenda. (5-0, vv)

French moved, Brown supported, CARRIED, to add item VIII, Motion to Accept Evaluations presented this Evening. (5-0, vv)

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

III. Citizen's Comments

Comments were received from Eric Tobin, 409 W. Ash St. on item D of the agenda.

IV. Items for Individual Discussion

A. Discussion/Approval Resolution # 2016-56, Consumers Energy Easement across City of Albion Property for the 101 N. Superior Street Project. (RCV)

Comments were received from Mayor Domingo and City Manager Mitchell.

French moved, Krause supported, CARRIED, to **TABLE** Discussion/Approval Resolution # 2016-56, Consumers Energy Easement across City of Albion Property for the 101 N. Superior Street Project until the September 6, 2016 City Council Meeting. (5-0, vv)

- B. Request Approval Resolution # 2016-58, City Council Approval Authority for Comprehensive Master Plan (RCV)

Comments were received from Council Members French, Brown and Krause, City Manager Mitchell and City Attorney Harkness.

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-58, City Council Approval Authority for Comprehensive Master Plan as presented. (5-0, rcv)

- C. Discussion/Approval to Release Phase I of Comprehensive Master Plan for Public Comment (RCV)

French moved, Krause supported, CARRIED, to Approve Release Phase I of Comprehensive Master Plan for Public Comment as presented. (5-0, rcv)

- D. Request Approval Resolution # 2016-59, To Amend and Correct the Information that was sent over to the County to be applied to the Property Taxes for Double Vision (RCV)

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

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-59, To Amend and Correct the Information that was sent over to the County to be applied to the Property Taxes for Double Vision as presented. (5-0, rcv)

- E. Request Approval to Extend City Manager Contract for 30 days until October 2, 2016 (RCV)

French moved, Brown supported, CARRIED, to Approve to Extend City Manager Contract for 30 days until October 2, 2016 as presented. (5-0, rcv)

- F. Motion to Excuse Absent Council Member (s) (VV)

Brown moved, Krause supported, CARRIED, to Excuse Council Members Barnes and Decker. (5-0, vv)

V. Citizen's Comments

Comments were received from Eric Tobin, 409 W. Ash St.; Shane Williamson, 1210 Burns St.; Mike Bearman, 11016 29 Mile Rd; Shawna Gamble, 618 N. Ann

St.; Marcola Lawler, 918 N. Berrien St.; Ron Rice, 910 Irwin Avenue; LaVada Weeks, 917 Luther Dr. and Sonya Brown, 719 Orchard Drive.

VI. PLEDGE OF ALLEGIANCE

VII. EXECUTIVE SESSION

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

French moved, Brown supported, CARRIED, to adjourn to Executive Session. (5-0, vv)

Mayor Domingo adjourned to Executive Session at 7:40 p.m.

Council Member Decker arrived at Executive Session at 8:15 p.m.

Mayor Domingo adjourned the Executive Session at 9:02 p.m.

Mayor Domingo re-adjourned regular council session at 9:07 p.m.

VIII. Accept City Manager Evaluations that were Presented this Evening.

Mayor Domingo stated City Manager Mitchell received a 4.5 average for her review which is a "very good". Contract negotiations have begun with City Manager Mitchell with her submitting what she would like to see in her next contract. The negotiations will resume with another executive session being held at the Special Council Meeting on Tuesday, August 30, 2016 at 6:30 p.m. in the Council Chambers. They would like to have the City Manager's contract approved by the regular council meeting on Tuesday, September 6, 2016.

IX. Adjournment

French moved, Brown supported, CARRIED, to adjourn council session. (6-0 vv)

Mayor Domingo adjourned the meeting at 9:10 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Special City Council Meeting
August 30, 2016

I. Call To Order

Mayor Domingo opened the regular session at 6:30 p.m.

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

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

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director and John Tracy, Director Building, Planning & Code Enforcement.

V. Council Member Comments

Comments were received from Council Members Barnes and Krause.

VI. Citizens Comments (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required).

No comments were received.

VII. Presentations

A. Assessing-Julie Cain-Derouin

Julie Cain-Derouin, Assessor updated the Council on Assessing highlighting the following:

- The taxable value for the City has gone down significantly.
- There were six (6) townships/cities in Calhoun County that needed to reduce assessed values to meet the 50% threshold.

- The average assessed value for Albion was at 50.93% after the sales study, which exceeded the 50% threshold.
- Next year may be leveling out or going up some
- Assessing is based on residential studies using sales. They use “good” sales which are arm’s length transactions. They do not include family transactions, quit claim deeds or foreclosures.
- The assessed value when sold amount divided by the sales prices provides the ratio for the property and cannot exceed the 50% threshold.
- The following are some of the items looked at to determine property value:
 - Class of house. Generally Class C as that is the standard. The class of house is determined by the building materials.
 - Lot frontage
 - Square foot codes-Provided by the State of Michigan and the values are 2003 based.
 - Depreciation table-using the effective age
- The record card used by Assessing has the history of sales, permits, address, legal description, sketch of lot and information on the house.
- Assessment happens without site visits
- The ECF (economic condition factor) is the accounting factor that brings the square foot codes of the 2003 values up to date.
- The City is divided into nine neighborhoods which can be adjusted without physically inspecting each property.
- Property sales and new construction building permits will affect both the assessed and taxable value. If not some sort of new structure improvement such as adding a pool, fence or other new structure, taxable value will not be affected.

Comments were received from Council Members Krause, French, Brown and Barnes, Equalization Director Judy Nelson and Finance Director Mead.

B. Equalization-Judy Nelson

Judy Nelson, Calhoun County Equalization Director updated the Council on Equalization highlighting the following:

- Economic factors do affect the value of a property.
- Increasing the economic condition factor will not help to raise the taxable value.
- Some factors that help drive assessed values:

Bringing in new businesses
An anchor business/investor
Something that will draw people into the community

- Assessed value is 50% of estimated market value.
- City wide the taxable value increase is limited by the rate of inflation.
- One year study is only used if in a state of decline.
- The equalization department uses sales studies, real studies, appraisals and personal property studies to determine value.
- If there is a lack of sales, the County must do appraisals.
- All units of the County must be supported by law and have fairness and equality.
- A government entity must make an appeal through the equalization department to dispute sales studies used to determine value and must have something substantial pertaining to the objection of the sales study.
- The state oversees the Equalization's studies and also goes through files and does field work to be sure records are accurate.
- Compiled work must be approved by the State at the end of the year.

Comments were received from Council Member Barnes, Mayor Domingo and Julie Cain-Derouin, Assessor.

C. State of Michigan-Lewis Rogers

Lewis Rogers was unable to attend the meeting.

VIII. Items for Individual Discussion

A. Motion to Excuse Absent Council Member (s)

Barnes moved, French supported, CARRIED, To Excuse Council Members Reid and Decker. (5-0, vv)

IX. Citizen's Comments

Comments were received from Cindy Stanczak, Director Albion District Library.

X. EXECUTIVE SESSION

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

French moved, Brown supported, CARRIED, to adjourn to Executive Session. (5-0, vv)

Mayor Domingo adjourned to Executive Session at 7:45 p.m.

Mayor Domingo adjourned the Executive Session at 9:20 p.m.

Mayor Domingo re-adjourned regular council session at 9:20 p.m.

XI. Adjournment

Brown moved, Krause supported, CARRIED, to adjourn council session. (5-0 vv)

Mayor Domingo adjourned the meeting at 9:20 p.m.

Date

Jill Domingo
City Clerk

Date: August 31, 2016
From: Clifford Harris, Organizer, Walk the Beat - Albion
To: Mayor Joe Domingo and the Albion City Council
RE: Walk the Beat – Albion, 2016

Mr. Mayor and Council Members,

I write to ask for the permission and support of the City of Albion for an event called Walk the Beat, which I would like to organize and hold in downtown Albion during the afternoon of October 15, 2016, and then again in October 2017.

Walk the Beat is an event created by David Palmer in Grand Haven, Michigan. Mr. Palmer is a business owner, music enthusiast and philanthropist who has lived in Grand Haven for decades. In short, Palmer organizes an event where some 70 musical groups are hosted in 35 locations to attract patrons. The businesses benefit from the increased exposure and foot traffic. The donated funds are raised via raffle ticket sales. Some additional details may be found at their main website, and there are dozens of newspaper, radio, and television reports on the event (www.walkthebeat.org). The August 2016 event raised almost \$40,000 to give musical instruments and musical lessons to local kids. Dave Palmer reached out to me through a mutual friend and we have been working together for a few months. I attended the latest Walk the Beat, asked lots of questions, and realized it could work very well in downtown Albion.

“Walk the Beat – Albion” will be the first version of the event to happen outside of Grand Haven, and Mr. Palmer and I hope there will eventually be many of them across Michigan. For Albion, this event will be scheduled from about 3-7pm on Albion College Homecoming Saturday (this year, October 15) to attract people from the surrounding area downtown to enjoy music, food and a festival atmosphere. Downtown businesses will enjoy the increased foot-traffic and dynamism which will also draw Albion College Alumni directly after the Homecoming Football game held that day. Thus, the City and the College will co-benefit from the event.

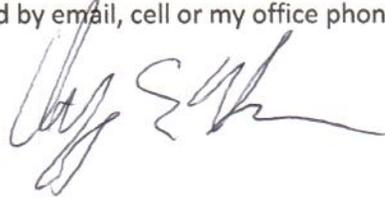
For the 2016 event, the scale will be much smaller. Four downtown sites and sponsors have been identified and have agreed to participate: The Farmer’s Market & Food Hub; The Bohm Theatre; Dickerson Music; and, Kid’s ‘N’ Stuff. Each has agreed to host two musical groups (a solo or duo act, and a full band) which will take turns entertaining passersby on the city sidewalks. Each will also host a caterer of some kind (a food truck or similar retail food provider), a table where volunteers will be selling raffle tickets, and provide space for a rain location. Finally, each location will provide a Door Prize with a retail price of at least \$200. Thus, there will be multiple reasons to visit the event: food, music, prizes and a great cause: introducing music into the lives of local kids.

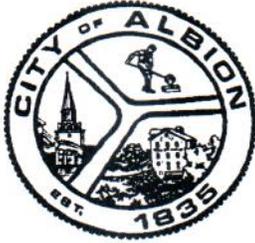
At Walk the Beat – Grand Haven, each location also pays the musicians (about \$50 each, or about \$400 per location). *Albion College is committed to the success of the City of Albion and has agreed to pay the band fees for the 2016 event.* We hope that this event will convince the City and the College to approve and then increase support for the full-scale event planned for the Albion College Homecoming weekend of October 2017.

At all times during this event, organizers and volunteers will work to maintain public safety and work with all City employees to create a festive, interesting, fun atmosphere benefiting all involved. I will be

happy to answer any questions and work with the City in any way needed to promote a successful event. I can be reached by email, cell or my office phone, and thank you all for your time.

Clifford Harris
517 795 0067 mobile
517 629 0253 office
charris@albion.edu

A handwritten signature in black ink, appearing to read 'Cliff Harris', written in a cursive style.



City of Albion

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

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

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

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

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

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

Name: Michael A. Tymkew
(First) (Middle) (Last)

Home Address: 1207 Woodlawn Blvd. Telephone #: 629-2305

Place of Employment: Murray, Tymkew + Associates

Business Address: 1009 S. Superior Telephone #: 629-3936

E-Mail: mtymkew@sigmarep.com Fax: 629-3525

Title/Type of Work: Insurance

Length of Residence in City: 30+ Own/Rent: Own US Citizen: Y N

Educational Background: Albion High School
Michigan State University

Community Activities: Chamber, ODA

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

CONSENT AND CERTIFICATION

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

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

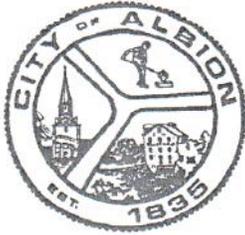
I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient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

I, Michael A. Tymkew, certify that the information provided
(Please Print)

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

Date of Birth: 5-3-1955

Signature: [Handwritten Signature] Date: 8-11-16.



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

Name: ELAINE MARY Seedorf
(First) (Middle) (Last)

Home Address: 1041 MAPLE ST. APC 212 Telephone #: 517-629-3859

Place of Employment: Retired

Business Address: _____ Telephone #: _____

E-Mail: _____ Fax: _____

Title/Type of Work: _____

Length of Residence in City: All my life Own/Rent: RENT US Citizen: Y X N _____

Educational Background: Associate Degree as Registered Nurse
Kellogg Community College

Community Activities: Member St. Paul Lutheran Church

Member Albion Health and Wellness Group Member Extreme News Club

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

- 1) ABA BOARD 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

Voting member of city, 6 children graduate Albion Public Schools AS well as myself.

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

WANT to see ALBION grow.

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

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

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

REFERENCES:

Name: CHARLOTTE SANDUSKY Relationship: friend

Telephone #: 517-629-2059

Name: SANDI MAUNTEL Relationship: friend

Telephone #: 517-630-0144

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

CONSENT AND CERTIFICATION

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

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

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

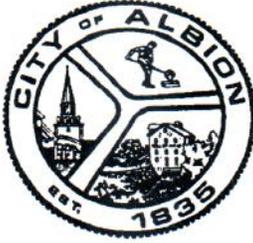
I, ELAINE MARY Seedorf, certify that the information provided
(Please Print)

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

Date of Birth: 06-15-1936

Signature: Elaine Mary Seedorf Date: 3-19-16

ABA Initial Appt
Term to Expire
6-30-19



City of Albion

William L. Rieger Municipal Building
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APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

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

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

Name: Kevin Lee Markovich
(First) (Middle) (Last)

Home Address: 508 Irwin Ave Telephone #: 517-629-8843

Place of Employment: College Chevrolet

Business Address: 333 Berner St. Telephone #: 517-629-2151

E-Mail: markovich.kevin@stcglobal.net Fax: _____

Title/Type of Work: Service Advisor

Length of Residence in City: 60yrs Own/Rent: own US Citizen: Y X N _____

Educational Background: BA Olivet College

Community Activities: Duck Lake CC Board of Directors,

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

- 1) ABA 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

Previous staff member ABA, Planning Comm., DDA,

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

To bring previous experience and historical perspective to the ABA

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: none

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: none

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: none

REFERENCES:

Name: Father Joe Gray Relationship: Priest / Friend

Telephone #: 517-629-5869

Name: John Shedd Relationship: Friend

Telephone #: _____

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

CONSENT AND CERTIFICATION

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

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

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

I, Kevin L. Markovich, certify that the information provided
(Please Print)

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

Date of Birth: 09/14/50

Signature: [Handwritten Signature] Date: 08/24/16

Resolution #2016-56

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

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

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

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

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

Date: September 6, 2016

Ayes: _____

Nays: _____

Absent: _____

I certify that this resolution was adopted by the City Council of the City of Albion on September 6, 2016.

Jill Domingo
City Clerk

EASEMENT FOR ELECTRIC FACILITIES

SAP# 1034119861
Design# 10681513
Agreement# MI00000022481

CITY OF ALBION, a Michigan municipal corporation, 112 West Cass St., Albion, Michigan 49224 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Albion, County of Calhoun, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, under, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any wires, cables, conduits, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity; provided however, none of the facilities or improvements installed in connection with the use of the Easement Area shall be above ground.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Work Activities: Except in case of emergency, Consumers shall use its best efforts not to impede ingress and egress to Owner's Land during construction and other activities on Owner's Land.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Except for three (3) flag poles, bell and support, foundation, steps, above ground ramp, sewer lift station and associated sanitary sewer lines, fuel tanks, sidewalk and any other City owned facilities that are in existence at the time of the execution of this easement, Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or

man-made, or make any modifications of the aforementioned existing improvements without first consulting with Consumers and ensuring that any modification does not materially impair Consumers' access to, maintenance of, or use of said easement.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without the express authorization of Consumers, which may be withheld in Consumers' sole discretion, recorded in the register of deeds for the county in which Owner's Land is situated expressly allowing the aforementioned.

Restoration of Easement Area: Consumers shall grade and re-seed all disturbed lawn areas following completion of work on Owner's Land. Consumers shall not be responsible to repair pavement or other surface improvements, trees, or landscaping now or hereafter located in the Easement Area.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Indemnity: Consumers shall indemnify, defend, and hold Owner harmless from and against any liability for personal injuries or property damage to the extent proximately caused by Consumers' negligent acts or omissions in performing work within the Easement Area pursuant to this Easement.

Successors: This easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____ Owner: CITY OF ALBION, a Michigan municipal corporation

By: Sheryl L. Mitchell
Its: City Manager

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan,
on _____ by Sheryl L. Mitchell, City Manager of the City of Albion, a Michigan municipal
Date Print Owner's Name(s)
corporation, on behalf of the corporation _____.

Notary Public

County, Michigan
Acting in _____ County
My Commission expires: _____

Notary Stamp (Place above line)

Prepared By: Michelle L. Reed
Consumers Energy Company
4100 W. M-76
West Branch, Michigan 48661

After recording, return to:
Carrie Main, EP7-471
Business Services
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

Tax Parcel No.: 51-000-640-00

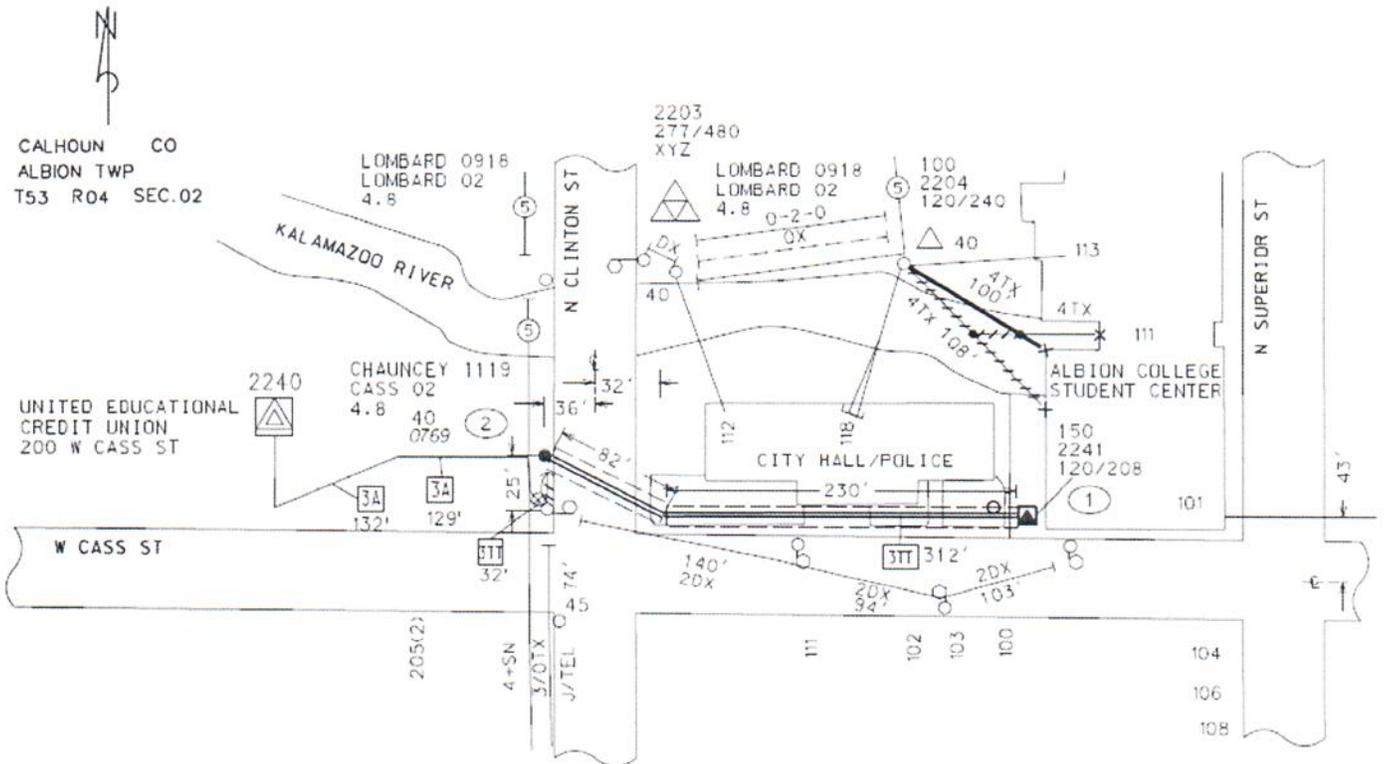
Lots 1, 2, 3, and 4, Block 37, City of Albion, being part of the Northwest $\frac{1}{4}$ of Section 2, Town 3 South, Range 4 West, City of Albion, Calhoun County, Michigan, according to the recorded plat thereof as recorded in Liber 2 of Plats, Page 40; EXCEPTING the East 13.72 feet.

Commonly known as: 112 W. Cass St., Albion, Michigan 49224

EXHIBIT B

Easement Area

A 10.00 foot-wide strip of land, being 5.00 feet on each side of the centerline of the line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.



July 18, 2016

The residents of ValHalla Drive in Albion Michigan are requesting exemption from the sidewalk property tax. There are no sidewalks on ValHalla Drive and we feel that we should be exempt from having to pay for the up-keep and repair. Thank you for considering our request.

Sincerely,

C. J. Lewis 703 Val Halla Dr
Ramona Roberts 705 Val Halla Drive
Jan Fourn 701 Val Halla Dr.
Ken Fourn 701 Val Halla Dr

James Howard 801 Val Halla Dr.

Ewan Showers 805 Val Halla Dr

Walter H. Nichols, Jr 804 Val Halla Dr.

Mrs. Keith Wainwright 809 Val Halla Dr.

PASTOR George Burton 704 VAL-HALLA DR.

Donald Zell 702 VAL HALLA DR.

M. R. + MRS EMERSON + Shawn RICE
707 VALHALLA DR

RESOLUTION #2016-60

City Council Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification From the Michigan Economic Development Corporation (MEDC)

Purpose and Finding: The Albion City Council adopted Resolution 2015-24 that authorized the participation in the Redevelopment Ready Communities® (RRC) program, which is a state-wide program of the Michigan Economic Development Corporation (MEDC) that certifies communities that actively engage stakeholders and plan for the future. A RRC certification signals to business owners, developers and investors that the community has removed development barriers by building deliberate, fair, and consistent processes to attract investment.

The City of Albion participated in the RRC self-evaluation of the redevelopment practices with an advisory group of local stakeholders. The results of the self-evaluation were reported to the Albion City Planning Commission on September 15, 2015.

The MEDC Report of Findings – City of Albion details each of six core areas in which the City of Albion was evaluated to determine if the City meets best practices in the areas of: Community Plans and Public Outreach; Zoning Regulations; Development Review Process; Recruitment and Education; Redevelopment Ready Sites; and Community Prosperity. The report also identifies measurable steps required in seeking Redevelopment Ready Community Certification.

It is found in the public interest for the City of Albion to move forward with implementing the recommendations necessary to receive Redevelopment Ready Communities (RRC) Certification from the Michigan Economic Development Corporation.

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

WHEREAS, the City of Albion has engaged in the MEDC Redevelopment Ready Communities Program, including entering into an agreement with the MEDC in September 2015 and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Report of Findings dated August 2016; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Albion desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the City of Albion is currently updating its Comprehensive Plan and will utilize recommendations and technical assistance to ensure that development readiness is approximately addressed in that document; and

WHEREAS, the program includes evaluating the strong partnerships withing the Downtown Development Authority, Albion Economic Development Corporation, the Planning Commission, Zoning Board of Appeals, and other public, private, and nonprofit organizations; and

WHEREAS, after review of the Redevelopment Ready Communities Report of Findings, the City of Albion is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City Council members and boards; and

WHEREAS, certain recommendations have and will be made by the MEDC that are required in order for the City to attain Redevelopment Ready Communities Certification.

NOW THEREFORE BE IT RESOLVED, that the City of Albion, through its City Council authorizes the implementation of recommendations made by the MEDC and that are necessary to receive Redevelopment Ready Communities Certification from the MEDC.

I hereby certify that the above resolution was adopted on September 6, 2016, in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Clerk

September 6, 2016

INFORMATION ONLY

CITY OF ALBION – DEPARTMENT UPDATES

Report to Council

September 6, 2016

FINANCE DEPARTMENT – Director Tom Mead

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

- Processed 1,276 various payments to the City totaling \$1,083,924.
- Processed 778 utility bill payments totaling \$141,181.
- Issued 208 accounts payable checks totaling \$911,338.
- Issued 96 payroll checks to the City and Library employees totaling \$223,191.
- Processed income tax returns and receipted income tax payments on an on-going basis.

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

- Verify SAW grant wire transfer deposit, process SAW grant payment to engineer
- Review department budget
- Gather delinquent personal property tax disbursement information for Calhoun ISD
- Review OPRA tax guidelines, set up tax system accordingly for OPRA properties
- Work on ADPS pension actuarial request for retiring officer
- Fix mortgage company import file for mass tax payment
- Enter summer deferrals in the tax system for qualified taxpayers
- Process State PRE denials – import updates from assessing
- Prepared reports for Departments Heads
- Worked on actuarial for ADPS personnel
- Worked on updating ADPS pension files
- Worked on resolving staff/personnel matters
- Researched delinquent personal property tax accounts
- Calculated the impact to the City from the health insurance premium increases
- Review ABA check disbursements
- Review income refund check disbursements and approve journal entries
- Address employee personnel matters
- Research for Brownfield property
- Respond to FOIA request
- Meet with tax payer regarding delinquent personal property taxes
- Research accounting standards for handling capital leases vs operating leases for purchase of DPW mowers
- Verify SAW grant payment and prepare check request
- Research leases, create amortization schedule, prepare check request, etc. – new DPW mowers
- Run reports and assist on e-cities forms
- Phone conversation with State Treasury, scan reports, gather data, prepare email for DDA & TIFA reimbursement forms
- Process form and do check request for registration for BASIC HR services – HAS
- Process summer tax deferrals in property tax system

- Resolve Accountemps invoice issue
- Research invoicing issue with Spartan Motors
- Prepare check request for semi-annual bond payments
- Transfer money for Maple Grove move out
- Review/revise new form for ADPS pension members and retirees
- Worked on scheduling the budget preparation season
- Reverse, correct and repost numerous tax payments - post-date, interest reversed
- Assist with gathering data for the e-Cities reporting
- Prepare budget cover letter and spreadsheets
- Review and approve accounts payable checks
- Answer 3 days' worth of emails, voice messages and mail
- Contact Gina' Pizza regarding personal property agreement
- Contact ADPS Pension Board regarding forms
- Meeting with ADPS officer regarding retirement pension information
- Process journal entries to correct previous Accounts Payable postings
- Review and approve Accounts Payable check run
- Help receipt in payments in absence of staff members out on vacation
- Complete expense report
- Look up budget information for ABA regarding EDC building
- Complete credit application for ADPS vendor
- Research and provide information to the County regarding issued check and delinquent taxes
- Assist new employee with Outlook calendar
- Research delinquent Income Tax account
- Contact software company for IT support on Income Tax software
- Review and approve accounts payable checks
- Work on ADPS pension forms and policies
- Meet with officers regarding potential pension benefits
- Research delinquent water bill collection procedures
- Process property tax summer deferment applications
- Meet with City Manager, ADPS Chief, and DPW Director to discuss budget items, restricting possibilities, etc.
- Contact State regarding summer deferment issues
- Gather info for EDC Director for EDC joint meeting
- Run financial reports from ABA
- Meet with Shirley Zeller regarding Ismon House progress and grant payment request
- Work on budget spreadsheets
- Research information for Double Vision billing
- Deliver check and mail mix up package to college
- Assist with income tax duties in absence of income tax accountant
- Process summer property tax deferment applications, mail denial notices
- Review Recreation budget and grants with Recreation Director
- Review payroll procedures as they pertain to HR duties
- Work on property tax disburse, check requests to County
- Journal Entries to record property tax collections & disbursements
- Meet with City Manager to review Double Vision adjustments
- Meet with Rec Director over budget items
- Prepare adjusting journal entry for Recreation
- Work on property tax disbursement for TIFA captured values
- Meet with City Manager regarding personnel matters
- Handle some income tax duties in the absence of the Income Tax Accountant

- Work on PILOT billing for Oak Meadows
- Work on budget worksheets and scheduling
- Meeting to review ADPS pension fee charges, services, etc.
- Work on Double Vision adjustment for County
- Budget meeting with staff regarding worksheets, data input, scheduling, etc.
- Return calls and emails to various taxpayers regarding property tax matters
- Letter to State Treasury to resolve DDA audit filing noncompliance
- Review and approve accounts payable checks
- Prepare Finance Department report for Council

In addition to the projects and tasks described above, the Finance Director also attended a treasurer's conference in Grand Rapids. Below is the agenda for that conference:

Monday, August 15, 2016

- 7:00 am- Registration
- 6:00 pm
- 7:00 am- Exhibit Hall
- 5:00 pm
- 7:00 am- Continental Breakfast
- 8:30 am
- 8:00 am- Opening Session
- 8:30 am
- 8:30 am- Keynote Address by Frank W. Abagnale
- 9:30 am
- 10:00 am- General Session: The Art of the Steal - Frank W. Abagnale
- 11:30 am
- 12:10 pm- Awards Luncheon
- 1:30 pm
- 1:30 pm- *Optional:* CPFIM Testing
- 3:30 pm
- 1:30 pm- Breakout Sessions
- 2:30 pm
- Cash Management Track: Fraud and Internal Controls - Pam Hill and Michelle McHale, Plante Moran
- Investment Management Track: Overview of Representative Housing, Agricultural and Rural Power US Agencies and the World Bank
- Technology Track: Developments in Banking Technologies - Sean Daniels, Flagstar Bank
- 3:00 pm- Breakout Sessions
- 4:00 pm
- Cash Management Track: Treasurer to Treasurer Panel - Participants TBA
- Investment Track: Public Funds Investment Strategies - Mike Fink, Raymond James
- Technology Track: Why PCI Compliance is Important to State and Local Governments and How it Enables Business - Jake Ahlgrim, Trustwave
- 4:05 pm- Breakout Sessions
- 5:05 pm
- Cash Management Track: Fraud and Internal Controls - Pam Hill and Michelle McHale, Plante Moran

Investment Track: Selecting and Engaging Financial Providers: Investment Advisers, Brokers & Custodians - Sofia Anastopoulos, Public Funds Consulting
Technology Track: Internet Resources for Economic and Investment Information - Scott McIntyre, First Southwest Asset Management

Tuesday, August 16, 2016

7:00 am- Exhibit Hall
11:00 am
7:45 am- Sponsor Recognition Breakfast and APT US&C Business Meeting
9:00 am
9:05 am- General Session: Technology and the Treasurer: Saving Time and Sanity - Tim Peacock and Craig McPhee, Multi-Bank Securities
10:05 am
10:30 am- General Session: Economic Update - Martin Levelle, Federal Reserve
11:30 am

11:35 am- Breakout Sessions
12:35 pm
Investment Track: 5 Subjects for Implementing an Effective Investment Program - Ken Herdeman, Ehlers
Cash Management Track: Technology Advances in the Cash Management Industry - James Lock, JP Morgan
Technology Track: Cyber Threats and Trends - Danny Cook, Federal Bureau of Investigation
12:40 pm- Past President's Luncheon
1:55 pm
2:00 pm- Breakout Sessions
3:00 pm
Cash Management Track: Cash Management Trends and Payment Evolution - James Lock, JP Morgan
Investment Track: Navigating the Sea of Change: The Market Impact of BREXIT, Money Market Reform and LGIPs - Michael M. Barry, The PFM Group
Technology Track: Optimizing Bank Services - Mark Rochford, Umbaugh
3:05 pm- General Session: Impact of Elections on the Markets - Garret Sloan, Wells Fargo
4:05 pm
4:10 pm- General Session: Economic Development in Grand Rapids - Birgit Klohs, The Right Place
5:10 pm
7:00 pm- Closing Dinner and Installation Ceremony
9:00 pm

PUBLIC SERVICES DEPARTMENT – Director Jim Lenardson

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

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

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

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

ASSESSING DEPARTMENT

- Tom – Week 8 - State Tax Commission's MCAO Six month Training program.
- Tom/Julie – Responded to departmental emails, phone calls and walk-ins.
- Tom – Worked with Title Company to fix legal description for residential property. (Marshall)
- Tom- Copied/scanned/attached all returned property tax bills due to change of address. Filed 2 PRE Denials (Marshall).
- Tom – Drafted/Mailed residential appraisal notification letters for upcoming residential studies. (Albion/Marshall)
- Tom – Inputted, scanned and attached all PTA's, PRE's, and Deeds. (Weekly Albion and Marshall)
- Tom – Residential property assessments (field work). 311 (55%) of the 567 (20%) residential properties (Marshall) completed to date. 248 (47%) of the 525 (20%) residential properties (Albion) completed to date.
- Julie/Tom – Worked on City of Albion City Council Presentation (12 Hours)
- Marshall - (59%) commercial and (61%) industrial
- Albion - (64%) commercial and (20%) industrial
- Work with Dave Davis to correct property/sketches: Brewer Farms/Woods common areas

PUBLIC SAFETY

Sgt. Kurt Swope took a deferred retirement from the department effective 8/14/16

PSO Todd Jeschke took a deferred retirement from the department effective 8/27/2016

Dan Riley has accepted a conditional offer of employment from the department and began the Lansing Community College Police Academy on 8/24/16. Dan is from the Concord area and is already a firefighter. He currently is the Chief of the Pulaski Township Fire Department.

We collected a large quantity of school supplies in conjunction with the NAACP backpack program and help distribute them to local youth at Harrington Elementary on 8/30/16

Chief Kipp gave a presentation to the International Students at Albion College on expectation when dealing with law enforcement in the United States and answered their questions about the law and law enforcement on 8/30/16.



It's that kind of experience.

August 24th, 2016

Sheryl Mitchell
City of Albion
112 W. Cass St.
Albion, MI 49224-1731

Dear City of Albion,

As part of our ongoing efforts to keep you informed of changes that impact WOW! customers, I want to share an upcoming change in our policies.

WOW! has always been committed to protecting the environment, but now we're asking our customers to help support this effort by signing up for paperless billing.

Effective November 1, 2016, we will impose a Paper Statement Fee of \$1.00 per month for Internet customers who wish to continue receiving a paper statement. To avoid the Paper Statement Fee, customers have the option to sign up for WOW! paperless billing. To enroll in paperless billing, customers can simply visit the Billing Center section of WOW! Account Manager ([wowway.net/my account](http://wowway.net/myaccount)).

Customers impacted by these changes will receive a notice, as well as instructions regarding how to enroll in paperless billing, in their September and October billing statement. Notices will also be placed on our website at wowway.com.

Thank you for your continued support and cooperation. If you have any questions, please contact me at 517-319-3150 or by email at Dominick.Silvio@wowinc.com.

Sincerely,

Dominick Silvio
JumpMaster, Dog Lover, Family Man
System Manager of WOW! Mid-Michigan
WOW! Internet, Cable and Phone

TRANSPORTATION MEETING
Wednesday, August 3, 2016
Albion Health Care Alliance
Meeting Minutes

Attendees:

Willie Tabb, Roslyn Jones, Dorothy Feltner, Sharon Whittemore, Irene Bates, Emory Bates, Josh de Aubin, Danielle Nelson, Art Kale, Mike Bearman, Sheryl Mitchell, Carl Gibson, Joanne Konkle, Andy French

1. Albion and City Cab Companies provided transportation services for Albion and surrounding areas for many years. There services provided door to door service. Both companies stopped providing this service many years ago. Door to door services continue to be a vital transportation need.
2. Currently, transportation services is being provided for Albion and the surrounding areas. But limited door to door services are available for example for trips to the grocery store; trips friends and family etc.

WHERE ARE WE RIGHT NOW?

Community Action Agency (CAA), Nonprofit organization

1. Provides transportation throughout Calhoun County area.
2. Provides 2 routes to Albion everyday.
3. Not a guaranteed service, request 24 hour notice, fills up fast.
4. Organizations can call and set up rides for individual(s) as long as there is permission and documentation completed due to privacy act.
5. Clientele can make reservation for anything; bank, visit, medical etc.
6. Requirements:
 - a. 60 years and older for Senior Millage funding.
 - b. Under 60 meet medical disabilities approved by doctor for MDOT funding.
7. Not a door to door service because of the liability, drivers are not certified
8. 8am to 4:30 pm (Battle Creek Home Base).
9. Last run must be by 4:00 pm from Albion.
10. Not a set fee; donations goes back into program, approx. \$25/day from Albion, \$9,000/yr county wide.
11. Marketing: need to concentrate on across the board.
 - a. Albion - Flyers at Forks Senior Center, Farmers Market, Festival of the Forks, Peabody Place Apartments, Maple Grove Apartments, Foster Grandparent Program.
 - b. Homer - Township Hall
 - c. Lee Township - little to no riders. Don't use transportation services because of

pride. Viewed as welfare.

Maxie Transportation (For Profit)

1. Operates during days and evenings - 30 mile radius.
2. \$5/ride anywhere in Albion and slightly outside of town.
3. Give discount to individual(s) that use the service continually.
4. Vehicle not handicap accessible.

Concern:

- a. Competing with government supplied services with private businesses.
- b. Can use the Albion/Marshall Connector for free or little cost.

Alamo Taxi Service

1. Discontinue providing transportation service in Albion.
2. Subcontracting with *Medicaid and Medicare providing medical transportation.*
3. *Concentrating in large metro area such Detroit, Grand Rapids.*

Albion/Marshall Connector (AMC)

1. Provides transportation for Albion. Albion to Marshall and back only.
2. Started for disable and seniors.
3. Now includes students and workers going to Marshall.
4. Some using for dialysis care.
5. Can travel to most places in Albion. Try to stay close to 3 routes.
6. Work with clients to fit into the schedule. Needed to know in advance.
7. Operations - Monday - Friday
 - Leaves Marshall at 7:30 am
 - Last call is 4:30 pm at any given location. Plan to extend to 7:00 pm on October and Saturday.
8. Started out at 30 people a month, now about 600 riders per month. 90% ridership originating from Albion. That is why the city of Albion stepped up financially.
9. How long is the AMC going to survive?
 - a. Until September 2017, unless funding comes around.
 - b. If funding doesn't happen will complete July 2017.
10. Plan is to extend the program hours throughout the summer.
11. Can make special trips on off hours for events. Require approximately 2-3 weeks ahead of the event.
12. Will add Maxie Transportation to referral list when connector can't provide transportation services. This only applies for certain trips. AMC cannot push everyone their way because their vehicles are limited in terms of helping handicap citizens.

Marshall Dial-a-Ride

1. Only serves Marshall area
2. Respond on demand
3. Curb to curb service
4. Monday - Friday, 7 am to 6 pm
5. Saturday - 9 am to 1 pm

General Comments

1. Need to work together that improves marketing that best serves all parties.
2. Who are people worth developing resources with? School secretary, pastors etc.
3. Possibly charging senior a nominal. Everything can't be free for seniors. How do you figure out how much to charge?
4. What is our capacity with the current system?
 - a. To meet the needs of future work location in and outside of Albion
 - b. Workforce development
 - c. Michigan Works
5. Are there opportunities/impediments to obtain Medicare support?

Next Step/Action Items

1. Assist with marketing - VISTA
2. Bring Michigan Works to next meeting - Mike Bearman and Willie Tabb
3. Combine spreadsheets of what money is coming in from where to see why riders are not paying when they can - Connector and CAA
4. Explore Maxie Transportation subcontract with Medicare/Medicaid

Next Meeting

August 31, 2016, 8:00 am - Albion Health Alliance Conference Room