COUNCIL REGULAR MEETING AGENDA

*****REVISED*****
Monday, November 16, 2026
7:00 PM

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

Zoom Link: https://us02web.zoom.us/j/85935646872

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. APPROVAL OF AGENDA
(Includes any proposed additions, deletions, or changes to the agenda)

VI. PRESENTATIONS AND RECOGNITIONS

A. AEDC Year in Review-Debbie Kelly, President & CEO Albion Economic Development Corporation
2026 Year in Review Presentation (1).pdf

VII. PUBLIC HEARING

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

IX. CONSENT CALENDAR (VV) ITEMS
(Items on Consent Calendar are voted on as one unit)

A.
- Approve November 2, 2026 Regular Session Minutes
- Approve Boards & Commissions Reappointments:
  - Jay Loomis, Zoning Board of Appeals (ZBA), Reappointment, Term to Expire 12-31-2028
  - Joe Verbeke, Zoning Board of Appeals (ZBA), Reappointment, Term to Expire 12-31-2029

- Joe Verbeke, Planning Commission, Reappointment, Term to Expire 12-31-2028
- Betty Chlystek, Downtown Development Authority (DDA), Reappointment, Term to Expire 12-31-2030
- Vivian Davis, Board of Review, Initial Appointment, Board of Review, Term to Expire 12-31-2027

11-2-26 Council Minutes.pdf
loomis ZBA_Redacted.pdf
Verbeke ZBA_Redacted.pdf
Verbeke Planning Commission_Redacted.pdf
Chlystek DDA_Redacted.pdf
Davis Board of Review_Redacted.pdf

X. ITEMS FOR INDIVIDUAL DISCUSSION

A. Approve 2nd Reading & Adoption Ordinance # 2026-07, An Ordinance To Amend Chapter 100 Zoning, By Amending The Zoning Map Referred To In Section 4.2 To Rezone 958 Haven Rd. And 910 Haven Rd. From Campus Development District (CDD) To Mixed Use District (MU)
2026 City Manager Memo - 910 and 958 Haven Reclassification 2nd reading.docx
Ordinance 2026-07.docx

B. Review and Approval of Robert Holt Memorial and Phase 2 at Collaboration Corner
DDA email 10-14-2026.pdf
Collaboration Corner Phase 2 Information to CCLBA final.pdf
CCLBA e,ao; 11-12-26.pdf
Collaboration Corner Phase 2 - CCLBA Review Letter 11.13.26.pdf

C. Approve Resolution # 2026-49, Appointment of Vivian Davis as City of Albion Representative to the Transportation Authority of Calhoun County
2026 City Manager Memo - TACC appointment Vivian Davis.pdf
Resolution 2026-49.docx

D. Approve Letter of Understanding between the City of Albion and Albion Command Officers Association, Police Officer Association of Michigan, Albion Department of Public Works (TPOAM), Albion Clerical Alliance
2026 City Manager Memo - BCBS 2027 LOU.pdf
2027 Medical Insurance LOU rev 11.12.26.docx
2027 BCN 2500-5000 Benefits at a Glance.pdf
2027 BCBS 3500-7000 Benefits at a Glance.pdf
BCBS Jeneene Evans email 11-4-2026.png

E. Discuss and Approve Budget Study Session Dates
2026 City Manager Memo - 2027 Budget Dates.pdf

F. Discussion - Request from Council Member Williams to discuss consideration of a discount for Veterans on the fee schedule relative to Vendors (Food Trucks)

G. Approve December 7th, 2026 at 6:00 p.m. for a Joint Meeting with the Planning Commission and Albion City Council for an Update for the Comprehensive Plan with McKenna

H. Approve Cleaning of Digestor Tank at WWTP
WWTP DIGESTER REQUEST.pdf

I. Approve Closing City Hall at Noon on Thursday, Dec 10 for the Employee Holiday party

XI. FUTURE AGENDA ITEMS

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

XIII. CLOSED SESSION- The City Attorney requests a Closed 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, staff member of individual agent, If the named person requests a closed hearing.

XIV. ADDITIONAL ACTION ITEMS

A. Approve City of Albion City Attorney Retainer Agreement
Albion - City Attorney Contract 2027.docx

XV. CITY MANAGER REPORT

A. City Manager/Department Head Reports
CM Report.pdf
Dept Reports.pdf

XVI. FINANCIALS

XVII. MAYOR AND COUNCIL MEMBER COMMENTS

XVIII. MOTION TO EXCUSE ABSENT COUNCIL MEMBER(S)

XIX. ROLL CALL

XX. ADJOURN

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	AEDC Year in Review-Debbie Kelly, President & CEO Albion Economic Development Corporation
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026

ATTACHMENTS:

2026 Year in Review Presentation (1).pdf



Building Momentum In Albion 2026 Year in Review

Prepared for City of Albion – City Council Meeting November 16, 2026

ALBION ECONOMIC DEVELOPMENT CORPORATION

Albion Economic Development Corporation

The AEDC mission is simple:

To support business growth, create quality jobs, and strengthen Albion's economy through strategic partnerships, investment and community focused development.

Strengthening the foundation of the AEDC/BRA/TIFA

1. Financial Stabilization

- Addressed significant budget and financial challenges.
- Made difficult decisions to protect the organization's continued operation.
- Began working toward a more sustainable financial structure.

2. Operations & Accountability

- Evaluated organizational processes, priorities, and administrative practices for the AEDC, the City's BRA, and the TIFA.
- Worked to strengthen financial oversight and reporting.
- Began establishing clearer approaches to allocating resources and supporting the AEDC's related economic development programs.
- Secured professional office space for collaboration with two community partner organizations.

3. Renewed Partnerships & Relationships

- Reconnected with businesses, community organizations, and economic development partners.
- Increased engagement in Region 8 economic development conversations.
- Focused on rebuilding trust, improving communication, and identifying opportunities to collaborate.
- Representation on Calhoun County's EDC and BRA Board of Directors.
- Key partnerships and daily working relationships with City and Chamber Staff.

4. Positioning the AEDC for the Future

- Refocused efforts on business support, revamped RLF Program, redevelopment and grant opportunities, and site readiness.
- Worked to clarify the AEDC's role as a resource and partner for Albion.
- Began laying the groundwork for long-term organizational sustainability and impact.

Big Albion Plan Phase I Redevelopment Project – City BRA Project

ALBION ECONOMIC DEVELOPMENT CORPORATION

Rehabilitation of nine mixed-use buildings

6 Commercial/Retail Store Fronts

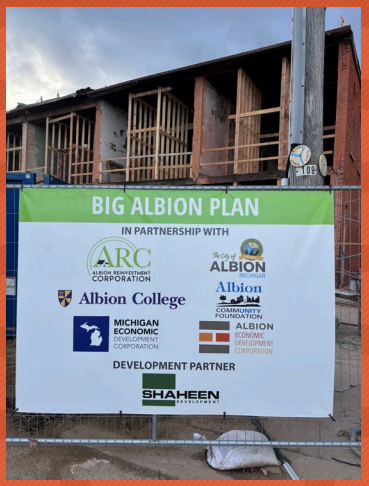
21 Residential Apartments

8 new full-time jobs

40 temporary construction related jobs

Total Investment $11.3 Million









ACE Investments – Rental Rehab Project – City BRA Project

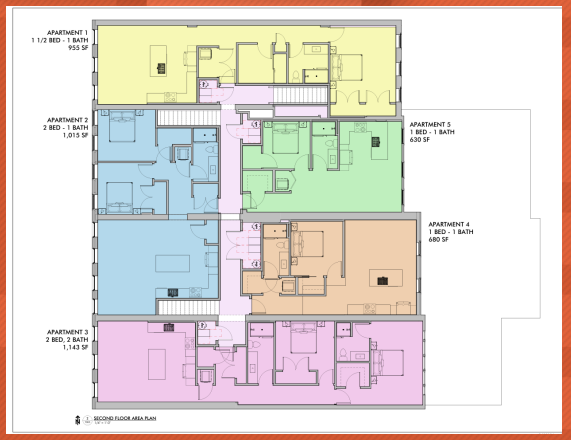
ALBION ECONOMIC DEVELOPMENT CORPORATION

10 new apartments on 2nd floor at
215 & 217 S. Superior and
300-304 S. Superior & 105 W. Porter

Resulted in a soon-to-be awarded
$1 Million Rental Rehab Grant from MSHDA

Total Investment $2.3 Million









City Brownfield Redevelopment Authority Projects

ALBION ECONOMIC DEVELOPMENT CORPORATION

100 S. Superior Street

- Saved from demolition
- City BRA invested $31,220
- Structural Assessment recently began
- RFP to find perfect developer after building stabilized

Albion District Library

- Achieved Functually Obsolete status to open up brownfield funding opportunities.
- Awarded a $100,000 grant from Michigan's State Historic Preservation Office





Supporting the Businesses that already call Albion home...

ALBION ECONOMIC DEVELOPMENT CORPORATION

Colson Group New Facility

100,000 Square foot building
Invested $15 Million
To date: created 70 new jobs and still growing

Team 1 Plastics

Building Expansion 11.500 Square foot building & purchased new machinery and equipment
Invested $2.6 Million
4 new jobs/89 retained
Ribbon Cutting will be announced soon

Challenger Communications

New Company Partnership
Possible $500,000 + investment
4-5 new jobs
Grant Funding potential with MEDC











Housing Rehabilitation Overview & Grant Statistics

AEDC Administered three MSHDA Housing Grants

Total Awarded: $1,810,000

Grants used for energy efficiency, safety/code compliance

96 homes served

Other Grants into our community:

MEDC Site Readiness Grant: $995,000

Match on Main Grant to Bohm Theatre for $25,000

RAP Grant for Big Albion Plan: $5,000,000

Region 8 Small Business Support Hub 2.0 Grant: Amount TBD

Grand Total of Grant Awards: $7,830,000

Tax Increment Finance Authority West Industrial Park



ALBION
ECONOMIC
DEVELOPMENT
CORPORATION

Colson Group New facility

Team 1 Plastics Building Expansion

Newly paved roads with TIF funds

Development RFP to sell remaining property

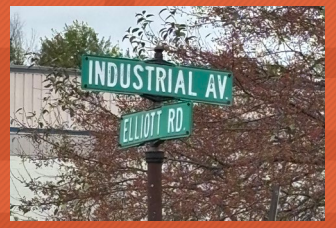
Marketing existing buildings with local owner

Business Retention Visits with Partners

31 manufacturing companies visited in 2026

Amending TIF Plan for accurate boundary and tax capture













East Industrial Park

ALBION ECONOMIC DEVELOPMENT CORPORATION

367 Acres for Industrial use

Bronze Designation by MEDC
Received a $995,000 Grant

425 Work Group Advisory Committee

Due Diligence completed

Water & Sewer Evaluation

Rail and Traffic Studies

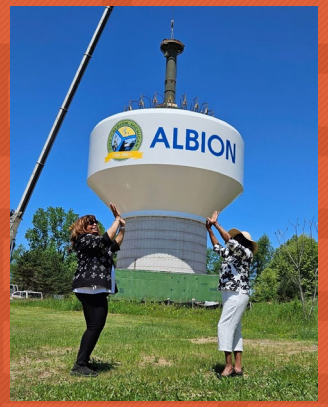
Water Tower online in early to mid December













Putting Albion on the map!

Michigan Economic Development Corporation
Requests for Information for Site Selectors or Developers looking for their client's new or next location:

15 RFI's Received; and

3 Responses Submitted where Albion land or a building site was viable.

Working with Site Selectors and Developers through the MEDC for future development in Albion.

Partnerships make progress possible

















Albion's Impact

ALBION ECONOMIC DEVELOPMENT CORPORATION

Total Investment Committed: $31.7 Million

Total New Jobs Committed: 12

Jobs Retained: 89

City BRA Funding Support: $131,820

TIFA Funding Support: $158,277

Grants Total: $7.83 Million

Albion Job Fair: 15 companies represented with over 30 job seekers in attendance – one job hire on-the-spot!
Partnered with the Greater Albion Chamber of Commerce and Michigan Works! Southwest

Referrals to Michigan Small Business Development Center: 8
For business coaching/start-ups/entrepreneurial assistance - some will be establishing a retail presence in Albion!

What's next for Albion?

Advancing Industrial Site Readiness

Moving downtown projects forward

Support entrepreneurship, start ups, and small business assistance

Collaborate for Workforce Development

Focus on housing developments with City of Albion

Pursuing Grants and Providing Loans

Strengthen AEDC sustainability





We are rebuilding Albion!

ALBION ECONOMIC DEVELOPMENT CORPORATION

Thank you for an amazing first year as your AEDC Leader!

We are just getting started!

Contact Information:
Debbie Kelly, President & CEO
517-312-6299
dkelly@albionedc.org

www.albionedc.org

MINUTES
CITY COUNCIL REGULAR SESSION

Monday, November 2, 2026 @ 7:00 PM

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

Zoom Link: https://us02web.zoom.us/j/85935646872

I CALL TO ORDER

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

II MOMENT OF SILENCE TO BE OBSERVED

A Moment of Silence was observed

III PLEDGE OF ALLEGIANCE

Mayor Snyder led the Pledge of Allegiance

IV ROLL CALL

Present: Victoria Snyder, Donivan Williams, Lenn Reid, Vivian Davis, Andrew French, James Stuart, C.J. Frost
Administration: Sheryl Theriot, City Manager; Cullen Harkness, City Attorney; Jason Kern, Director of Public Services, Aaron Phipps, Chief of Public Safety and David Clark, Finance Director

V APPROVAL OF AGENDA
(Includes any proposed additions, deletions, or changes to the agenda)

French motioned, Davis seconded to Approve agenda as presented
All members voted yes. MOTION PASSED

VI PRESENTATIONS AND RECOGNITIONS

No presentations or recognitions

VII PUBLIC HEARING

No public hearing

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

No public comments were received

IX CONSENT CALENDAR (VV) ITEMS
(Items on Consent Calendar are voted on as one unit)

A.
- Approve October 19, 2026 Council Minutes

French motioned, Davis seconded to Approve consent calendar as presented.
All members voted yes. MOTION PASSED

X ITEMS FOR INDIVIDUAL DISCUSSION

A. Discussion/ Approve 1st Reading Ordinance # 2026-07, An Ordinance To Amend Chapter 100 Zoning, By Amending The Zoning Map Referred To In Section 4.2 To Rezone 958 Haven Rd. And 910 Haven Rd. From Campus Development District (CDD) To Mixed Use District (MU)

French motioned, Stuart seconded to Approve 1st Reading Ordinance # 2026-07, An Ordinance To Amend Chapter 100 Zoning, By Amending The Zoning Map Referred To In Section 4.2 To Rezone 958 Haven Rd. And 910 Haven Rd. From Campus Development District (CDD) To Mixed Use District (MU).
All members voted yes. MOTION PASSED

B. Approve Boards & Commissions Appointments & Reappointments:

- George Strander, Reappointment, Planning Commission, Term to Expire 12-31-2029
- Rebecca Jones, Initial Appointment, Albion Economic Development Corporation (EDC), Term to Expire 6-30-2027

French motioned, Stuart seconded to Approve Boards & Commissions Appointments & Reappointments:
- George Strander, Reappointment, Planning Commission, Term to Expire 12-31-2029
- Rebecca Jones, Initial Appointment, Albion Economic Development Corporation (EDC), Term to Expire 6-30-2027

.
All members voted yes. MOTION PASSED

C. Approve Sanitary Main Blockage on Line 361

Comments were received from Council Members Frost, Stuart and Davis; Mayor Snyder; Finance Director Clark; City Manager Theriot and Director of Public Services Kern

Stuart motioned, Williams seconded to Approve Sanitary Main Blockage on Line 361.
All members voted yes. MOTION PASSED

D. Approve Water Treatment Roof Quote

Comments were received from Council Member Stuart; Mayor Snyder; Finance Director Clark and Director of Public Services Kern

French motioned, Davis seconded to Approve Water Treatment Roof Quote.
All members voted yes. MOTION PASSED

XI FUTURE AGENDA ITEMS

The following was requested as Future Agenda Items:

FY 2027 Budget (Council Member French)

XII PUBLIC COMMENTS

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

No public comments were received

XIII CLOSED SESSION

No Closed Session

XIV ADDITIONAL ACTION ITEMS

No additional action items

XV CITY MANAGER REPORT

A. City Manager Report

City Manager Theriot provided the attached City Manager report:

11-2-26 City Manager Report

Comments were received from Council Members Frost and French

XVI FINANCIALS

This is an informational item

XVII MAYOR AND COUNCIL MEMBER COMMENTS

XVIII MOTION TO EXCUSE ABSENT COUNCIL MEMBER(S)

No action was necessary as all members were present

XIX ROLL CALL

Present: Victoria Snyder, Donivan Williams, Lenn Reid, Vivian Davis, Andrew French, James Stuart, C.J. Frost
Administration: Sheryl Theriot, City Manager; Cullen Harkness, City Attorney; Jason Kern, Director of Public Services, Aaron Phipps, Chief of Public Safety and David Clark, Finance Director

XX ADJOURN

French motioned, Davis seconded to Adjourn regular session

Mayor Snyder adjourned the regular session at 7:26 p.m.

All members voted yes. MOTION PASSED

Clerk's Office

Application Form

Profile

Jonathan
First Name

K
Middle Initial

Loomis
Last Name

408 W. Ash St
Home Address

Suite or Apt

Albion
City

MI
State

49224
Postal Code

jadomingo@cityofalbionmi.gov
Email Address

Home: (517) 499-2970
Primary Phone

Home:
Alternate Phone

Question applies to multiple boards
Are you a U.S. Citizen?

◉ Yes ○ No

Question applies to multiple boards
City of Albion Resident

◉ Yes ○ No

Question applies to multiple boards
Length of Residency

29

Question applies to multiple boards
If you do not reside in the City Limits, do you own real estate within the City Limits?

◉ Yes ○ No

Question applies to multiple boards
If you live, work or own a business in the City of Albion, have you filed your most recent year's City Income Tax Return and have you paid all balances due?

◉ Yes ○ No

What precinct do you live in?

☑ Precinct 3

Which Boards would you like to apply for?

Zoning Board of Appeals: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I was asked to apply

Upload a Resume

Question applies to multiple boards

Educational Background

Associates degree in Applied Science of Forestry

Relevant Experience:

Lived and paid taxes for 29+ years

Community Involvement:

Try to do my shopping in town

Question applies to multiple boards

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

Yes 1 term

Question applies to multiple boards

Business Relationship: Do you, your spouse, or any close family member currently have a business relationship with the City? If yes, please explain

My wife works for the City of Albion-Zoning Department

Question applies to multiple boards

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, other than an occasional traffic ticket

References

Question applies to multiple boards

Reference #1

Jill Domingo Boss of Poll Workers 2nd Floor City Hall

Question applies to multiple boards

Reference #2

Kent Phillips Previous co-worker and boss

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

Question applies to multiple boards

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 into any Board or Commission.

Release Information

Question applies to multiple boards

Printed Name

Jay Loomis

Question applies to multiple boards

Date of Birth

[redacted]

[redacted] to multiple boards

Race

white

Gender

male

Question applies to multiple boards

Street Address/City/State/Zip

408 W. Ash St,' Albion, MI 49224

Question applies to multiple boards

Telephone #

517-499-2970

Question applies to multiple boards

Driver License #

[redacted]

Question applies to multiple boards

State of Issue

mi

Question applies to multiple boards

Date

11-10-2026

Signature

Question applies to multiple boards

Signature

Jonathan K Loomis

Application Form

Profile

Joseph
First Name

K
Middle Initial

Verbeke
Last Name

1217 E Porter St
Home Address

Suite or Apt

Albion
City

MI
State

49224
Postal Code

jrverbeke@aceinvprop.com
Email Address

Home: (517) 515-2125
Primary Phone

Alternate Phone

Question applies to multiple boards
Are you a U.S. Citizen?

◉ Yes ○ No

Question applies to multiple boards
City of Albion Resident

◉ Yes ○ No

Question applies to multiple boards
Length of Residency

8 years

Question applies to multiple boards
If you do not reside in the City Limits, do you own real estate within the City Limits?

◉ Yes ○ No

Question applies to multiple boards
If you live, work or own a business in the City of Albion, have you filed your most recent year's City Income Tax Return and have you paid all balances due?

◉ Yes ○ No

What precinct do you live in?

☑ Precinct 5

Which Boards would you like to apply for?

Zoning Board of Appeals: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Upload a Resume

Question applies to multiple boards

Educational Background

BA Albion College 2001 MME University of Michigan-2009

Relevant Experience:

8 years at Realtor & Broker with main market as Albion

Community Involvement:

Board Member-Swinging at the Shell, Dobbins Family Foundation and Ismon House

Question applies to multiple boards

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

Yes at least on term

Question applies to multiple boards

Business Relationship: Do you, your spouse, or any close family member currently have a business relationship with the City? If yes, please explain

No

Question applies to multiple boards

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

Question applies to multiple boards

Reference #1

Shane Williamson Former Real Estate Client 517-499-6457

Question applies to multiple boards

Reference #2

Michelle Owens-Koeppen Family Administrator 517-494-0198

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

Question applies to multiple boards

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 into any Board or Commission.

Release Information

Question applies to multiple boards

Printed Name

Joseph Verbeke

Question applies to multiple boards

Date of Birth

[redacted]

Question applies to multiple boards

Race

white

Gender

male

Question applies to multiple boards

Street Address/City/State/Zip

1217 E. Porter St. Albion, MI 49224

Question applies to multiple boards

Telephone #

517-515-2125

Question applies to multiple boards

Driver License #

[redacted]

Question applies to multiple boards

State of Issue

MI

Question applies to multiple boards

Date

11-10-2026

Signature

Question applies to multiple boards

Signature

Joseph Verbeke

Application Form

Profile

Joseph
First Name

Middle Initial

Verbeke
Last Name

1217 E Porter ST
Home Address

Suite or Apt

Albion
City

MI
State

49224
Postal Code

jverbeke@aceinvprop.com
Email Address

Home: (517) 515-2125
Primary Phone

Alternate Phone

Question applies to multiple boards
Are you a U.S. Citizen?

- (•) Yes
- ( ) No

Question applies to multiple boards
City of Albion Resident

- (•) Yes
- ( ) No

Question applies to multiple boards
Length of Residency

8 years

Question applies to multiple boards
If you do not reside in the City Limits, do you own real estate within the City Limits?

- (•) Yes
- ( ) No

Question applies to multiple boards
If you live, work or own a business in the City of Albion, have you filed your most recent year's City Income Tax Return and have you paid all balances due?

- (•) Yes
- ( ) No

What precinct do you live in?

- [x] Precinct 5

Which Boards would you like to apply for?

Planning Commission: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Upload a Resume

Question applies to multiple boards

Educational Background

BA - Albion College - 2001 MME - University of Michigan - 2009

Relevant Experience:

8 years at Realtor & Broker with main market as Albion

Community Involvement:

Board Member - Swinging at the Shell, Dobbins Family Foundation, Ismon House

Question applies to multiple boards

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

Yes, for at least one term. Unsure when I started.

Question applies to multiple boards

Business Relationship: Do you, your spouse, or any close family member currently have a business relationship with the City? If yes, please explain

No

Question applies to multiple boards

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

Question applies to multiple boards

Reference #1

Shane Williamson, former real estate client, 517-499-6457

Question applies to multiple boards

Reference #2

Michelle Owens-Koeppen, family administrator 517-494-0198

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

Question applies to multiple boards

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 into any Board or Commission.

Release Information

Question applies to multiple boards

Printed Name

Joseph Verbeke

Question applies to multiple boards

Date of Birth

[redacted]

Question applies to multiple boards

Race

White

Gender

Male

Question applies to multiple boards

Street Address/City/State/Zip

1217 E Porter St., Albion, MI 49224

Question applies to multiple boards

Telephone #

517-515-2125

Question applies to multiple boards

Driver License #

[redacted]

Question applies to multiple boards

State of Issue

MI

Question applies to multiple boards

Date

11/9/2026

Signature

Question applies to multiple boards

Signature

Joseph Verbeke

Application Form

Profile

Elizabeth ("Betty") — First Name
— Middle Initial
Chlystek — Last Name

112 West Erie St. — Home Address
— Suite or Apt

Albion — City
MI — State
49224 — Postal Code

echlystek@icloud.com — Email Address

Mobile: (512) 552-4240 — Primary Phone
Mobile: (512) 552-4240 — Alternate Phone

Question applies to multiple boards
Are you a U.S. Citizen?

(•) Yes ( ) No

Question applies to multiple boards
City of Albion Resident

(•) Yes ( ) No

Question applies to multiple boards
Length of Residency

since July 2020

Question applies to multiple boards
If you do not reside in the City Limits, do you own real estate within the City Limits?

(•) Yes ( ) No

Question applies to multiple boards
If you live, work or own a business in the City of Albion, have you filed your most recent year's City Income Tax Return and have you paid all balances due?

(•) Yes ( ) No

What precinct do you live in?

[x] Precinct 2

Which Boards would you like to apply for?

Downtown Development Authority: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I grew up in the Homer/Albion area many years ago and remember what a vibrant small city Albion was back then. The City has had its share of bad luck in the decades since then but is now actively re-inventing itself and has great potential to become even better than it was before. This fact is the biggest reason I moved back after living and working all over the U.S. for 44 years. I am currently renovating the old eye doctor's office (Flat Top Studios) to be my workshop and a training/resource center for professional costume fabricators. I am very interested in how downtown Albion grows and would like to help in guiding that growth.

Betty_Chlystek_resume_091724.docx

Upload a Resume

Question applies to multiple boards

Educational Background

Graduate of Homer High School 1972 Graduate of Albion College 1976 with a BA in Theatre

Relevant Experience:

I have been a costume fabricator /project manager for 45 years working in highly collaborative professional and University (educational) environments. To excel in my field excellent communication and organizational skills are essential as well as the ability to work effectively with many different kinds of people and skill levels. I believe these qualities, honed during my long career in professional costuming, can be an asset to the Downtown Development Board.

Community Involvement:

I have volunteered with Citizens to Beautify Albion since 2020 and also work with Mary Slater and the Arts Commission to support and promote the Arts in Albion. I own and am in the process of renovating the old eye doctors' office at 114 West Erie St. (Flat Top Studios) to house my own workshop and to serve as a training / resource center for individuals wishing to pursue a career in professional costume fabrication.

Question applies to multiple boards

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

Yes. One term.

Question applies to multiple boards

Business Relationship: Do you, your spouse, or any close family member currently have a business relationship with the City? If yes, please explain

No

Question applies to multiple boards

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

Question applies to multiple boards

Reference #1

Juanita Solis-Kidder, friend and fellow CBA'er (Citizens to Beautify Albion) 517-630-1681

Question applies to multiple boards

Reference #2

Staci Stuart, friend 704-287-9899

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

Question applies to multiple boards

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 into any Board or Commission.

Release Information

Question applies to multiple boards

Printed Name

Elizabeth Chlystek

Question applies to multiple boards

Date of Birth

[redacted]

Question applies to multiple boards

Race

Caucasian

Gender

Female

Question applies to multiple boards

Street Address/City/State/Zip

112 West Erie St., Albion, MI 49224

Question applies to multiple boards

Telephone #

512-552-4240

Question applies to multiple boards

Driver License #

[redacted]

Question applies to multiple boards

State of Issue

Michigan

Question applies to multiple boards

Date

Sept. 17, 2024

Signature

Question applies to multiple boards

Signature

Elizabeth M. Chlystek

Application Form

Profile

Vivian
First Name

Middle Initial

Davis
Last Name

901 Huntington Blvd
Home Address

Suite or Apt

Albion
City

MI
State

49224
Postal Code

vdavis@cityofalbionmi.gov
Email Address

Home: (517) 250-3714
Primary Phone

Home:
Alternate Phone

Question applies to multiple boards
Are you a U.S. Citizen?

◉ Yes ○ No

Question applies to multiple boards
City of Albion Resident

◉ Yes ○ No

Question applies to multiple boards
Length of Residency

51 years

Question applies to multiple boards
If you do not reside in the City Limits, do you own real estate within the City Limits?

○ Yes ◉ No

Question applies to multiple boards
If you live, work or own a business in the City of Albion, have you filed your most recent year's City Income Tax Return and have you paid all balances due?

◉ Yes ○ No

What precinct do you live in?

☑ Precinct 5

Which Boards would you like to apply for?

Board of Review: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

My husband and I have lived in the Albion community since 1975, actively participated in community activities, raised our sons here, and worked for Albion Public Schools throughout my career.

Upload a Resume

Question applies to multiple boards

Educational Background

BA-Sociology and Community Socialization -Fort Valley State University MASSA-Sociology and Management-Case Western Reserve University MA-Counselor Education/Counseling Psychology-Western Michigan University

Relevant Experience:

I have worked in public education throughout my professional career. My relevant experiences, passion and commitment will bring depth and breadth to planning and developing strategies for a healthier community

Community Involvement:

I am actively involved in the following organizations: Albion City Council, Albion Health Care Alliance, Transportation Authority of Calhoun County, Alpha Kappa Alpha Sorority, PSI Kappa Omega, Chairperson of the Environmental Sustainability Committee Rotary Club of Albion and Albion Community Foundation Board

Question applies to multiple boards

Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?

I previously served as an alternate

Question applies to multiple boards

Business Relationship: Do you, your spouse, or any close family member currently have a business relationship with the City? If yes, please explain

No

Question applies to multiple boards

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

Question applies to multiple boards

Reference #1

Harry Bonner' Friend 517-914-5921

Question applies to multiple boards

Reference #2

Milton Barnes Friend 214-938-4356

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

Question applies to multiple boards

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 into any Board or Commission.

Release Information

Question applies to multiple boards

Printed Name

Vivian Davis

Question applies to multiple boards

Date of Birth

[redacted]

[redacted] to multiple boards

Race

African American

Gender

Female

Question applies to multiple boards

Street Address/City/State/Zip

901 Huntington Blvd

Question applies to multiple boards

Telephone #

517-250-3714

Question applies to multiple boards

Driver License #

[redacted]

[redacted] to multiple boards

State of Issue

Michigan

Question applies to multiple boards

Date

11-12-2026

Signature

Question applies to multiple boards

Signature

Vivian Davis

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Approve 2nd Reading & Adoption Ordinance # 2026-07, An Ordinance To Amend Chapter 100 Zoning, By Amending The Zoning Map Referred To In Section 4.2 To Rezone 958 Haven Rd. And 910 Haven Rd. From Campus Development District (CDD) To Mixed Use District (MU)
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Manager's Department

ATTACHMENTS:

2026 City Manager Memo - 910 and 958 Haven Reclassification 2nd reading.docx
Ordinance 2026-07.docx

CITY OF ALBION
Office of The City Manager
Dr. Sheryl L. Theriot

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

MEMO

TO: Mayor Snyder and Albion City Council Members
FR: Dr. Sheryl Theriot, City Manager
RE: Rezoning Reclassification of 958 Haven Road and 910 Haven Road
DA: November 16, 2026

Albion College has requested Zoning reclassification from Campus Development (CD) District to Mixed Use (MU). Following public hearings, this was approved by the Planning Commission with conditions. This action requires an amendment to the Zoning Ordinance by City Council. The intended use of the property is for senior housing development.

- Planning Commission approved with the following permitted uses:
    - Bakeries, Confectioneries and Ice Cream Shops
    - Banquet Halls/Wedding Venues
    - Caterers/Food Service Contractors
    - Coffee Shops
    - Convention Centers/Conference Centers
    - Delicatessens
    - Inns (Lodging Units with Other Commercial Establishment)
    - Restaurants without Drive-Through
    - Rooming Houses/Boarding Houses 7.12
    - Accessory Dwelling Units/Guest Houses 7.11
    - Dwelling Units in Conjunction with Commercial 7.16
    - Single Family Detached Dwelling

Albion City Council is requested to approve the 2nd reading and adoption of the Ordinance Nov. 16. The 1st reading was on Nov. 2, 2026.

CITY OF ALBION
ORDINANCE #2026-07

AN ORDINANCE TO AMEND CHAPTER 100 ZONING, BY AMENDING THE ZONING MAP REFERRED TO IN SECTION 4.2 TO REZONE 958 HAVEN RD. AND 910 HAVEN RD. FROM CAMPUS DEVELOPMENT DISTRICT (CDD) TO MIXED USE DISTRICT (MU)

Purpose and Finding:

Albion College is the owner of the properties at 958 Haven Rd. and 910 Haven Rd. Albion College is seeking to sell the properties, but it cannot do so with the existing zoning. The properties are presently zoned as CDD (Campus Development District). CDD zoning limits the properties to College related uses. Albion College is requesting to rezone the properties from CDD to MU (Mixed Use) with conditions that it can only be used for the following purposes within the MU Zoning District: Bakeries, Confectioneries, and Ice Cream Shops; Banquet Halls/Wedding Venues; Caterers/Food Service Contractors; Coffee Shops; Convention Centers/Conference Centers; Delicatessens; Inns (Lodging Units within Other Commercial Establishment); Restaurants without Drive-Through; Rooming Houses/Boarding Houses; Accessory Dwelling Units/Guest Houses; Dwelling Units in Conjunction with Commercial; Single-Family Detached Dwelling; and Home Occupations. The City's Planning Commission has recommended approval. Approval is recommended.

THE CITY OF ALBION ORDAINS:

Section 1: Chapter 100, Section 4.2 of the Codified Ordinances of the City of Albion is hereby amended, by amending the zoning map referred to in Section 4.2 as follows:

The property located at, and commonly referred to as 958 Haven Rd., Albion, MI 49224, and legally described as: ALBION CITY, A PARCEL OF LAND SITUATED IN SEC 2 & 11, T3S, R4W, ALBION TOWNSHIP, CALHOUN COUNTY. THE PORTION OF THIS PARCEL THAT LIES IN THE CITY OF ALBION IS DESCRIBED AS: BEG AT THE NE CORNER OF SEC 11 THN N 89 DEG 47'32" W 2652.56' THN N 2DEG 49'53" W 1038.61 FT THN N 2DEG 48'58"W 164.90FT THN N 88 DEG 48' 49"E 172.85' THN N 88 DEG 45' 17"E 32.97 FT THN N ODEG 51'30"W 57.48FT THN N 85DEG 43'58"E 101.41FT THN N 0 DEG 50' 52" W 151.5FT THN S 85DEG 35'42"W 97.35 FT THN S 56DEG 7'55"W 45.36 FT THN S 56DEG3'17" 60.77 FT THN N 89DEG 0' 58"W 126.29 FT THN N2DEG44'53"W 529.27 FT THNS66DEG45'11"E 750.54 FT THN S 2DEG39'52"W 914.65 FT THN S 2DEG 39'29"E 285.6 FT THN N 89DEG 26'32"E 198.9 FT THN N 2DEG 01'32"E 648.5 FT THN S 87DEG 58'30"E 615.49FT THN N 11DEG 54'29" E 274.45 FT THN S 78DEG25'40"E 558.73FT THN S 01DEG42'21"W 765.63 FT THN S 89DEG01'19"E 648.27 FT THN S 02DEG35'31"E 413.49TO POB (CONT 63.4

ACRES M/L) ALSO EASEMENTS TO PARCELS 1,2 & 3 DESCRIBED IN LIBER 1920, PP 354 & 355 CALHOUN COUNTY REGISTER OF DEEDS (958 HAVEN RD) SPLIT ON 07/23/2007 FROM 13-51-001-518-02, shall be rezoned from Campus Development District (CDD) to Mixed Use District (MU), and shall be limited to the following specific uses within the MU District: Bakeries, Confectioneries, and Ice Cream Shops; Banquet Halls/Wedding Venues; Caterers/Food Service Contractors; Coffee Shops; Convention Centers/Conference Centers; Delicatessens; Inns (Lodging Units within Other Commercial Establishment); Restaurants without Drive-Through; Rooming Houses/Boarding Houses; Accessory Dwelling Units/Guest Houses; Dwelling Units in Conjunction with Commercial; Single-Family Detached Dwelling; and Home Occupations.

Section 2: Chapter 100, Section 4.2 of the Codified Ordinances of the City of Albion is hereby amended, by amending the zoning map referred to in Section 4.2 as follows:

The property located at, and commonly referred to as 910 Haven Rd., Albion, MI 49224, and legally described as: ALBION CITY, COMM AT THE S 1/4 POST OF SEC 2, T3S, R4W; TH S 88 DEG 16'20" E, ALG THE S LN OF SAID SEC, 585.55 FT; TH N 01DEG 00' W, 683 FT; TH N 04 DEG 11'20" E, 914.37 FT TO THE C/L OF HAVEN RD; TH S 65 DEG 06' E, ALG THE C/L OF HAVEN RD, 193.5 FT TO THE INTERSECTION OF THE C/L OF HAVEN RD & HANNAH ST; TH CONTINUING S 65 DEG 06' E, ALG THE C/L OF HAVEN RD, 185.8 FT; TH 151.82 FT ALG SAID C/L & A CURVE TO THE LEFT WHOSE RADIUS IS 1922.3 FT, AND WHOSE CHORD BEARS S 67 DEG 21'46" E, 151.79 FT TO POB; TH 232.89 FT ALG THE C/L OF HAVEN RD & A CORVE TO THE LEFT WHOSE RADIUS IS 1922.3 FT AND WHOSE CHORD BEARS S 73 DEG 05'45" E, 232.74 FT; TH S 76 DEG 34' E, ALG THE C/L OF HAVEN RD, 158.9 FT; TH S 13 DEG 26' W, AT RIGHT ANGLES TO HAVEN RD, 277.01 FT; TH N 86 DEG 27' W, 311 FT; TH N 0 DEG 24' W, 354.77 FT TO POB., shall be rezoned from Campus Development District (CDD) to Mixed Use District (MU), and shall be limited to the following specific uses within the MU District: Bakeries, Confectioneries, and Ice Cream Shops; Banquet Halls/Wedding Venues; Caterers/Food Service Contractors; Coffee Shops; Convention Centers/Conference Centers; Delicatessens; Inns (Lodging Units within Other Commercial Establishment); Restaurants without Drive-Through; Rooming Houses/Boarding Houses; Accessory Dwelling Units/Guest Houses; Dwelling Units in Conjunction with Commercial; Single-Family Detached Dwelling; and Home Occupations.

Section 3: Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

Section 4: Repealer Clause. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

This Ordinance shall take effect after publication on December 16, 2026.

First Reading:
November 2, 2026

Ayes _____
Nays _____
Absent_____

_____
Jill Domingo
City Clerk

Second Reading & Adoption:
November 16, 2026

Ayes _____
Nays _____
Absent_____

_____
Victoria Garcia-Snyder,
Mayor

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Review and Approval of Robert Holt Memorial and Phase 2 at Collaboration Corner
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Manager's Department

ATTACHMENTS:

DDA email 10-14-2026.pdf
Collaboration Corner Phase 2 Information to CCLBA final.pdf
CCLBA e,ao; 11-12-26.pdf
Collaboration Corner Phase 2 - CCLBA Review Letter 11.13.26.pdf

Outlook

Collaboration Corner (219 Michigan Ave E): Response to CCLBA Requests

From Emily Verbeke <emverbeke@gmail.com>
Date Wed 10/14/2026 10:36 AM
To Krista Trout-Edwards <kedwards@calhouncountymi.gov>; Amy Rose Robinson <arrobinson@calhouncountymi.gov>
Cc Victoria Snyder <vsnyder@cityofalbionmi.gov>; Sheryl Theriot <stheriot@cityofalbionmi.gov>

1 attachment (6 MB)
Collaboration Corner Phase 2 Information to CCLBA.pdf;

Hi Krista,

Attached is the DDA's response to the requests in CCLBA's May 14 and June 30, 2026 letters regarding Collaboration Corner at 219 Michigan Ave E. The submission walks through each request and its status, with a summary table in Section 11.

Included with it are:

- Exhibit A: Arborist review of the tree plan by Bob Wright, ISA Certified Arborist
- Exhibit B: City Manager memo confirming compliance with Albion purchasing policies
- Exhibit C: Site sketch showing tree locations, the existing trees being retained, and the proposed location of the Robert Holt Bench Dedication

Additional public input for the bench dedication will take place at the DDA's November 12 meeting, and City Council is tentatively expected to review and approve the plans for the site on November 16.

Dr. Theriot remains the City's point of contact for the project, so please feel free to reach out to her or me with any questions.

Thank you,

Emily Verbeke
Chair, Albion Downtown Development Authority

CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

Collaboration Corner, 219 Michigan Ave E, Albion, MI 49224

Phase 1 Summary and Phase 2 Public Input Plan

Submitted to: Krista Trout-Edwards, Executive Director, Calhoun County Land Bank Authority

Date: October 14, 2026

Submitted by: Emily Verbeke, Chair, Albion Downtown Development Authority

cc: Dr. Sheryl Theriot, City Manager; Katherine Ambrose, CCLBA General Counsel; Cullen Harkness, City of Albion Counsel; Victoria Snyder, Mayor; Melinda Weaver, Chair, CCLBA Board of Directors

1. Purpose of This Document

This document responds to the Calhoun County Land Bank Authority's letters of May 14, 2026 and June 30, 2026 regarding the Collaboration Corner project at 219 Michigan Ave E. It is organized as a single consolidated record so that CCLBA staff, counsel, and board members have the full project history, the parties involved, the actions taken, and the outstanding items addressed in one place rather than across multiple prior transmittals.

It does three things. It recaps Phase 1 in full, including each item CCLBA requested and how it was answered. It provides the tree information and arborist review requested in the June 30 letter. And it sets out the public input process the DDA will follow for Phase 2, which is the bench dedication honoring Mr. Robert Holt.

A note on terminology

Prior correspondence refers to this project element as the Robert Holt Memorial. Going forward the DDA will refer to it as the Robert Holt Bench Dedication. The change is one of language only. The physical scope, a dedicated bench with a plaque and an adjacent rock with a plaque, is unchanged from what CCLBA has previously reviewed. We note the change here so that the record is clear and so that CCLBA does not read the new term as describing a different project.

2. Project Overview

Collaboration Corner is a pocket park on a CCLBA-owned parcel at 219 Michigan Ave E, Parcel ID 51-000-246-00, measured by CCLBA at approximately 66 feet by 108.25 feet. The site is a former gas station, and the project has been developed with that environmental history in mind throughout.

The project is organized in two phases:

- Phase 1. Re-landscaping the lot with native trees, shrubs, and flowering plants, including removal of existing container planters, installation of steel landscape edging, new planting beds, and native plant plugs.
- Phase 2. The Robert Holt Bench Dedication, consisting of a dedicated bench with plaque and an adjacent rock with plaque, together with any associated surface work. Phase 2 was intentionally deferred so that the landscape improvements could establish before permanent features are installed.

The two phases have been treated as separate from the outset. Betty Chlystek's June 5, 2026 project narrative to the City stated directly that the information provided covered Phase 1 and that the Robert Holt element was Phase 2, to be finalized and implemented later. CCLBA's own annotations of May 29, 2026 reflect the same division, marking the memorial-related items as Phase 2.

3. Parties Involved and Their Roles

Party	Role	Affiliation
Albion Downtown Development Authority	Project sponsor and funding body; board approvals	City of Albion
Emily Verbeke	Chair, DDA; primary correspondence with CCLBA and City	Albion DDA
Elizabeth (Betty) Chlystek	Board member and field lead; design coordination, volunteer coordination, utility notification	Albion DDA
Nora Jackson	Board member; Phase 2 coordination	Albion DDA
Dr. Sheryl Theriot	City Manager; City signatory and CCLBA point of contact	City of Albion
Jason Kern	Director of Public Services; consulted on tree species selection and site infrastructure	City of Albion
Amber Kidder	Deputy Clerk; agenda preparation, notice, packet assembly, document compilation	City of Albion
Jill Domingo	City Clerk; meeting notice and minutes of record	City of Albion
Mike Weis	Principal and landscape designer; native plant specialist	Dropseed Native Gardens
Albion College	Ongoing grounds maintenance partner	Albion College
Citizens to Beautify Albion	Volunteer labor and financial support	Community organization
Knauf Industries	Volunteer labor and financial support	Local employer

4. Phase 1 Recap: CCLBA Requests and Information Provided

CCLBA's May 14, 2026 letter set out six categories of requested information. The table below restates each request and identifies what was provided, consistent with CCLBA's own May 29, 2026 annotations.

CCLBA Request	Information Provided	Status
1a. Final site plan showing locations of all trees, plantings, memorial features, benches, edging, and improvements	Revised planting design dated 09/23/26, reflecting the Ironwood substitution and two further September adjustments; tree list in Section 6	Received
1b. Confirmation utility companies contacted	MISS DIG ticket 2026060406729 filed June 4, 2026; all utility owners notified with locates marked by June 9, 2026	Received
2a. Final planting species and quantities	Complete plant list provided with design plan	Provided; see Section 6
2b. Anticipated excavation depths	Hand and auger digging, holes ranging 3 inches to 18 inches deep	Provided
2c. Installation methods for bench, plaque, edging, plantings	Edging and planting methods provided; bench and plaque methods deferred to Phase 2 and addressed in Section 8 below	Phase 2

CCLBA Request	Information Provided	Status
2d. Equipment or machinery anticipated	No machine digging; hand and auger only	Provided
3a-c. Volunteer coordinating organization, participant count, safety and supervision	Provided	Received
3d. Volunteer waiver coordination	CCLBA to prepare waivers and send to City representatives	Received
4. Long-term maintenance plan	Executed services agreement between the City of Albion and CCLBA, dated August 28, 2026, with Certificate of Insurance and Additional Insured Endorsement	Executed
5a-c. Public input and approval process	Addressed in Section 8 below	Plan proposed
6. Designated point of contact	Addressed in Section 10 below	Designated

Design modification and the reason for it

Before the June 15, 2026 submission, on consultation with Jason Kern, Director of Public Services, the project team was advised against planting oak trees at this location, and the design was modified to substitute Ironwood and Musclewood, smaller understory species that will not create the infrastructure conflicts that oaks and maples can produce. Mike Weis of Dropseed confirmed the substitution is cost neutral. Earlier vendor paperwork listing Oak refers to the trees now shown as Ironwood and Musclewood. Two further adjustments were made in September 2026. They are described in Section 6 and are reflected in the current drawing of record.

Site conditions and installation approach

- Planting holes range from 3 inches to 18 inches in depth. No machine excavation is involved because no plant material is large enough to require it.
- EdgeRight Corten steel 8 inch landscape edging defines the two new beds and prevents lawn encroachment. Corten weathers to increased resistance over time with a service life of 25 years or more. End pieces blend the edging into ground level.
- Irrigation during establishment comes from a spigot installed during the original development of Collaboration Corner. The spigot is operable. An upgrade to current EGLE standards is planned and may be completed alongside the concrete work.
- Plants are watered regularly through the first 8 to 10 weeks of growth.

DDA board actions to date

The DDA is an all-volunteer board with no paid staff. All commitments require a recorded board vote at a properly noticed public meeting. The following actions appear in the minutes of record:

Date	Action	Result
February 11, 2026	Approve Dropseed invoice of $937.50 for design and site visit, charged to professional services, under agenda item "Collaboration Corner Park"	All members voted yes; motion passed

Date	Action	Result
March 11, 2026	Approve not to exceed $7,500 for the project, following discussion of wholesale plant pricing, design, development signage, and deposit requirements	All members voted yes; motion passed

Additional recorded discussion of the project, without motion, occurred at the meetings listed in the chronology at Section 8.

5. Long-Term Maintenance

A services agreement between the City of Albion and the Calhoun County Land Bank Authority governing long-term maintenance of the site is fully executed. It is dated August 28, 2026 and was transmitted to the DDA by City Manager Sheryl Theriot on September 3, 2026, together with a Certificate of Insurance and an Additional Insured Endorsement naming CCLBA.

The Albion City Council approved the maintenance agreement with the Land Bank for the Collaboration Corner property at its regular session of Monday, August 17, 2026. Council Member French moved and Council Member Williams seconded; all members present voted yes.

The CCLBA Board of Directors considered the Service Agreement with the City of Albion for 219 Michigan Ave E, Parcel ID 51-000-246-00, as Resolution 2026-12 at its regular meeting of Thursday, August 27, 2026. The agreement was executed the following day, August 28, 2026.

Ongoing grounds maintenance is supported by Albion College, which has committed to handling routine care, with continued involvement from Betty Chlystek and volunteers from Citizens to Beautify Albion and Knauf Industries.

Maintenance needs beyond routine grounds care, including upkeep of the Phase 2 bench, plaque, and rock once installed, will be handled by the City of Albion in partnership with the DDA.

6. Trees, Tree Placement, and Arborist Review

CCLBA's June 30, 2026 letter identified the tree component as the outstanding technical condition, citing the number of trees proposed relative to the size of the parcel, and requested review by a certified arborist or qualified urban forestry professional covering species, placement, and the overall planting plan. CCLBA also requested clarification regarding the existing trees on the property.

Existing trees on the parcel

Tree	Location	Disposition
Tulip Poplar (1)	Near the center of the parcel	Retained. Incorporated into the center planting bed, which is planted beneath it with Wild Geranium and Wild Columbine.
Spruce (3)	Northwest corner of the parcel	Retained. Remain in the northwest corner of the parcel, outside the new planting beds.

Proposed tree plantings

The planting plan was revised on September 23, 2026. The drawing of record is Collaboration Corner Design, dated 09/23/26. The substitution of Ironwood and Musclewood for the White Oak and Bur Oak was already

reflected in the June 15, 2026 submission, as shown in CCLBA's own Exhibit B to its June 30 letter. Since that submission, two further changes have been made to the tree component:

- Two White Pines at the back (north end) of the park replaced with two Eastern Red Cedars.
- Two Eastern Red Cedars removed from the west side of the park.

The DDA draws particular attention to the second change. It reduces the total number of trees on the site by two, responding directly to the concern raised in CCLBA's June 30, 2026 letter regarding the number of trees relative to the size of the parcel.

The trees in the current plan of record are:

Species	Quantity	Location
Ironwood (Ostrya virginiana)	3	Two at the front (south end) of the park in place of the oaks; one in the western bed
Musclewood (Carpinus caroliniana)	1	Western bed
Eastern Red Cedar (Juniperus virginiana)	2	Back (north end) of the park, in place of the White Pines
Flowering Dogwood (Cornus florida)	1	Western bed
Serviceberry (Amelanchier canadensis)	1	Southwest portion of the park, near the front
Total	**8**	

The western bed also includes shrub-form Red-osier Dogwoods and Bayberry, which are not counted above. Compared with the June 15 tree list, the net change is two fewer trees. All five species in the table were reviewed by the certified arborist, as described below.

A site sketch, attached as Exhibit C and not to scale, shows the location of each tree in the table, the three retained Spruce in the northwest corner, the retained Tulip Poplar at the center of the park between the two existing benches, and the proposed location of the Phase 2 bench and boulder with plaque in the southwest section of the park beside the front Ironwood.

The western landscaping bed is planted predominantly with smaller, shrub-form trees selected to screen the adjacent Biggby Coffee shop and drive-through. Species selection throughout favors understory and small-stature trees appropriate to the parcel size and to the site's subsurface conditions.

Arborist review

On the recommendation of Jason Kern, Director of Public Services, the DDA engaged Bob Wright, ISA Certified Arborist (MI-4612A), of Gee Farms, the firm with which the City of Albion currently works, to review the tree plan. Mr. Wright provided his written review on October 7, 2026. It is attached as Exhibit A.

Mr. Wright found that all of the trees in the plan are well suited to the site. He notes that every tree is small to medium in size and that none is likely to grow more than 30 feet. He found the selection low maintenance and unlikely to have serious insect or disease problems, with Ironwood, Musclewood, and Eastern Red Cedar requiring little maintenance. He notes that Flowering Dogwood and Serviceberry may need somewhat more water to establish and sometimes have foliar fungal problems, but are still good choices for the park. He described the plan as excellent and well thought out.

The planting plan, including the placement of each tree, was prepared by Mike Weis of Dropseed Native Gardens, a landscape designer and native plant specialist, and the tree plan was then reviewed by Mr. Wright as described above.

7. Dropseed Documentation

CCLBA's June 30 letter requested any written agreement between the DDA and Dropseed Native Gardens covering installation and warranty provisions, or, if the City's adopted procurement policy does not require one at this project value, written confirmation of that determination from the City.

No written agreement or warranty was requested from or provided by Dropseed Native Gardens. The DDA board did not seek one. Dropseed's engagement on the project rests on the board actions described below, which authorized the expenditure of DDA funds and approved the installation schedule and pricing.

Those actions were taken on February 11 and March 11, 2026, and the board's minutes reflect discussion of the design at both meetings.

The City Manager has confirmed this in writing. Her memo dated October 12, 2026, attached as Exhibit B, notes that under Albion City Code Sections 2-383 and 2-384 the City Manager is the City's purchasing agent with authority to approve budgeted purchases of $15,000 or less, that she approved the expenditure of DDA funds for this purpose following the DDA board's action, and that a written agreement is not required because the documented board action is sufficient.

8. Phase 2: Public Input Plan for the Robert Holt Bench Dedication

CCLBA's May 14, 2026 letter requested three items under the heading of public input and approval, on the basis that the project involves a permanent installation on public-facing CCLBA property. The DDA proposes the following process to satisfy those requests.

Record of public deliberation to date

Before describing what the DDA proposes to add, it is worth setting out what has already occurred. This project has been the subject of open, noticed public deliberation across three calendar years. It has appeared as a published Order of Business item at twenty DDA board meetings between September 2024 and August 2026, and was reported to the board at two further meetings during board member comments. Every one of those meetings was noticed and posted in accordance with the Open Meetings Act, every one included a public comment period, and the minutes of each are public record.

Meeting	Agenda item	Recorded action or discussion
September 11, 2024	Commemorative Bench, Discussion and Approval	Quote presented by board member Jackson; discussion of accepting donations; approval deferred
October 9, 2024	Memorial Bench Robert Holt, Discussion and Approval	Comments on placement from the Chair and board members Jackson and Chlystek; tabled
November 13, 2024	Memorial Bench, Discussion and Approval	Approved. Jackson moved, Chlystek seconded; all members voted yes

Meeting	Agenda item	Recorded action or discussion
December 11, 2024	Looking Forward to 2025, Discussion	Collaboration Corner identified among the board's priorities for the coming year
February 12, 2025	Landscaping Projects, Discussion	Tabled to the following meeting
March 12, 2025	Landscaping Projects, Discussion	Board discussed improving Collaboration Corner with the Robert Holt memorial
April 9, 2025	Board member comments	Reported that board members would be working with the family of Robert Holt on the project
May 14, 2025	Collaboration Corner, Discussion	Update provided; work with community volunteers on landscaping reported
June 11, 2025	Collaboration Corner, Discussion	Update provided by board member Jackson
July 9, 2025	Collaboration Corner; Holt Bench, Discussion	Update provided by board members Jackson and Chlystek
August 13, 2025	Collaboration Corner and Holt Bench, Discussion	Update provided by board members Jackson and Chlystek
September 10, 2025	Collaboration Corner, Discussion and Update	Update provided by board member Chlystek
October 8, 2025	Collaboration Corner / Holt Memorial Bench, Discussion	Update provided; up to $750 approved for the design process
November 12, 2025	Collaboration Corner / Holt Memorial Bench, Discussion	Update provided to the board
January 14, 2026	Collaboration Corner, Discussion and Approval	Project progress update provided
February 11, 2026	Collaboration Corner Park - Holt Memorial	Landscaping cost and next steps presented; Dropseed invoice of $937.50 approved
March 11, 2026	Collaboration Corner Park - Holt Memorial	Plant pricing, design, development signage and deposit discussed; not to exceed $7,500 approved
April 8, 2026	Collaboration Corner Park - Holt Memorial	Plants reserved; planting timeline and additional funding sources discussed
May 13, 2026	Collaboration Corner Park - Holt Memorial	Coordination with City and contractor; $5,235.95 committed; volunteer recruitment discussed

Meeting	Agenda item	Recorded action or discussion
June 10, 2026	Collaboration Corner Park - Holt Memorial	CCLBA requirements discussed; stakeholder conversations with Biggby, Albion College and the City reported
June 23, 2026	Board member comments	Project update including planting date
August 12, 2026	Collaboration Corner, Discussion	Installation reported complete; maintenance agreement reported as scheduled for City Council action

Across this period the DDA received no public objection to the project at any meeting. The board did receive public comment on other matters at several of these same meetings, recorded by name in the minutes, which demonstrates that the comment channel was available and in active use throughout. The DDA does not restrict comment to a single agenda position; comment is accepted during the relevant item as well as during the general public comment period, so members of the public attending any of these meetings had more than one opportunity to be heard on the project.

The DDA further notes that community participation in this project has been substantial and documented. The installation was carried out by eight volunteers over approximately nine hours, placing roughly 1,500 trees, plants, and shrubs under the guidance of the landscape designer and native plant specialist. Local businesses supported the work, including Yellow Bird Chocolate and Malleable Brewery, with Flat Top Studios donating a bird bath for the site. Mulch was supplied by the City of Albion. Citizens to Beautify Albion led volunteer coordination and has offered a financial contribution, and Knauf Industries has indicated its intent to contribute as well.

Step 1. Agenda item at a regular public meeting

In addition to the record above, the DDA will place the Robert Holt Bench Dedication on the agenda of the regular DDA board meeting on Thursday, November 12, 2026, at 7:30 a.m., in the Mayor's Office at Albion City Hall, 112 W. Cass Street, with a Zoom option available to the public. This meeting is intended to give the public a further opportunity to review and comment on the specific memorial elements before they are installed.

At that meeting the board will publicly review:

1. The scope of the bench dedication, including the bench, the plaque, and the adjacent rock with plaque.
2. The proposed text of the bench plaque, read into the record.
3. The proposed text of the rock plaque, read into the record.
4. The proposed placement of both features on the site plan.
5. The proposed installation method for each feature.

Step 2. Public comment received on the record

Public comment will be accepted on this item during the meeting. Every DDA agenda includes a public comment period, and comments received are recorded in the minutes together with the names of the individuals who provide them. The DDA will also accept written comment submitted to the City Clerk in advance of the meeting, which will be entered into the record.

Step 3. Documentation transmitted to CCLBA

Following the meeting, the DDA will transmit to CCLBA:

- The published agenda showing the bench dedication item, with the posting date.
- The meeting packet materials distributed to the board and made available to the public.
- The approved minutes recording the discussion, the public comment received, and any board action taken.
- The final plaque and rock text as reviewed.
- A written resolution or recorded motion, if the board takes formal action on the dedication.

Step 4. City Council review

The DDA notes that CCLBA's request 5a specifically asks for documentation of whether the proposal has been formally reviewed and supported by the Albion City Council. The DDA is a separate body from the Council, and action by the DDA board does not constitute Council action. The DDA will therefore coordinate with the City Manager to bring the bench dedication before City Council so that the record CCLBA receives is complete on this point.

The City Manager's October 12, 2026 memo (Exhibit B) states that City Council has been updated on the status of the plans for Collaboration Corner and is tentatively expected to review and formally approve the proposed plans for the site at its scheduled meeting on Monday, November 16, 2026.

Community engagement already conducted

Separate from the formal process above, the following community engagement has taken place and is offered as part of the record responding to request 5b:

- Citizens to Beautify Albion has expressed support and has offered both financial assistance and volunteer labor.
- Knauf Industries has expressed support and has offered both financial assistance and volunteer labor.
- Randy and Brandy Gibbs, owners of the adjacent Biggby Coffee, have expressed support for the improvement of the site.
- Residents of the adjacent property to the rear of the park were contacted directly regarding the project.
- Albion College committed to ongoing grounds maintenance for the site.
- Mr. Holt's contributions to Albion were recognized publicly in the community's annual Naturally Connected publication.

The DDA particularly notes that board members reported working directly with the family of Mr. Robert Holt on this project, as recorded in the minutes of the April 9, 2025 board meeting. Family participation has informed the project from an early stage.

9. How the DDA Provides Public Notice

CCLBA has asked how public input is gathered. The following describes the DDA's standing practice, which is governed by the Michigan Open Meetings Act and administered by the City of Albion Clerk's office.

- Regular meetings. The DDA board meets on a published regular schedule at 7:30 a.m. in the Mayor's Office at Albion City Hall, 112 W. Cass Street, Albion, Michigan.
- Annual notice. The schedule of regular meetings is posted publicly as required under the Open Meetings Act, and changes to that schedule are noticed separately.
- Agenda preparation and posting. Agendas are prepared by the Deputy Clerk in coordination with the Chair, and are published and posted in advance of each meeting.
- Meeting packets. Supporting materials are compiled into a packet distributed with the agenda. Packet materials are submitted to the City the Wednesday or Thursday preceding the meeting.

- Remote access. A Zoom link is published on the agenda so that members of the public who cannot attend in person may observe.
- Public comment. Every agenda includes a public comment period. Comments may also be received on individual agenda items during discussion. The names of individuals providing comment and the substance of their comments are recorded.
- Minutes. Minutes are taken by the Clerk's office, presented for board approval at a subsequent meeting, and maintained as public record.
- Special meetings. Special meetings and study sessions are noticed and posted in the same manner and are open to the public.

10. Designated Point of Contact

In response to request 6 of the May 14, 2026 letter, the DDA designates the following individual as the primary point of contact for coordination with CCLBA, Corporation Counsel, environmental consultants, and EGLE:

Dr. Sheryl Theriot, City Manager, City of Albion, 112 W. Cass Street, Albion, MI 49224, 517.629.7172, stheriot@cityofalbionmi.gov

All project correspondence may be directed to the City Manager, who will coordinate internally with the DDA Chair, the Director of Public Services, and the DDA board as needed.

11. Summary of Outstanding Items

Item	Source	Status
Long-term maintenance agreement	June 30, 2026 letter	Council approved August 17; CCLBA Res 2026-12 August 27; executed August 28, 2026
Arborist review of species, placement, and plan	June 30, 2026 letter	Written review received October 7, 2026; attached as Exhibit A
Disposition of existing trees	June 30, 2026 letter	Addressed in Section 6
Dropseed agreement or City procurement confirmation	June 30, 2026 letter	No agreement sought or executed; City Manager confirmation that none is required, October 12, 2026, attached as Exhibit B
City Council review and support of the dedication	May 14, 2026 letter, item 5a	Council review tentatively scheduled for November 16, 2026, following DDA public input on November 12; see Section 8
Documentation of public discussion and community input	May 14, 2026 letter, item 5b	Process described in Section 8
Written resolutions, approvals, or endorsements	May 14, 2026 letter, item 5c	To follow the November meeting
Installation methods for bench and plaque	May 14, 2026 letter, item 2c	To be presented at the November meeting

Item	Source	Status
Designated primary point of contact	May 14, 2026 letter, item 6	Designated in Section 10

12. Request

The DDA respectfully requests that CCLBA confirm whether the process described in Section 8 satisfies requests 5a through 5c of the May 14, 2026 letter. If CCLBA has additional or different requirements for the bench, plaque, or rock that were not stated in that letter, the DDA asks that those be identified now so that they can be addressed in the same process rather than sequentially.

The DDA also asks that CCLBA confirm whether the Phase 1 plantings may proceed to full approval on receipt of the arborist review and the Dropseed documentation, consistent with the phased approach CCLBA proposed in its June 30, 2026 letter.

Respectfully submitted,

Emily Verbeke

Chair, Albion Downtown Development Authority

Exhibits

- Exhibit A. Arborist letter of review and support
- Exhibit B. City Manager memo, Collaboration Corner: Compliance with Albion Purchasing Policies, dated October 12, 2026
- Exhibit C. Site sketch, Collaboration Corner, Potential Site of Robert Holt Memorial (not to scale)

Wednesday October 7, 2026

To whom it may concern:

All of the trees in the plan for Collaboration Corner pocket park in Albion are well-suited for the site. Every tree is small-medium sized and none are likely to grow more than 30'. The tree selection is low maintenance and unlikely to have any serious insect or disease problems. Ironwood (Ostrya virginiana) and Musclewood (Carpinus caroliniana) are both attractive, tough and unique in landscapes. Neither of those two trees is likely to require much maintenance and Eastern red cedar (Juniperus virginiana) is also easy-going and low maintenance. Flowering dogwood (Cornus florida) and Serviceberry (Amelanchier canadensis) may require a little more water to establish and sometimes have foliar fungal problems but are still good choices for the park.

I think this Is an excellent plan and well thought out. Please let me know if you have any questions!

Sincerely,

Bob Wright

ISA Certified Arborist MI-4612A

CITY OF ALBION
Office of The City Manager
Dr. Sheryl L. Theriot

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

MEMO

TO: Calhoun County Landbank Authority
Albion Downtown Development Authority (DDA)

FR: Dr. Sheryl Theriot, Albion City Manager

DA: October 12, 2026

RE: COLLABORATION CORNER – COMPLIANCE WITH ALBION PURCHASING POLICIES

Please be advised that the Albion's DDA engagement of Dropseed Native Gardens was appropriately authorized by a public vote of the DDA Board for the expenditure of DDA funds, including the installation schedule and pricing. Those actions were taken on February 11 and March 11, 2026, and the board's minutes reflect discussion of the design at both meetings.

In regard to the City of Albion's purchasing policies, please note the following:

- Albion City Code Sec. 2-383 – identifies that the City Manager is the purchasing agent.
- Albion City Code Sec. 2-384 provides that as purchasing agent, the city manager has the power to authorize purchases of budgeted supplies, materials, services and equipment costing $15,000 or less.

The DDA is a municipal corporation for which the Albion City Council approves its budget. The City and the Finance Department have oversight of the DDA finances, in conjunction with their board. Following DDA Board action, the expenditure of DDA funds for this purpose was approved by the City Manager. A written agreement is not required. The documented DDA board action is sufficient.

The Albion City Council has been updated on the status of the DDA plans for Collaboration Corner. The City Council is tentatively expecting to review and formally approve the proposed plans for this site at its scheduled meeting on November 16, 2026.

Please feel free to contact me should you require any additional information.

Sheryl L. Theriot

Dr. Sheryl Theriot
Albion City Manager

Phase 2 submission

October 14, 2026

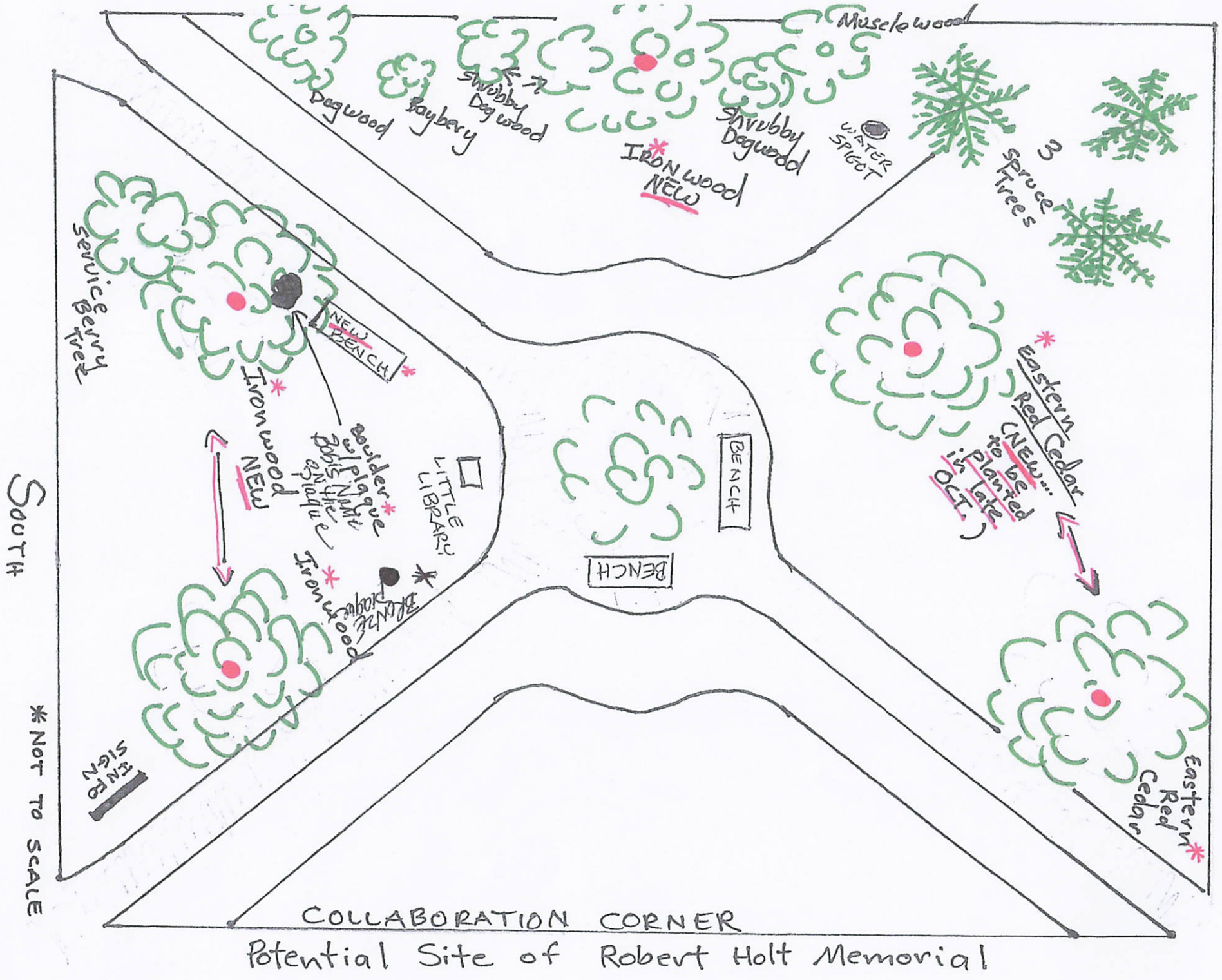
1. Lay-out of Iron wood trees

2. Lay-out of Bob Holt's Intention
   - Boulder size 36 x 32 (No taller than 3ft)
   - Bronze with his Name and year born and deceased. Size of plaque "17x 9"

3. Custom Bronze Plaque (Dimension's and wording for the plaque)
   - 3 ft x 2ft with approximately 300 to 350 words
   - Robert Holt's Picture in the Plaque with his Army Suit

4. Copy of Article (About Bob Holt)

   "Everybody Loved Bob and Bob Loved Everybody": A 106-Year-Old 's Legacy


Musclewood
Dogwood
Shrubby Dogwood
Baybery
Shrubby Dogwood
Shrubby Dogwood
WATER SPIGOT
IRONWOOD NEW
3 Spruce Trees
Eastern Red Cedar (NEW... to be planted late in OCT.)
Eastern Red Cedar
Serviceberry tree
NEW BENCH
Ironwood NEW
Boulder w/ plaque (Robert Holt Memorial plaque)
LITTLE LIBRARY
BENCH
BENCH
Ironwood
Boulder
SIGN
COLLABORATION CORNER
Potential Site of Robert Holt Memorial
SOUTH
NORTH
*NOT TO SCALE


HARDEN
JOHN W.
1946
2019
SUSAN M.
1948

Wording For Plaque

Robert "Bob" Arlee Holt, born April 30, 1918, in New Bloomfield, Missouri, was drafted into the Armed Services and served during World War II from 1941 to 1945. He served in the 349th Field Artillery Battalion, an all-black unit, where he reached the rank of corporal.

Eventually, Bob found his way to Albion after hearing about the Albion Malleable Iron Company. They were paying 68¢ an hour, and shifts were only eight hours a day. It was hot, dirty, and sometimes painful work, but he did it with little complaint for 35 years. He was part of the "Great Migration" from the south.

After retirement, Bob continued to work as a truck driver for Brown Welding, security guard at Yankees Dept. Store, and a crossing guard for Albion Public Schools at the corner of Dalrymple St. and Erie St. Also, at the corner of Austin Ave and Clinton St. the children really liked him and looked up to him.

Bob was the Centenarian of Calhoun County in 2022, Grand Marshal of the Albion Festival of the Forks in 2023, and the Grand Marshal of the 2024 Albion Memorial Day Parade. As of August 2024, Bob was the oldest man in Calhoun County.

Wording For Plaque inside the Rock

Robert "Bob" Arlee Holt
1918 - 2024

The Donald Ducks, the Davy Crocketts, the Bugs Bunnies, the Porky Pigs and the Pinocchios

~ all were new teams and pioneers in the Pee Wee game commonly known as Tee-Ball ~



Jerome "Jerry" Sacharski was a teacher, a coach, and in the summer, the baseball director for the Albion Department of Recreation. Remembering a quote from the coach that changed everything, "All these little guys came out to play summer baseball, and I just couldn't send them home."

So, he redesigned the ball field to accommodate the smaller children, developed fundamentals and rules to allow the 6-8 year old players to participate and, most importantly, he introduced the batting tee. As one of the former players said, "If you never hit the ball, you never get on base, so the rest of the rules really don't matter to you."

The Tee Ball concept emerged independently in several places in the 1950s and early 1960s. However, it is collectively known that in Victory Park, Albion, Michigan, on June 25, 1956, the first organized baseball game to use the tee was played.



In 1960, Michigan State University hosted the Pee Wee players in an exhibition game. That game was videotaped by a local television station. In 2000, the video was accepted into the National Baseball Hall of Fame at Cooperstown, New York.

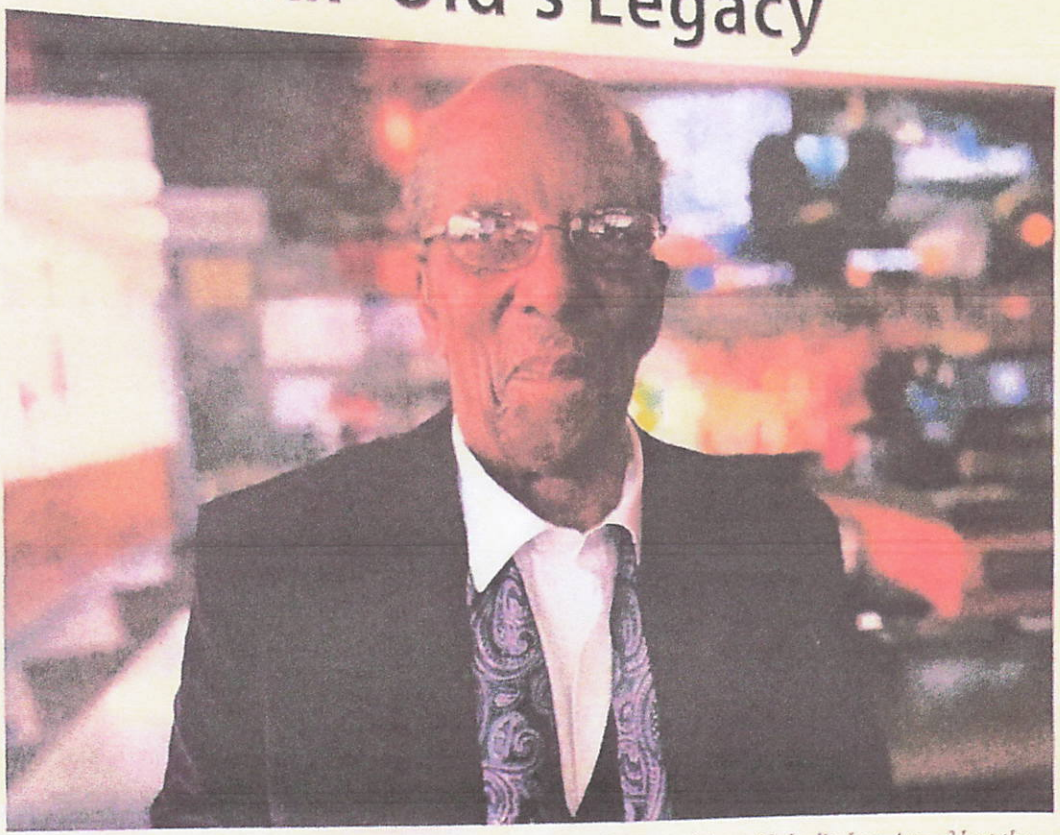
Thirty boys from Albion are baseball All Stars,
and you can find them in Cooperstown!

Since the late 1950s, millions of boys...and girls...have enjoyed and excelled at baseball, thanks to a caring teacher and coach who knew that: *to learn the game, you have to play the game.*

...your success are still there, the ...ressors being D-III experience is still there."

The shared experience and relationships I built along the way continue to develop, even 30 years later," Morris said. "Role players and All-Americans alike are still friends today."

'Everybody Loved Bob and Bob Loved Everybody': A 106-Year-Old's Legacy



Robert Holt, World War II veteran and longtime Albion resident. Holt died on Aug. 31 at the age of 106 (Photo courtesy of Ethel Holt).

Jocelyn Kincaid-Beal
Features/Opinions Editor

It's a fact that Robert "Bob" Holt was the oldest man in Calhoun County, and it could be argued that he was also the best dressed.

Bob Holt lived in Albion for 79 years. According to his obituary, distributed at his memorial on Sept. 14, Bob served in the Army from 1941 to 1945 in the 349th Field Artillery Battalion. He was honorably discharged and worked for the Albion Malleable Iron Company for 35 years. He died at age 106 on Aug. 31.

Even at 106 years old, the World War II veteran still dressed himself every day. From bowties to baseball caps, he was proud of the fact that he bought and put together all of his outfits himself. Bob Holt married Albion native Ethel Holt in 1998. Ethel said her husband was "the best-dressed man in Albion."

"In 26 years, I never had to dress that man," Ethel Holt said. "He'll tell everybody 'I got up this morning and put my clothes on, put my shoes on the right foot.'"

Bob Holt was married for a total of 80 years: 54 years with his first wife, LaVerne Union, and 26 years with his second wife, Ethel.

"I'll just be true – he chased me, I didn't chase him," Ethel Holt said.

They got engaged on a Friday date night at the mall, Ethel said. Bob proposed to Ethel before they even got inside.

Continued on back.

...30th –

Remembering 106-Year-Old Albion Resident

Continued from front

They spent the rest of their date picking out a ring from JCPenney, and Ethel said she has never taken the ring off.

"A lot of people were shocked, because of our age," Ethel Holt said. "The age didn't make no difference. We had fun."

Bob was 29 years older than Ethel, but she said the age gap never bothered them. Some of his children from his first marriage didn't approve at first, but "all of them came around."

"They thought I had married him for his money, then they found out I had more money than he did," Ethel Holt said.

Ethel and Bob's relationship was always filled with laughter and good-natured teasing. Ethel loved jewelry, and when they walked around the mall, she said he would ask why she was looking at jewelry when she had so much at home. Her response?

"Bob. I don't have that, that or that!"

Even though Bob teased Ethel about her shopping habits, jewelry would come in the mail that he had gotten her by surprise.

"He really loved me," Ethel Holt said. "I know he did."

Ethel and Bob lived together in the house he bought in 1949. Ethel said it brought Bob joy to cut the grass and do other household chores. When he did rest, he could be found sitting out in their garage, chatting with whoever walked by.

"Everybody loved Bob and Bob loved everybody," Ethel Holt said. "He turned nobody away. Somebody wanted to talk, he would talk. If they wanted advice, he would give them advice."

Ethel said she remembers a time when she drove Bob to the post office, and he stayed inside long enough that she went in to check on him. She walked into the post office and then walked right back out.

"There's three or four of them in there, just carrying on their war stories," Ethel Holt said. "I know when I go to the post office, just be there a while, 'cause you never know who's gonna show up."

"He really loved me, I know he did."

President of Albion's NAACP chapter Robert Dunklin, who has lived in Albion since 1965, remembers running into Bob Holt at the post office on one of his visits. Robert Dunklin was Holt's supervisor at the Albion Malleable Iron Company for several years.

"Occasionally, we would meet in the post office and he would tell me 'Bob, I'm not coming to work tomorrow,'" Robert Dunklin said. "Even in his later years, he would say that to me, in remembrance of things we used to do in the Malleable."

Robert Dunklin said that Bob, along with his coworkers, "gave me hell" when he first started as their supervisor.

"From that, I grew as a supervisor, because of the knowledge and the way they talked to me," Robert Dunklin said.

Robert Dunklin remembers the in-ground swimming pool in the Holts' backyard, which is still there to this day. But not everybody was invited to the pool, he said.

"When I first came here, he invited me to come by and go swimming," Robert Dunklin said. "I'll never forget that."

Mae Ola Dunklin, former director of the Fritz Shurmur Center for Teacher Development and current Albion College Board of Trustees member, remembers Bob Holt from his time as a school crossing guard, a job he worked after retiring from the Malleable Iron Company.

"I think most of the kids looked up to him," Mae Ola Dunklin said. "He was always able to keep them in line."

When Mae Ola Dunklin moved to Albion and people introduced her to the community, they always mentioned Bob Holt's name. Whenever she saw him, he always had a smile on his face, she said.

Robert Dunklin said that Bob Holt's impact on the community was huge and that the two of them grew close after working together.

"Even though I didn't grow up in this community, I felt like he had been my neighbor all of my life," Robert Dunklin said.

Ethel said many community members came together at Bob's memorial and talked about their memories of him, and many of them mentioned his laugh and friendly nature.

"The best thing about Mr. Holt, he smiled all the time," Ethel Holt said. "He would laugh before he said anything."

Outlook

RE: Collaboration Corner documentation

From Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Date Thu 11/12/2026 8:21 AM
To Sheryl Theriot <stheriot@cityofalbionmi.gov>
Cc Amy Rose Robinson <arrobinson@calhouncountymi.gov>; everbeke <everbeke@casterconcepts.com>; Amber Kidder <akidder@cityofalbionmi.gov>

Good morning, Sheryl,

My apologies for the delay. This item slipped off my to-do list amid our year-end responsibilities.

I have reviewed the Phase II plan and will put together comments in time for the City Council meeting on Monday. Overall, the design and memorial appear to fit the space well.

As I have mentioned previously, I would still encourage the city to consider acquiring the site. Ownership by the City would allow the city and the DDA to continue planning and implementing improvements directly, rather than requiring ongoing Land Bank oversight and involvement.

Sincerely,
Krista

KRISTA TROUT-EDWARDS
EXECUTIVE DIRECTOR 269.781.0777ph
She/Her/Hers

Please be aware that the CCLBA team works a hybrid schedule, and that we are closed on Fridays after 12:00 p.m. The team is available by appointment, phone, and email.

CALHOUN COUNTY LANDBANK AUTHORITY

315 W Green St, Marshall MI 49068
calhounlandbank.org

Please consider the environment before printing this e-mail.

This message has been prepared on resources owned by Calhoun County, Michigan. It is subject to the Information Technology Acceptable Use Policy of Calhoun County.

From: Sheryl Theriot <stheriot@cityofalbionmi.gov>
Sent: Thursday, November 12, 2026 7:56 AM
To: Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Cc: Amy Rose Robinson <arrobinson@calhouncountymi.gov>; everbeke <everbeke@casterconcepts.com>; Amber Kidder <akidder@cityofalbionmi.gov>
Subject: Re: Collaboration Corner documentation

THIS EMAIL WAS SENT FROM OUTSIDE YOUR ORGANIZATION. PLEASE USE CAUTION WHEN CLICKING LINKS OR OPENING ATTACHMENTS .

Hi Krista,

Just following up on the review and approval for the improvements at Collaboration Corner.

The group would be interested in some of these installations before the weather changes.

Would appreciate any update.

Thanks.

Sheryl Theriot
City Manager
City of Albion
Stheriot@cityofalbionmi.gov
Office: 517.629.7172
Mobile: 517.208.2036
Sent via mobile

From: Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Sent: Thursday, 15 October 2026 08:27:19
To: Sheryl Theriot <stheriot@cityofalbionmi.gov>
Cc: Amy Rose Robinson <arrobinson@calhouncountymi.gov>; everbeke <everbeke@casterconcepts.com>; Amber Kidder <akidder@cityofalbionmi.gov>
Subject: RE: Collaboration Corner documentation

Good morning, Sheryl,

I received your information, as well as the additional information from Emily regarding Phase II. I will review that plan and follow up with you regarding any questions or clarifications we might have before your planned city council meeting.

Krista

KRISTA TROUT-EDWARDS
EXECUTIVE DIRECTOR 269.781.0777ph
She/Her/Hers

Please be aware that the CCLBA team works a hybrid schedule, and that we are closed on Fridays after 12:00 p.m. The team is available by appointment, phone, and email.



315 W Green St, Marshall MI 49068
calhounlandbank.org

Please consider the environment before printing this e-mail.

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From: Sheryl Theriot <stheriot@cityofalbionmi.gov>
Sent: Tuesday, October 13, 2026 8:14 AM
To: Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Cc: Amy Rose Robinson <arrobinson@calhouncountymi.gov>; everbeke <everbeke@casterconcepts.com>; Amber Kidder <akidder@cityofalbionmi.gov>
Subject: Collaboration Corner documentation

THIS EMAIL WAS SENT FROM OUTSIDE YOUR ORGANIZATION. PLEASE USE CAUTION WHEN CLICKING LINKS OR OPENING ATTACHMENTS .

Greetings Krista,

As part of the requirements for the installation projects at Collaboration Corner, I am providing that attached document in response to requested information from the City.

At the present time, we are planning to have the Council approve the installation project at their November 16th meeting.

Emily will be sending the detailed response on behalf of the DDA in a separate communication.

Please let me if you should need anything else.

Kind regards,

Sheryl

Dr. Sheryl L. Theriot
City Manager
City of Albion, MI

stheriot@cityofalbionmi.gov
517.629.7172 Direct
517.208.2036 Cell
517.629.5535 Main Office

Book time to meet with me

The City of ALBION

November 13, 2026

City of Albion
Attn: Dr. Sheryl Theriot, City Manager
Emily Verbeke, Chair, Downtown Development Authority
112 Cass St W
Albion, MI 49224

RE: Collaboration Corner, Phase 2 - Robert Holt Memorial

Dear Dr. Theriot and Ms. Verbeke,

This letter addresses information submitted to the Calhoun County Land Bank Authority (CCLBA) regarding *Phase 2 - Robert Holt Memorial* (see attached) of the Downtown Development Authority's (DDA) plans for the site commonly known as *Collaboration Corner*, located at 219 E. Michigan Avenue, Albion, Michigan 49224. The submitted packet also referenced requirements previously established for Phase 1 that were satisfied through the executed *Service Agreement* between the City of Albion and the Calhoun County Land Bank Authority, as well as materials previously provided by the City.

Because the letter also raised questions regarding public input requirements, those questions will be addressed here. Meetings that are publicly posted and advertised in accordance with the *Open Meetings Act* qualify as public meetings. However, to satisfy the public discussion requirements established by the CCLBA, a matter must be included as an agenda item and approved by the applicable board, committee, or commission through a recorded vote documented in the official meeting minutes.

For example, if the DDA reviewed and approved the proposed layout for the *Robert Holt Memorial* at its November meeting and that action was recorded in the meeting minutes, it would satisfy the public input criteria sought by the CCLBA. Similarly, if the Albion City Council reviews and approves the same proposal through a recorded vote, that action would also satisfy the requirement. While updates provided by board members may be informative, they do not constitute a formal opportunity for public comment or public input.

That said, the CCLBA has reviewed the proposed design for the Robert Holt Memorial as part of Phase 2 and believes it is compatible with the site and appropriately recognizes an important member of the Albion community. The CCLBA recommends that both the DDA and the City of Albion provide documentation demonstrating formal support from their respective governing bodies. Upon receipt of that documentation, staff will recommend that the CCLBA Board of Directors consider acceptance of the

design at its December meeting. Because the *Service Agreement* contains a termination clause, staff believes it is important that the Board formally acknowledge and accept the proposed design.

Finally, staff again recommends that the City of Albion consider purchasing Collaboration Corner from the CCLBA so the City and the DDA can continue implementing the project without ongoing oversight from our office. If the property is acquired before the summer of 2028, the CCLBA may be able to support the purchase through its *Environmental Protection Agency Brownfield Assessment Grant*, which could provide the City with liability protections related to existing environmental conditions associated with the site's former use as a gas station.

Sincerely,



Krista Trout-Edwards
Executive Director

cc: Kate Ambrose, General Counsel
Cullen Harkness, City Attorney, City of Albion
Calhoun County Land Bank Authority, Board of Directors

Phase 2 submission

October 14, 2026

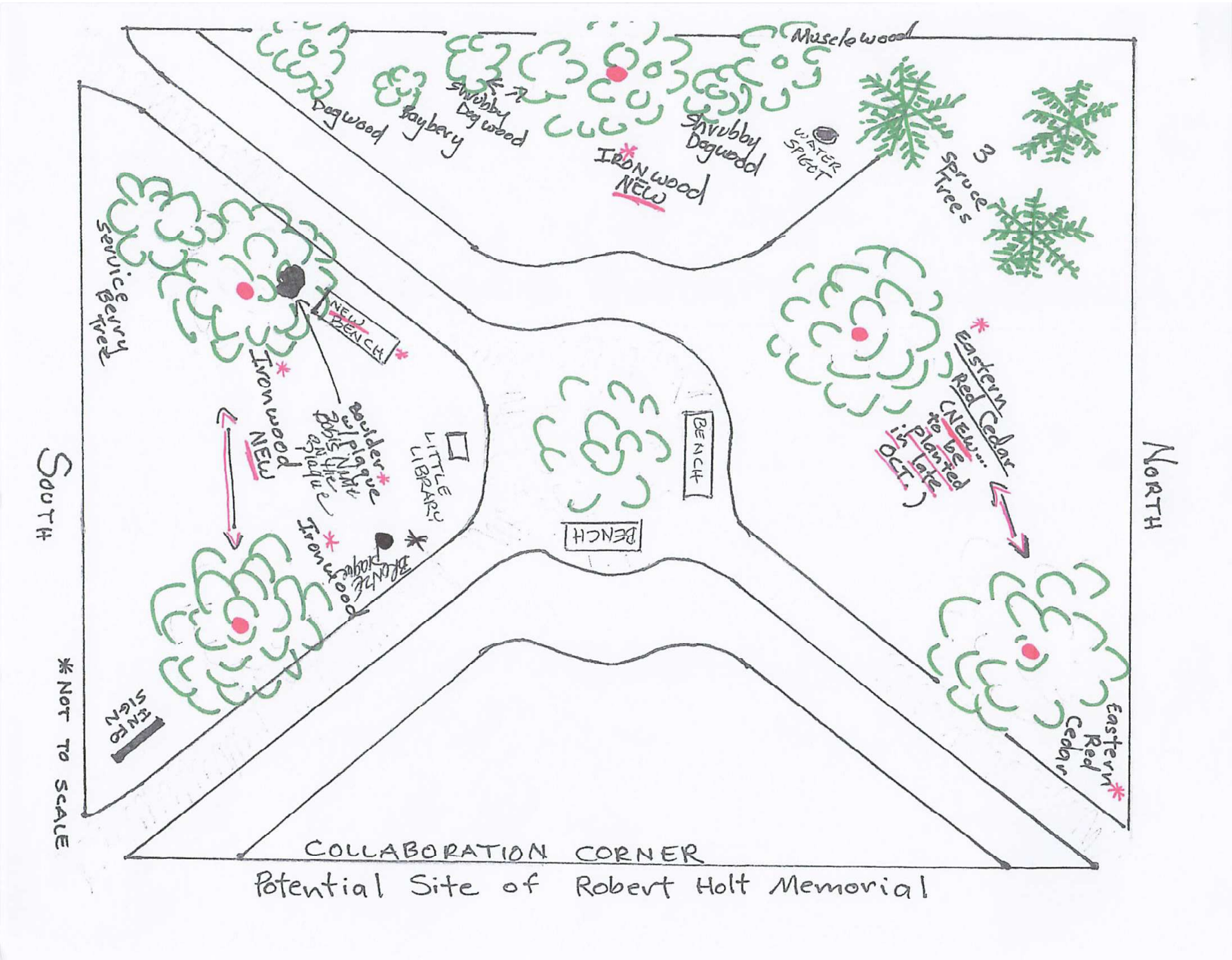
1. Lay-out of Iron wood trees

2. Lay-out of Bob Holt's Intention
   - Boulder size 36 x 32 (No taller than 3ft)
   - Bronze with his Name and year born and deceased. Size of plaque "17x 9"

3. Custom Bronze Plaque (Dimension's and wording for the plaque)
   - 3 ft x 2ft with approximately 300 to 350 words
   - Robert Holt's Picture in the Plaque with his Army Suit

4. Copy of Article (About Bob Holt)

   "Everybody Loved Bob and Bob Loved Everybody": A 106-Year-Old 's Legacy


Muscle wood
Dogwood
Shrubby Dogwood
Baybery
Shrubby Dogwood
Shrubby Dogwood
WATER SPIGOT
IRON wood NEW
3 Spruce Trees
Service Berry Tree
NEW BENCH
Iron wood NEW
Boulder w/ plaque
LITTLE LIBRARY
BENCH
BENCH
Eastern Red Cedar
(NEW... to be Planted late in OCT.)
Iron wood
Eastern Red Cedar
SIGN
SOUTH
NORTH
* NOT TO SCALE
COLLABORATION CORNER
Potential Site of Robert Holt Memorial


HARDEN
JOHN W.
1946
2019
SUSAN M.
1948

Wording For Plaque

Robert "Bob" Arlee Holt, born April 30, 1918, in New Bloomfield, Missouri, was drafted into the Armed Services and served during World War II from 1941 to 1945. He served in the 349th Field Artillery Battalion, an all-black unit, where he reached the rank of corporal.

Eventually, Bob found his way to Albion after hearing about the Albion Malleable Iron Company. They were paying 68¢ an hour, and shifts were only eight hours a day. It was hot, dirty, and sometimes painful work, but he did it with little complaint for 35 years. He was part of the "Great Migration" from the south.

After retirement, Bob continued to work as a truck driver for Brown Welding, security guard at Yankees Dept. Store, and a crossing guard for Albion Public Schools at the corner of Dalrymple St. and Erie St. Also, at the corner of Austin Ave and Clinton St. the children really liked him and looked up to him.

Bob was the Centenarian of Calhoun County in 2022, Grand Marshal of the Albion Festival of the Forks in 2023, and the Grand Marshal of the 2024 Albion Memorial Day Parade. As of August 2024, Bob was the oldest man in Calhoun County.

Wording For Plaque inside the Rock

Robert "Bob" Arlee Holt
1918 - 2024

The Donald Ducks, the Davy Crocketts, the Bugs Bunnies, the Porky Pigs and the Pinocchios

~ all were new teams and pioneers in the Pee Wee game commonly known as Tee-Ball ~



Jerome "Jerry" Sacharski was a teacher, a coach, and in the summer, the baseball director for the Albion Department of Recreation. Remembering a quote from the coach that changed everything. "All these little guys came out to play summer baseball, and I just couldn't send them home."

So, he redesigned the ball field to accommodate the smaller children, developed fundamentals and rules to allow the 6-8 year old players to participate and, most importantly, he introduced the batting tee. As one of the former players said, "If you never hit the ball, you never get on base, so the rest of the rules really don't matter to you."

The Tee Ball concept emerged independently in several places in the 1950s and early 1960s. However, it is collectively known that in Victory Park, Albion, Michigan, on June 25, 1956, the first organized baseball game to use the tee was played.



In 1960, Michigan State University hosted the Pee Wee players in an exhibition game. That game was videotaped by a local television station. In 2000, the video was accepted into the National Baseball Hall of Fame at Cooperstown, New York.

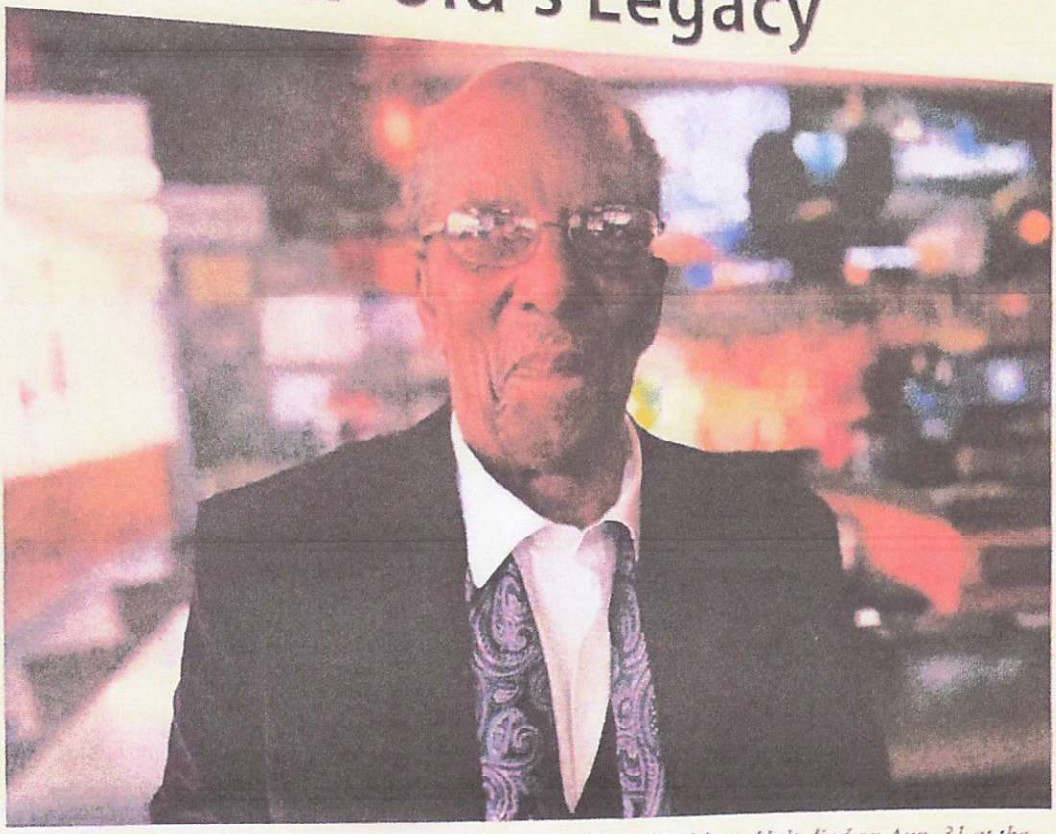
Thirty boys from Albion are baseball All Stars,
and you can find them in Cooperstown!

Since the late 1950s, millions of boys...and girls...have enjoyed and excelled at baseball, thanks to a caring teacher and coach who knew that: *to learn the game, you have to play the game.*

...your success are still there, the ...ressors being D-III experience is still there."

The shared experience and relationships I built along the way continue to develop, even 30 years later," Morris said. "Role players and All-Americans alike are still friends today."

'Everybody Loved Bob and Bob Loved Everybody': A 106-Year-Old's Legacy



Robert Holt, World War II veteran and longtime Albion resident. Holt died on Aug. 31 at the age of 106 (Photo courtesy of Ethel Holt).

Jocelyn Kincaid-Beal
Features/Opinions Editor

It's a fact that Robert "Bob" Holt was the oldest man in Calhoun County, and it could be argued that he was also the best dressed.

Bob Holt lived in Albion for 79 years. According to his obituary, distributed at his memorial on Sept. 14, Bob served in the Army from 1941 to 1945 in the 349th Field Artillery Battalion. He was honorably discharged and worked for the Albion Malleable Iron Company for 35 years. He died at age 106 on Aug. 31.

Even at 106 years old, the World War II veteran still dressed himself every day. From bowties to baseball caps, he was proud of the fact that he bought and put together all of his outfits himself. Bob Holt married Albion native Ethel Holt in 1998. Ethel said her husband was "the best-dressed man in Albion."

"In 26 years, I never had to dress that man," Ethel Holt said. "He'll tell everybody 'I got up this morning and put my clothes on, put my shoes on the right foot.'"

Bob Holt was married for a total of 80 years: 54 years with his first wife, LaVerne Union, and 26 years with his second wife, Ethel.

"I'll just be true – he chased me, I didn't chase him," Ethel Holt said.

They got engaged on a Friday date night at the mall, Ethel said. Bob proposed to Ethel before they even got inside.

Continued on back.

...1 30th –

Remembering 106-Year-Old Albion Resident

Continued from front

They spent the rest of their date picking out a ring from JCPenney, and Ethel said she has never taken the ring off.

"A lot of people were shocked, because of our age," Ethel Holt said. "The age didn't make no difference. We had fun."

Bob was 29 years older than Ethel, but she said the age gap never bothered them. Some of his children from his first marriage didn't approve at first, but "all of them came around."

"They thought I had married him for his money, then they found out I had more money than he did," Ethel Holt said.

Ethel and Bob's relationship was always filled with laughter and good-natured teasing. Ethel loved jewelry, and when they walked around the mall, she said he would ask why she was looking at jewelry when she had so much at home. Her response?

"Bob. I don't have that, that or that!"

Even though Bob teased Ethel about her shopping habits, jewelry would come in the mail that he had gotten her by surprise.

"He really loved me," Ethel Holt said. "I know he did."

Ethel and Bob lived together in the house he bought in 1949. Ethel said it brought Bob joy to cut the grass and do other household chores. When he did rest, he could be found sitting out in their garage, chatting with whoever walked by.

"Everybody loved Bob and Bob loved everybody," Ethel Holt said. "He turned nobody away. Somebody wanted to talk, he would talk. If they wanted advice, he would give them advice."

Ethel said she remembers a time when she drove Bob to the post office, and he stayed inside long enough that she went in to check on him. She walked into the post office and then walked right back out.

"There's three or four of them in there, just carrying on their war stories," Ethel Holt said. "I know when I go to the post office, just be there a while, 'cause you never know who's gonna show up."

"He really loved me, I know he did."

President of Albion's NAACP chapter Robert Dunklin, who has lived in Albion since 1965, remembers running into Bob Holt at the post office on one of his visits. Robert Dunklin was Holt's supervisor at the Albion Malleable Iron Company for several years.

"Occasionally, we would meet in the post office and he would tell me 'Bob, I'm not coming to work tomorrow,'" Robert Dunklin said. "Even in his later years, he would say that to me, in remembrance of things we used to do in the Malleable."

Robert Dunklin said that Bob, along with his coworkers, "gave me hell" when he first started as their supervisor.

"From that, I grew as a supervisor, because of the knowledge and the way they talked to me," Robert Dunklin said.

Robert Dunklin remembers the in-ground swimming pool in the Holts' backyard, which is still there to this day. But not everybody was invited to the pool, he said.

"When I first came here, he invited me to come by and go swimming," Robert Dunklin said. "I'll never forget that."

Mae Ola Dunklin, former director of the Fritz Shurmur Center for Teacher Development and current Albion College Board of Trustees member, remembers Bob Holt from his time as a school crossing guard, a job he worked after retiring from the Malleable Iron Company.

"I think most of the kids looked up to him," Mae Ola Dunklin said. "He was always able to keep them in line."

When Mae Ola Dunklin moved to Albion and people introduced her to the community, they always mentioned Bob Holt's name. Whenever she saw him, he always had a smile on his face, she said.

Robert Dunklin said that Bob Holt's impact on the community was huge and that the two of them grew close after working together.

"Even though I didn't grow up in this community, I felt like he had been my neighbor all of my life," Robert Dunklin said.

Ethel said many community members came together at Bob's memorial and talked about their memories of him, and many of them mentioned his laugh and friendly nature.

"The best thing about Mr. Holt, he smiled all the time," Ethel Holt said. "He would laugh before he said anything."

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Approve Resolution # 2026-49, Appointment of Vivian Davis as City of Albion Representative to the Transportation Authority of Calhoun County
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Council Member Vivian Davis

ATTACHMENTS:

2026 City Manager Memo - TACC appointment Vivian Davis.pdf
Resolution 2026-49.docx

CITY OF ALBION
Office of The City Manager
Dr. Sheryl L. Theriot

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

MEMO

TO: Mayor Snyder and Albion City Council Members
FR: Dr. Sheryl Theriot, City Manager
RE: Appointment of Vivian Davis as Albion Representative to the Transportation Authority of Calhoun County
DA: November 16, 2026

The City Council is requested to approve the re-appointment of Council Member Vivian Davis to the Transportation Authority of Calhoun County (TACC). This is presumably for a three (3) year term.

The Calhoun County Board of Commissioners adopted Articles of Incorporation, pursuant to the provisions of Act 196 of Public Acts of 1986, to create and establish a public transportation authority.

The Transportation Authority of Calhoun County (TACC), operating as Ride Calhoun, was created to improve mobility for all Calhoun County residents.

In 2020, a countywide study revealed major gaps in transportation—especially for rural residents, seniors, people with disabilities, and low-income households. TACC was formed to close those gaps and build a stronger, more connected community.

The Transportation Authority of Calhoun County (TACC) is governed by a Board of Directors, whose membership is comprised of officials appointed from the various municipalities that have opted into the jurisdictional boundaries of the TACC. The City of Albion shall have one (1) representative to serve on the seven-member board.

The current TACC Board of Directors include:

- Erick Stewart, Chair (Battle Creek)
- Tom Tarkiewicz, Vice Chair (Marshall)
- Vivian Davis, Secretary (Albion)
- Brad Francis, Board Member (Springfield)
- Maya Williams, Board Member (Calhoun County)
- Jenasia Morris, Board Member (Battle Creek)
- Dr. Paul Watson, Board Member (Calhoun County)

Previously, on November 6, 2023, the City Council adopted Resolution 2023-29 to appointment Vivian Davis to serve on the Transportation Authority of Calhoun County.

Resolution # 2026-49

Appointment of Vivian Davis as City of Albion Representative to the Transportation Authority of Calhoun County

Purpose and Finding: The Calhoun County Board of Commissioners adopted Articles of
Incorporation pursuant to Act 196 of the Public Acts of 1986, to create a public transportation authority. The Transportation Authority of Calhoun County (TACC) is governed by a Board of Directors, whose members are officials appointed by the municipalities that have opted into TACC's jurisdictional boundaries. The City of Albion shall have one (1) representative on the seven-member board**.**

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

RESOLVED, that the City of Albion hereby appoints Vivian Davis as the City of Albion Representative to the Transportation Authority of Calhoun County (TACC).

I hereby certify that the above resolution was adopted on November 16, 2026, during a regular session of the Albion City Council, and that this is a true copy of the resolution.

Ayes_____

Nays _____

Absent_____

_____
Jill Domingo, Albion City Clerk

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Approve Letter of Understanding between the City of Albion and Albion Command Officers Association, Police Officer Association of Michigan, Albion Department of Public Works (TPOAM), Albion Clerical Alliance
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Manager's Department

ATTACHMENTS:

2026 City Manager Memo - BCBS 2027 LOU.pdf
2027 Medical Insurance LOU rev 11.12.26.docx
2027 BCN 2500-5000 Benefits at a Glance.pdf
2027 BCBS 3500-7000 Benefits at a Glance.pdf
BCBS Jeneene Evans email 11-4-2026.png

CITY OF ALBION
Office of The City Manager
Dr. Sheryl L. Theriot

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

MEMO

TO: Mayor Snyder and Albion City Council Members
FR: Dr. Sheryl Theriot, City Manager
RE: Approve Letter of Understanding between the City of Albion and Albion Command Officers Association, Police Officer Association of Michigan, Albion Department of Public Works (TPOAM), Albion Clerical Alliance
DA: November 16, 2026

Purpose & Executive Summary

This memorandum accompanies the proposed Letter of Understanding (LOU) entered into between the City of Albion and all four recognized collective bargaining units: the Albion Command Officers Association (ACOA), the Police Officers Association of Michigan (POAM), the Albion Department of Public Works Association (TPOAM), and the Albion Clerical Alliance (ACA).

Faced with steep, unexpected cost increases at our annual renewal, administration engaged union leadership in collaborative negotiations to restructure our health coverage for calendar year 2027. The proposed agreement replaces the current high-cost plan with a modern high-deductible health plan (HDHP), provides an optional HMO alternative, maintains the contractual 90/10 premium cost-share, and continues the City's practice of fully pre-funding employee Health Savings Accounts (HSAs) to mitigate out-of-pocket exposure.

Council approval of this LOU is recommended to preserve fiscal sustainability while honoring our commitment to employee wellness.

Background & Market Realities

During our renewal cycle for the health plan year, the City was informed that maintaining our existing medical plan—**Blue Cross Blue Shield (BCBS) Simply Blue HSA PPO $2,000/$4,000 (0% coinsurance)**—would result in an unsustainable **35.97% premium increase**.

- **Current Monthly Premium (Base Plan):** $100,917.10 (approx. $1.21 million annualized across 63 enrolled contracts).
- **Quoted Renewal Monthly Premium (Same Plan):** $137,216.51 (approx. $1.65 million annualized).
- **Net Projected Increase:** Over **$435,500 annually** if no structural modifications were made.

Under PA 152 of 2011 and existing collective bargaining agreements, health care costs are shared 90% by the City and 10% by employees. An unmitigated 36% jump would have severely strained the General Fund and imposed a burdensome cost hike on employees' monthly paychecks.

Collaborative Negotiations & Plan Design Changes

Recognizing these mutual challenges, City administration initiated discussions with leadership and business representatives across all bargaining units. Through productive, good-faith dialogue, the parties are considering an agreement that controls premium escalation while insulating employees from catastrophic medical expenses.

Effective **January 1, 2027 through December 31, 2027**, the health care structure will be modified as follows:

1. **New Base Plan – BCBS Simply Blue HSA PPO $3,500/$7,000 (Option 3):**
    - **Deductible:** $3,500 single / $7,000 family (with 0% coinsurance after deductible).
    - **Monthly Premium:** $114,841.59 (approx. $1.38 million annualized).
    - **Fiscal Impact:** Reduces the renewal premium by **$22,374.92 per month** (over **$268,000 in annualized premium savings** compared to staying on the old deductible tier).
    - **Embedded Deductible Protection:** Confirmed by Blue Cross Blue Shield of Michigan, this plan incorporates an individual deductible cap of $3,500. No single family member will ever have to satisfy more than $3,500 out-of-pocket before benefits begin paying for that individual, providing vital financial security to covered families.
2. **Voluntary Alternative Plan – Blue Care Network (BCN) $2,500/$5,000 HMO (Option 1):**
    - Employees may elect coverage under a lower-deductible BCN HMO plan during open enrollment, offering greater flexibility for employees who prefer an HMO network model at competitive composite rates.
3. **Maintenance of 90/10 Cost-Sharing:**
    - The City and bargaining units preserve the existing 90% employer / 10% employee premium cost-sharing allocation for the duration of 2027.

City Commitment to Full HSA Funding & Funding Schedule

To offset the increased deductible threshold from $2,000/$4,000 to $3,500/$7,000, the City has committed to **fully funding the increased deductible** for all participating eligible employees into their Health Savings Accounts (HSAs).

- **City Funding Amount:** The City will deposit the full applicable deductible amount ($3,500 for single; $7,000 for family/two-person) to eligible employee HSA accounts.

- **Funding Date (On or before January 15, 2027):** In past years, HSA contributions were released on January 1. Due to January 1, 2027 falling on a Friday immediately preceding a holiday weekend, combined with typical holiday banking processing schedules and the substantial financial and administrative reconciliation involved in issuing expanded contribution levels, the LOU provides that HSA funding will be deposited in one full installment on or before **January 15, 2027**.

- **Separation Clause:** As established in past practice, employees who separate prior to December 31 without fully reimbursing their 10% employee-share advance will have outstanding balances reconciled against their final paycheck.

Alignment with Total Compensation Goals

This negotiated health care solution is a critical piece of the City's broader workforce strategy:

- **Wage Growth Support:** By curbing health premium inflation by over $268,000, the City preserves budgetary capacity to fund planned, competitive workforce wage increases averaging approximately **5%** across departments.
- **Employee Protection:** Rather than passing higher deductible risk directly onto workers, the City's full HSA pre-funding absorbs the out-of-pocket exposure up front, enabling employees to pay qualifying medical expenses tax-free.
- **Future Negotiations:** The LOU explicitly covers calendar year 2027. Health coverage for plan years beginning January 1, 2028 will be renegotiated during successor contract bargaining, and nothing in the LOU waives or impairs the City's statutory rights under PA 152 of 2011 moving forward.

Fiscal Impact

- **Gross Renewal Premium Cost (Old Plan):** $1,646,598
- **Negotiated Premium Cost (New Base Plan):** $1,378,099
- **Gross Premium Savings: $268,499**
- **Net Position:** Even after accounting for the incremental employer HSA funding required to back the higher deductibles, the restructure yields net operational savings, dampens the trajectory of future rate increases, and keeps health benefit costs predictable.

Recommendation
City administration extends its sincere appreciation to the bargaining representatives of ACOA, POAM, TPOAM, and ACA for their collaboration and pragmatic approach to solving a shared financial challenge.

Action Requested: It is respectfully recommended that the Albion City Council approve the 2027 Medical Insurance Letter of Understanding as presented and authorize the City Manager to execute the final agreement.

LETTER OF UNDERSTANDING

BETWEEN

The City of Albion

AND

Albion Command Officers Association
Police Officer Association of Michigan
Albion Department of Public Works Association (TPOAM)
Albion Clerical Alliance

This Letter of Understanding is entered into by the parties in response to the significant and unanticipated increases in health insurance premiums recently experienced by the City and its employees. The parties share a mutual interest in addressing these rising costs while maintaining comprehensive and sustainable health care coverage for employees. Accordingly, following discussions and in recognition of the need to address these challenges collaboratively, the parties agree as follows:

1. Beginning with the plan year effective January 1, 2027, the current health care coverage plan offered to City employees, i.e. BCBS Simply Blue HSA PPO 2000/4000, will be discontinued and replaced with BCBS Simply Blue HSA PPO 3500/7000, as detailed in the Benefits-at-a-Glance, Attachment 1.

2. As an alternative to the BCBS Simply Blue HSA PPO 3500/7000 plan, employees may, at their option, elect coverage under a Blue Care Network 2500/5000 deductible plan at open enrollment. The alternative Blue Care Network plan is detailed in the Benefits-at-a-Glance, Attachment 2.

3. The City shall continue to provide HSA contributions for 2027 in a manner consistent with its past practice, i.e. full funding in January. The City shall fund the full applicable increased deductible for each eligible employee by contributing funds to their Health Savings Account (HSA) in one installment on or before January 15, 2027. Newly hired employees in each bargaining unit shall likewise continue to receive HSA funding in accordance with the funding practices applicable during the current term of the respective Collective Bargaining Agreement.

4. If an employee separates from employment before December 31 of the calendar year and has therefore not fully repaid the 10% portion of the employee's HSA funding advanced by the City, the outstanding balance shall become immediately due and payable. The City is expressly authorized to deduct the outstanding balance from the employee's final pay. To the extent the outstanding balance exceeds the amount available for deduction from the employee's final pay, the employee shall remain responsible for repayment of the remaining balance.

5. All other existing terms of the applicable Collective Bargaining Agreements shall continue in effect, including but not limited to the 90% employer, 10% employee cost sharing allocation.

6. The health care coverage detailed in Attachment 1 (or the option detailed in Attachment 2, if elected) and the 90%/10% cost sharing allocation shall remain in effect for all collective bargaining unit employees until December 31, 2027. Health care coverage for the plan year beginning January 1, 2028 shall be subject to negotiations between the City and each bargaining unit in negotiations for their successor collective bargaining agreement(s). Nothing in this Letter of Understanding shall be construed to waive or otherwise impair the City's rights under PA 152 of 2011 beginning effective January 1, 2028, including its authority to determine and implement health care cost-sharing allocations in accordance with the Act.

FOR THE CITY

Sheryl Theriot
City Manager

Date

Victoria Garcia-Snyder
Mayor

Date

Jill Domingo
City Clerk

Date

FOR THE ALBION COMMAND OFFICERS ASSOCIATION

Bill Timmons
ACOA

Date

Harry Valentine
Business Representative

Date

[remainder of signatures on following pages]

FOR THE POLICE OFFICERS ASSOCIATION OF MICHIGAN

Aaron Reynolds
POAM

Date

Eric Ronewicz
POAM

Date

FOR THE DEPT. OF PUBLIC WORKS ASSOCIAITION

David Dillard
POAM

Date

Eric Ronewicz
TPOAM

Date

FOR THE ALBION CLERICAL ALLIANCE

Eric Tobin
ACA

Date

Luke Silver
Business Agent

Date

Blue Care Network of Michigan

A nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association

Benefits-at-a-Glance
High Deductible Health Plan
00115149 CITY OF ALBION
0001/0001
Effective Date: 10/01/2026

This is intended as an easy-to-read summary and provides only a general overview of your benefits. **It is not a contract.** Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Care Network certificates and riders. Payment amounts are based on the Blue Care Network approved amount, less any applicable deductible, coinsurance and/or copay amounts required by the plan. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan documents, the plan document will control. This coverage is provided pursuant to a contract entered into in the state of Michigan and shall be construed under the jurisdiction and according to the laws of the state of Michigan. Services must be provided or arranged by the member's primary care physician or health plan.

Preauthorization for Select Services - Services listed in this summary are covered when provided in accordance with Certificate requirements and, when required, are preauthorized or approved by BCN except in an emergency.

Note: A list of services that require approval **before** they are provided is available online at **https://bcbsm.com/priorauth**.

Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

Benefits	
Deductible **Note:** The Deductible will apply to all services except preventive services	$2,500 per member/$5,000 per family per calendar year (no 4th quarter carry-over)
The deductible is combined for both medical and prescription drug coverage.	The deductible is aggregate. The full family deductible must be met under a two-person or family contract before benefits are paid for any person on the contract.
Coinsurance **Note:** Coinsurance applies once the deductible has been met	50% for select services as noted below
Out of Pocket Maximum - applies to deductibles, copays and coinsurance amounts for all covered services	$4,000 per member/$8,000 per family per calendar year The out-of-pocket maximum is aggregate. For a two-person or family contract, one person on the contract can meet the entire family out-of-pocket maximum.

Preventive services

Benefits	
Health Maintenance Exam	100%
Annual Gynecological Exam	100%
Pap Smear Screening - laboratory services only	100%
Well-Baby and Well-Child Visits	100%
Immunizations	100%
Prostate Specific Antigen (PSA) Screening - laboratory services only	100%

Preventive services (continued)

Benefits	
Routine Colonoscopy	100%
Mammography Screening	100%
Voluntary Sterilization of Female Reproductive Organs	100%
Breast Pumps (DME guidelines apply.)	100%
Routine Maternity Prenatal and Postnatal Care	100%

Physician office services

Benefits	
PCP Office Visits	100% after deductible
Medical Online Visits - when performed by a BCN participating provider or BCN designated online vendor **Note:** Not all services delivered virtually are considered an online visit but may be considered telemedicine. Telemedicine services will be subject to the applicable cost share associated with the service provided.	100% after deductible
Referral Physician Visits	100% after deductible

Emergency medical care

Benefits	
Hospital Emergency Room	100% after deductible
Urgent Care Center	100% after deductible
Retail Health Clinic	100% after deductible
Ambulance Services - medically necessary	100% after deductible

Diagnostic services

Benefits	
Laboratory and Pathology Tests	100% after deductible
Diagnostic Tests and X-rays	100% after deductible
High Technology Radiology Imaging (MRI, MRA, CAT, PET)	100% after deductible
Radiation Therapy	100% after deductible

Maternity services provided by a physician

Benefits	
Routine Prenatal and Postnatal Care Visits	100%
Delivery and Nursery Care	100% after deductible

Hospital care

Benefits	
General Nursing Care, Hospital Services and Supplies	100% after deductible
Outpatient Surgery	100% after deductible

Alternatives to hospital care

Benefits	
Skilled Nursing Care	100% after deductible Up to 45 days per calendar year
Hospice Care	100% after deductible
Home Health Care	100% after deductible

Surgical services

Benefits	
Surgery - includes all related surgical services and anesthesia.	100% after deductible
Voluntary Sterilization of Male Reproductive Organs - see Preventive Services for Voluntary Sterilization of Female Reproductive Organs	50% after deductible
Elective Abortion Services	50% after deductible
Elective Abortion Coverage Limit	Limited to one procedure per two-year period of membership. **Note:** Abortions are not covered if rendered in a location where abortion is not legal.
Human Organ Transplants (subject to medical criteria)	100% after deductible
Reduction Mammoplasty (subject to medical criteria)	50% after deductible
Male Mastectomy (subject to medical criteria)	50% after deductible
Temporomandibular Joint Syndrome (subject to medical criteria)	50% after deductible
Orthognathic Surgery (subject to medical criteria)	50% after deductible
Weight Reduction Procedures (subject to medical criteria) - Limited to one procedure per lifetime	50% after deductible

Behavioral health services (mental health and substance use disorder treatment)

Benefits	
Inpatient Mental Health Care	100% after deductible
Residential Substance Use Disorder	100% after deductible
Outpatient Mental Health Care includes online and telemedicine visits **Note:** For diagnostic and therapeutic services, see the Diagnostic Services section above for applicable cost sharing.	100% after deductible
Outpatient Substance Use Disorder	100% after deductible

Autism spectrum disorders, diagnoses and treatment

Benefits	
Applied behavioral analysis (ABA) treatment **Note:** Prior to seeking ABA treatment, the member must be evaluated by an interdisciplinary team including, but not limited to, a physician, behavioral health specialist, and a speech and language specialist for the services to be authorized. This interdisciplinary evaluation can be performed at an approved autism evaluation center (AAEC)	100% after deductible
Outpatient physical therapy, speech therapy and occupational therapy for autism spectrum disorder. Unlimited visits for PT/OT/ST with autism spectrum disorder diagnosis.	100% after deductible
Other covered services, including mental health services, for autism spectrum disorder	See your outpatient mental health, medical office visit and preventive benefit.

Other services

Benefits	
Allergy Testing and Therapy	100% after deductible
Allergy Injections	100% after deductible
Chiropractic Spinal Manipulation - when referred	100% after deductible Limited to 30 visits per calendar year
Outpatient Physical, Speech and Occupational Therapy - subject to meaningful improvement within 60 days	100% after deductible Limited to 60 visits per calendar year for any combination of outpatient rehabilitation therapies.
Infertility Counseling and Treatment	50% after deductible (excludes in-vitro fertilization)
Durable Medical Equipment	50% after deductible
Prosthetic and Orthotic Appliances	50% after deductible
Diabetic Supplies **Note:** Certain diabetic supplies are covered through the pharmacy benefit if you have BCN pharmacy coverage. Applicable prescription drug cost-sharing will apply.	100% after deductible
Hearing Aid	Not Covered

Prescription drugs

Benefits	
Preferred Generic Tier	$10 copay after deductible
Nonpreferred Generic Tier	$30 copay after deductible
Preferred Brand Tier	$60 copay after deductible
Nonpreferred Brand Tier	$80 copay after deductible
Preferred Specialty Tier	20% coinsurance (max $200) after deductible
Nonpreferred Specialty Tier	20% coinsurance (max $300) after deductible
Contraceptives	Women's Contraceptives - Preferred Generic - 100%, Non-Preferred Generic- $30 copay after deductible, Preferred Brand- $60 copay after deductible, Non-Preferred Brand - $80 copay after deductible
Drugs for the Treatment of Sexual Dysfunction	50% coinsurance after deductible
Mail Order Prescription Drugs	30 day supply or less - applicable tiered copay/coinsurance, 31-90 day supply - 3x's the 30 day copay/coinsurance minus $10 after deductible.

Prescription drugs (continued)

Benefits	
Diabetic Supplies	Select diabetic supplies and equipment are covered, applicable cost sharing will apply. Cost sharing may not apply to certain preferred glucometers as defined on the drug list.
Prescription Drug Deductible	Prescription drug deductible integrated with the medical deductible
Variable Cost Share Coupon Program	Your plan includes a prescription drug discount program for certain medications. When a manufacturer coupon is used through the BCN discount program, the amount paid after the discount applies toward the out of pocket maximum.
Custom Drug List	The list of prescription drugs that have been approved by the U.S. Food and Drug Administration and approved by the BCBSM/BCN Pharmacy and Therapeutics Committee. The list represents the clinical judgment of Michigan physicians, pharmacists and other experts in the diagnosis and treatment of disease and promotion of health. Medications are selected based on clinical effectiveness, safety and opportunity for cost savings. Some drugs included in the Custom Drug List require prior authorization and/or step therapy by BCN before they are covered. The drug list may be modified by BCN as needed to remove or add a covered drug or to modify the requirements for authorization of a covered drug. The list may be found at https://www.bcbsm.com/druglists

For Internal Purposes Only
Benefits Selected - HDHPLG : 2500HD,4KOMHD,90D3X,P136HD,VACR50



CITY OF ALBION
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Simply Blue℠ HSA PPO with Rx Embedded Cost-Sharing LG
Effective Date: On or after October 2026
Benefits-at-a-glance

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten. If your group is self-funded, please see any other plan documents your group uses. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Prior authorization for Select Services - Services listed in this BAAG are covered when provided in accordance with Certificate requirements and, when required, receive prior authorization or approved by BCBSM except in an emergency.

Note: A list of services that require approval **before** they are provided is available online at **bcbsm.com/importantinfo.** Select ***Approving covered services*.**

Pricing information for various procedures by in-network providers can be obtained by calling the customer service number listed on the back of your BCBSM ID card and providing the procedure code. Your provider can also provide this information upon request.

Prior authorization for Specialty Pharmaceuticals - BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician must contact BCBSM to request prior authorization of the drugs. **If prior authorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.**

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other diseases as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

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Eligibility Information

Member	Eligibility Criteria
Dependents	• Subscriber's legal spouse • **Dependent children**: related to you by birth, marriage, legal adoption or legal guardianship; eligible for coverage until the end of the year in which they turn age 26

Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

Note: If an in-network provider refers you to an out-of-network provider, all covered services obtained from that out-of-network provider will be subject to applicable out-of-network cost-sharing.

Benefits	In-network	Out-of-network
Deductibles **Note:** Your deductible **combines** deductible amounts paid under your Simply Blue HSA medical coverage **and** your Simply Blue prescription drug coverage. **Note:** Two or more members must meet the family deductible. If the one-member deductible has been met, but not the family deductible, we will pay for covered services only for that member who has met the deductible. Covered services for the remaining family members will be paid when the full family deductible has been met.	$3,500 for one member or $7,000 for the family (when two or more members are covered under your contract) each calendar year **(no 4th quarter carry-over)**	$7,000 for one member or $14,000 for the family (when two or more members are covered under your contract) each calendar year **(no 4th quarter carry-over)**
Flat-dollar copays	See "Prescription Drugs" section	See "Prescription Drugs" section
Coinsurance amounts (percent copays) **Note:** Coinsurance amounts apply once the deductible has been met.	None	20% of approved amount for most covered services
Annual out-of-pocket maximums - applies to deductibles and coinsurance amounts for all covered services - including prescription drug cost-sharing amounts	$6,900 for one member, $13,800 for the family (when two or more members are covered under your contract) each calendar year	$13,800 for one member, $27,600 for the family (when two or more members are covered under your contract) each calendar year
Lifetime dollar maximum	None	

Preventive care services

Benefits	In-network	Out-of-network
Health maintenance exam - includes chest x-ray, EKG, cholesterol screening and other select lab procedures	100% (no deductible or copay/coinsurance), one per member per calendar year **Note:** Additional well-women visits may be allowed based on medical necessity.	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), two per member per calendar year **Note:** Additional well-women visits may be allowed based on medical necessity.	Not covered

Benefits	In-network	Out-of-network
Pap smear screening - laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Voluntary sterilization of female reproductive organs	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Prescription contraceptive devices - includes insertion and removal of an intrauterine device by a licensed physician	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Contraceptive injections	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Well-baby and Well-child visits	100% (no deductible or copay/coinsurance) • 8 visits, birth through 12 months • 6 visits, 13 months through 23 months • 6 visits, 24 months through 35 months • 2 visits, 36 months through 47 months • Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance) **Note:** Subsequent medically necessary mammograms performed during the same calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible **Note:** Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider.
	One per member per calendar year	
Colonoscopy - routine or medically necessary	100% (no deductible or copay/coinsurance) for the first billed colonoscopy **Note:** Subsequent colonoscopies performed during the same calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible
	One routine colonoscopy per member per calendar year	

Physician office services

Benefits	In-network	Out-of-network
Office visits - must be medically necessary **Note: Virtual Primary Care** visits by a non-BCBSM selected vendor are not covered.	• 100% after in-network deductible for each office visit (in person or virtual) • 100% after in-network deductible for each **virtual primary care** visit for members 18 years of age or older, by a BCBSM-selected vendor	80% after out-of-network deductible
Online visits - by physician or **BCBSM** selected vendor must be medically necessary **Note:** Online visits by a non-BCBSM selected vendor are not covered. Not all services delivered virtually are considered an online visit, but may be considered telemedicine. Telemedicine services will be subject to the applicable cost share associated with the service provided.	100% after in-network deductible	80% after out-of-network deductible
Outpatient and home medical care visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Office consultations - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Urgent care visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible

Emergency medical care

Benefits	In-network	Out-of-network
Hospital emergency room	100% after in-network deductible	100% after in-network deductible
Ambulance services - must be medically necessary	100% after in-network deductible	100% after in-network deductible

Diagnostic services

Benefits	In-network	Out-of-network
Laboratory and pathology services	100% after in-network deductible	80% after out-of-network deductible
Diagnostic tests and x-rays	100% after in-network deductible	80% after out-of-network deductible
Therapeutic radiology	100% after in-network deductible	80% after out-of-network deductible

Maternity services provided by a physician or certified nurse midwife

Benefits	In-network	Out-of-network
Prenatal care visits	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Postnatal care	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Delivery and nursery care **Note:** For facility services See "Hospital Care"	100% after in-network deductible	80% after out-of-network deductible

Hospital care

Benefits	In-network	Out-of-network
Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies **Note:** Nonemergency services must be rendered in a **participating** hospital.	100% after in-network deductible Unlimited days	80% after out-of-network deductible
Inpatient consultations	100% after in-network deductible	80% after out-of-network deductible
Chemotherapy	100% after in-network deductible	80% after out-of-network deductible

Alternatives to hospital care

Benefits	In-network	Out-of-network
Skilled nursing care - must be in a **participating** skilled nursing facility	100% after in-network deductible Limited to a maximum of 90 days per member per calendar year	100% after in-network deductible
Hospice care	100% after in-network deductible Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods - provided through a **participating** hospice program **only**; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	100% after in-network deductible
Home health care: • must be medically necessary • must be provided by a **participating** home health care agency	100% after in-network deductible	100% after in-network deductible
Infusion therapy: • must be medically necessary • must be given by a **participating** Home Infusion Therapy (HIT) provider or in a **participating** freestanding Ambulatory Infusion Center (AIC) • may use drugs that require prior authorization - consult with your doctor	100% after in-network deductible	100% after in-network deductible

Surgical services

Benefits	In-network	Out-of-network
Surgery - includes related surgical services and medically necessary facility services by a **participating** ambulatory surgery facility	100% after in-network deductible	80% after out-of-network deductible
Presurgical consultations	100% after in-network deductible	80% after out-of-network deductible
Voluntary sterilization of male reproductive organs **Note:** For voluntary sterilization of female reproductive organs, see **"Preventive care services."**	100% after in-network deductible	80% after out-of-network deductible
Elective Abortion Services **Note:** Abortions are not covered if rendered in a location where abortions are not legal.	100% after in-network deductible	80% after out-of-network deductible

Human organ transplants

Benefits	In-network	Out-of-network
Specified human organ transplants - must be in a **designated** facility and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	100% after in-network deductible - in designated facilities **only**
Bone marrow transplants - must be coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	80% after out-of-network deductible
Specified oncology clinical trials **Note:** BCBSM covers clinical trials in compliance with PPACA.	100% after in-network deductible	80% after out-of-network deductible
Cornea and skin transplants	100% after in-network deductible	80% after out-of-network deductible

Behavioral Health Services (Mental Health and Substance Use Disorder)

Benefits	In-network	Out-of-network
Inpatient mental health care and **inpatient** substance use disorder treatment **Note:** Facility services are covered in participating facilities only.	100% after in-network deductible Unlimited days	80% after out-of-network deductible
Residential psychiatric treatment facility: • covered mental health services must be performed in a residential psychiatric treatment facility • treatment requires prior authorization • subject to medical criteria	100% after in-network deductible	80% after out-of-network deductible
Outpatient mental health care: • Facility and clinic **Note:** Facility services are covered in participating facilities only.	100% after in-network deductible	100% after in-network deductible
• Online visits **Note:** Online visits by a non-BCBSM selected vendor are not covered	100% after in-network deductible	80% after out-of-network deductible
• Physician's office	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance use disorder treatment - in approved facilities **only**	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

Autism spectrum disorders, diagnoses and treatment

Benefits	In-network	Out-of-network
Applied behavior analysis (ABA) treatment - subject to prior authorization **Note:** Prior to seeking ABA treatment, the member must be evaluated by an interdisciplinary team including, but not limited to, a physician, behavioral health specialist, and a speech and language specialist for the services to be authorized. This interdisciplinary evaluation can be performed at an approved autism evaluation center (AAEC).	100% after in-network deductible	80% after out-of-network deductible **Note:** Services rendered by an approved licensed behavior analyst (LBA) will apply the in-network cost-sharing.

Benefits	In-network	Out-of-network
Outpatient physical therapy, speech therapy and occupational therapy for autism spectrum disorder	100% after in-network deductible	80% after out-of-network deductible
	Physical, speech and occupational therapy **with an autism diagnosis** is unlimited	
Other covered services, including nutritional counseling and mental health services, for autism spectrum disorder	100% after in-network deductible	80% after out-of-network deductible

Other covered services

Benefits	In-network	Out-of-network
Outpatient Diabetes Management Program (ODMP) **Note:** Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider. **Note:** When you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.	100% after in-network deductible	80% after out-of-network deductible
Allergy testing and therapy	100% after in-network deductible	80% after out-of-network deductible
Chiropractic spinal manipulation and osteopathic manipulative therapy	100% after in-network deductible	80% after out-of-network deductible
	Limited to a **combined** 12-visit maximum per member per calendar year	
Outpatient physical, speech and occupational therapy - provided for rehabilitation	100% after in-network deductible	80% after out-of-network deductible **Note:** Services at nonparticipating outpatient physical therapy facilities are not covered.
	Limited to a **combined** 30-visit maximum per member per calendar year	
Durable medical equipment **Note:** Reference the Find A Doctor tool at bcbsm.com for in-network Durable Medical Equipment providers. **Note:** DME items required under the preventive benefit provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider. For a list of preventive DME items that PPACA requires to be covered at 100%, call BCBSM.	100% after in-network deductible	80% after out-of-network deductible
Prosthetic and orthotic appliances **Note:** Reference the Find A Doctor tool at bcbsm.com for in-network Prosthetics/Orthotics providers.	100% after in-network deductible	80% after out-of-network deductible
Private duty nursing care	100% after in-network deductible	80% after out-of-network deductible

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Benefits-at-a-glance

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay/coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Specialty Pharmaceutical Drugs - The preferred pharmacy for specialty drugs is **Walgreens Specialty Pharmacy**. Specialty drugs are covered only when dispensed through the Walgreens Specialty Pharmacy or through a participating Walgreens retail pharmacy, as long as the drug is available at that location. You may want to call ahead to confirm availability. **If you don't use Walgreens Specialty Pharmacy or a participating Walgreens retail pharmacy, you may be responsible for the full cost of the medication.**

A list of specialty drugs is available on our website at **bcbsm.com/pharmacy**. Click What are specialty drugs, then click Specialty Drug Program Rx Benefit Member Guide. The guide is updated monthly.

If you have additional questions, you can call Walgreens Specialty Pharmacy customer service at 1-866-515-1355.

We will not pay for more than a 30-day supply of a covered prescription drug that Blue Cross defines as a "specialty pharmaceutical". We may make exceptions if a member requires more than a 30-day supply. Blue Cross reserves the right to limit the quantity of select specialty drugs to no more than a 15-day supply for each fill. Your copay or coinsurance will be reduced by one-half for each fill once applicable deductibles have been met.

Select Controlled Substance Drugs - BCBSM will limit the initial fill of select controlled substances to a 5-day supply. Additional fills for these medications will be limited to no more than a 30-day supply. The controlled substances affected by this prescription drug requirement are available online at bcbsm.com/pharmacy.

Member's responsibility (copays and coinsurance amounts)

Your Simply Blue HSA prescription drug benefits, including mail order drugs, are subject to the same deductible and same annual out-of-pocket maximum required under your Simply Blue HSA medical coverage. Benefits are not payable until you have met the Simply Blue HSA annual deductible. After you have satisfied the deductible you are required to pay applicable prescription drug copays and coinsurance amounts which are subject to your annual out-of-pocket maximums.

Note: The following prescription drug expenses will not apply to your Simply Blue HSA deductible or annual out-of-pocket maximum

- any difference between the Maximum Allowable Cost and BCBSM's approved amount for a covered brand-name drug
- the 20% member liability for covered drugs obtained from an out-of-network pharmacy

Benefits		90-day retail network pharmacy	In-network mail order provider*	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
Generic or select prescribed over-the-counter drugs	1 to 30-day period	After deductible is met, you pay $20 copay	After deductible is met, you pay $20 copay	After deductible is met, you pay $20 copay	After deductible is met, you pay $20 copay plus an additional 20% of BCBSM approved amount for the drug

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Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

Benefits		90-day retail network pharmacy	In-network mail order provider*	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
	31 to 83-day period	No coverage	After deductible is met, you pay $40 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay $40 copay	After deductible is met, you pay $40 copay	No coverage	No coverage
Preferred brand-name drugs	1 to 30-day period	After deductible is met, you pay $60 copay	After deductible is met, you pay $60 copay	After deductible is met, you pay $60 copay	After deductible is met, you pay $60 copay plus an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	After deductible is met, you pay $120 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay $120 copay	After deductible is met, you pay $120 copay	No coverage	No coverage
Nonpreferred brand-name drugs	1 to 30-day period	After deductible is met, you pay $80 or 50% of the approved amount (whichever is greater), but no more than $100	After deductible is met, you pay $80 or 50% of the approved amount (whichever is greater), but no more than $100	After deductible is met, you pay $80 or 50% of the approved amount (whichever is greater), but no more than $100	After deductible is met, you pay $80 copay or 50% of the approved amount (whichever is greater), but no more than $100 plus an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	After deductible is met, you pay $160 or 50% of the approved amount (whichever is greater), but no more than $200	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay $160 or 50% of the approved amount (whichever is greater), but no more than $200	After deductible is met, you pay $160 or 50% of the approved amount (whichever is greater), but no more than $200	No coverage	No coverage
Generic specialty drugs	1 to 30-day period	**Coverage only available through the Exclusive Pharmacy Network for Specialty Drugs** After deductible is met, you pay $20 copay **Note:** No coverage for 31-90 day supply.			
Preferred brand-name specialty drugs	1 to 30-day period	**Coverage only available through the Exclusive Pharmacy Network for Specialty Drugs** After deductible is met, you pay $60 copay **Note:** No coverage for 31-90 day supply.			
Nonpreferred brand-name specialty drugs	1 to 30-day period	**Coverage only available through the Exclusive Pharmacy Network for Specialty Drugs** After deductible is met, you pay $80 or 50% of the approved amount (whichever is greater), but no more than $100 **Note:** No coverage for 31-90 day supply.			

Note: Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law. They are identified by BCBSM as select prescription drugs. A prescription for the select OTC drug is required from the member's physician. In some cases, over-the-counter drugs may need to be tried before BCBSM will approve use of other drugs.
* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

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Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

Covered services				
Benefits	**90-day retail network pharmacy**	**In-network mail order provider***	**In-network pharmacy (not part of the 90-day retail network)**	**Out-of-network pharmacy**
FDA-approved drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
Prescribed over-the-counter drugs - when covered by BCBSM	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
State-controlled drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
FDA-approved **generic** and **select brand-name** prescription preventive drugs, supplements and vitamins as required by PPACA	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved **brand-name** prescription preventive drugs, supplements and vitamins as required by PPACA	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
Adult and childhood select preventive immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% of approved amount	No coverage	100% of approved amount	80% of approved amount
FDA-approved **generic** and **select brand-name** prescription contraceptive medication (non-self-administered drugs are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved **brand-name** prescription contraceptive medication (non-self-administered drugs are not covered)	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance **plus** an additional 20% prescription drug out-of-network penalty

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

Benefits	90-day retail network pharmacy	In-network mail order provider*	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
Disposable needles and syringes - when dispensed with insulin or other covered injectable legend drugs **Note:** Needles and syringes have no copay/coinsurance.	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty for insulin or other covered injectable legend drug
Select diabetic supplies and devices (test strips, lancets and glucometers) For a list of diabetic supplies available under the pharmacy benefit refer to your BCBSM drug list at BCBSM.com/pharmacy.	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty

* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

Features of your prescription drug plan

Custom Drug List	A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the drug list is to provide members with the greatest therapeutic value at the lowest possible cost. • **Generic drug tier** - This tier includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay/coinsurance, making them the most cost-effective option for the treatment. • **Preferred brand-name drug tier** - This tier includes non-specialty preferred brand-name drugs. These drugs are more expensive then generic and members pay more for them. • **Nonpreferred brand-name drug tier** - This tier includes non-specialty brand-name drugs for which there's either a generic alternative or a more cost-effective preferred brand-name drug available. Members pay more for these nonpreferred brand-name drugs.
Prior authorization/step therapy	A process that requires a physician to obtain approval from BCBSM **before** select prescription drugs (drugs identified by BCBSM as requiring prior authorization) will be covered. **Step Therapy**, an initial step in the "Prior Authorization" process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require prior authorization. Details about which drugs require prior authorization or step therapy are available online site at **bcbsm.com/pharmacy.**
Maximum allowable cost drugs	For maximum allowable cost (MAC) Drugs, if you have a prescription filled by an in-network pharmacy, and the pharmacist fills it with a generic equivalent drug, you are required to pay only the copayment and/or deductible, if applicable. If you obtain a brand name drug when a generic equivalent drug is available, you must pay the difference between the maximum allowable cost and the BCBSM approved amount for the brand name drug plus your copayment and/or deductible, if applicable. **Note:** If your physician requests and receives authorization for a brand name drug from BCBSM's Pharmacy Services Department and writes "Dispense as Written" or "DAW" on the prescription order, you pay only your copayment and/or deductible, if applicable.
Quantity limits	To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits.

Blue Cross Blue Shield of Michigan

A nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association

CITY OF ALBION
A1VYD4
0070034430004
Vision Coverage
Effective Date: On or after October 2026
Benefits-at-a-glance

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten. If your group is self-funded, please see any other plan documents your group uses. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Blue Vision benefits are provided by Vision Service Plan (VSP), the largest provider of vision care in the nation. VSP is an independent company providing vision benefit services for Blues members. To find a VSP doctor, call **1-800-877-7195** or log on to the VSP Web site at **vsp.com.**

Note: Members may choose between prescription glasses (lenses and frame) or contact lenses, but not both

Note: Discounts up to 20% for additional prescription glasses and any amount over the allowance ***plus*** savings on non-covered lens extras (up to 25%) when obtained from a VSP provider

Member's responsibility (copays)

Benefits	VSP network doctor	Non-VSP provider
Eye exam	$5 copay	$5 copay applies to charge
Prescription glasses (lenses and/or frames)	**Combined** $10 copay	Member responsible for difference between approved amount and provider's charge, after $10 copay
Medically necessary contact lenses **Note:** No copay is required for prescribed contact lenses that are not medically necessary.	$10 copay	Member responsible for difference between approved amount and provider's charge, after $10 copay

Eye exam

Benefits	VSP network doctor	Non-VSP provider
Complete eye exam by an ophthalmologist or optometrist. The exam includes refraction, glaucoma testing and other tests necessary to determine the overall visual health of the patient.	$5 copay	Reimbursement up to $45 less $5 copay (member responsible for any difference)
	One eye exam in any period of 12 **consecutive** months	

206050%CRXCMLG;ADM PLANYR OCT;BLUE VISION;BVFL;BVPP CHOICE NET;HSADOPME$69KLG;SBD HSA-E LG;SBD-HSA-EA-1 LG;SBDHSA-D-E3500;SBDHSAC0IN20ONL

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

Lenses and frames

Benefits	VSP network doctor	Non-VSP provider
Standard lenses (must not exceed 60 mm in diameter) prescribed and dispensed by an ophthalmologist or optometrist. Lenses may be molded or ground, glass or plastic. Also covers prism, slab-off prism and special base curve lenses when medically necessary.	$10 copay (one copay applies to **both** lenses and frames)	Reimbursement up to approved amount based on lens type less $10 copay (member responsible for any difference)
	One pair of lenses, with or without frames, in any period of 12 **consecutive** months	
Standard frames **Note:** All VSP network doctor locations are required to stock at least 100 different frames within the frame allowance.	$130 allowance that is applied toward frames (member responsible for any cost exceeding the allowance) less $10 copay (one copay applies to **both** frames and lenses)	Reimbursement up to $70 less $10 copay (member responsible for any difference)
	One frame in any period of 12 **consecutive** months	

Contact Lenses

Benefits	VSP network doctor	Non-VSP provider
Medically necessary contact lenses (requires prior authorization approval from VSP and must meet criteria of medically necessary)	$10 copay	Reimbursement up to $210 less $10 copay (member responsible for any difference)
	Contact lenses up to the allowance in any period of 12 **consecutive** months	
Elective contact lenses that **improve** vision (prescribed, but do not meet criteria of medically necessary)	$130 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)	$105 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)
	Contact lenses up to the allowance in any period of 12 **consecutive** months	

206050%CRXCMLG;ADM PLANYR OCT;BLUE VISION;BVFL;BVPP CHOICE NET;HSADOPME$69KLG;SBD HSA-E LG;SBD-HSA-EA-1 LG;SBDHSA-D-E3500;SBDHSAC0IN20ONL

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

From: Evans, Jeneene <JEvans@BCBSM.com>
Sent: Wednesday, November 4, 2026 7:48 AM
To: Mike Tymkew <mtymkew@sassetmgmt.com>
Subject: RE: insurance question

Mike,

No one person can exceed the single $3500 deductible. But as a family, once in total the $7000 is reached, the plan will start to pay for the family. It would not go beyond the $7000. It just caps at $3500, for an individual if they hit that. Then everyone continues to accumulate towards the reminder of the next $3500. It could be met by one person or combination of 3.

Note: Your deductible **combines** deductible amounts paid under your Simply Blue HSA medical coverage **and** your Simply Blue prescription drug coverage.
Note: Two or more members must meet the family deductible. If the one- member deductible has been met, but not the family deductible, we will pay for covered services only for that member who has met the deductible. Covered services for the remaining family members will be paid when the full family deductible has been met.

I hope this helps.

Jeneene



Jeneene Evans
Client Engagement Manager
West Michigan Region
Blue Cross Blue Shield of Michigan

phone: 616-494-6602
cell: 231-557-3142
email: Jevans@bcbsm.com

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Discuss and Approve Budget Study Session Dates
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Manager's Department

ATTACHMENTS:

2026 City Manager Memo - 2027 Budget Dates.pdf

CITY OF ALBION
Office of The City Manager
Dr. Sheryl L. Theriot

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

MEMO

TO: Mayor Snyder and Albion City Council Members
FR: Dr. Sheryl Theriot, City Manager
RE: 2027 Budget Study Sessions and Budget Hearing
DA: November 16, 2026

City Council is requested to approve the following Study Sessions at 6:00pm:

11/16 - Budget Study Session
11/30 - Budget Study Session
12/01 - Budget Study Session

And to approve scheduling and publication of the following dates for the Public Budget Hearing and Adoption of the 2027 Budget:

12/14 - Public Budget Hearing (special session) – 6:00pm
12/21 - Adoption of Budget

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Discussion - Request from Council Member Williams to discuss consideration of a discount for Veterans on the fee schedule relative to Vendors (Food Trucks)
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Council Member Donivan Williams

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Approve Cleaning of Digestor Tank at WWTP
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	Public Services Department

ATTACHMENTS:

WWTP DIGESTER REQUEST.pdf

Pumping of a Digestor at the Wastewater Treatment Plant

Summary of the Request:

A Digester at the Wastewater Treatment Plant (WWTP) is a tank that takes in all of the sewage sludge from waste that comes to the WWTP and treats it in a specialized way that helps break it down and make it more manageable.

We have (2) Digester tanks at our WWTP. The tanks need to be cleaned out every few years. They also need to be cleaned out now due to the construction and renovation at our plant as they are getting renovated. In order to do this, the Digester tank has to be shut down and the contents must be pumped out and dealt with in a certain manner.

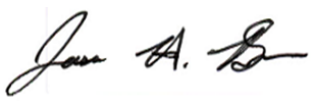
Over a year ago, we had the first Digester tank shut down and pumped out. That cost was approximately $136,000.00. The first Digester was renovated while the second one remained online to process wastewater. It is now time for the second tank to come offline and be renovated.

We have been able to locate a company in the Jackson area that can provide this service for us for $54,500.00. This cost is not part of the renovation grant and we have to pay for this service. We currently have a bypass pump on site to complete the renovation of this tank. The cost of the bypass pump is approximately $42,000.00 per month. The pump cost is covered by the renovation grant and there will be several months of this pump being used. If the tank is not taken offline right away, we will have to start paying for the monthly cost of this pump as it will not be covered under the renovation grant if we go over the timeframe.

Closing Summary:

We are requesting approval of this proposal so we can start right away with getting this tank cleared out and the renovation process started.

Respectfully submitted,



Jason Kern
Director
Public Services

WORK PROPOSAL

M&K Jetting & Televising
3201 W. Michigan Ave.
Jackson, MI 49202
(517)783-1819
Fax (517)783-1874

PROPOSAL #

DATE 11/5/2026

PREPARED BY Chris

SUBMITTED TO	JOB NAME	CONTACT PERSON	
City of Albion	Albion WWTP	NAME	Dave DeGrand
		PRIMARY PHONE	
		SECONDARY PHONE	
		EMAIL	

WORK TO BE PERFORMED	PAYMENT TERMS
Digester Cleaning	NET 30

DESCRIPTION	
Cleaning out approximately 35,000 gallons of sludge from the digester at Albion's WWTP. Using 4 vacuum trucks, JK of Michigan, operators and a laborer. This work can be performed at an hourly rate of $1,500/Hour. (estimating 3 ten-hour days)	$ 45,000.00
Disposal charges: $500.00/Load (estimating about 20 loads)	$ 9,500.00

This price includes all equipment and labor to perform the above work
Hours and disposal quantities are estimated and may not reflect the actual needs of the project

TO ACCEPT THIS QUOTATION SIGN HERE AND RETURN			
SIGNATURE	DATE SIGNED	**TOTAL**	$ 54,500.00

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Approve Closing City Hall at Noon on Thursday, Dec 10 for the Employee Holiday party
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Manager's Department

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	Approve City of Albion City Attorney Retainer Agreement
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Attorney's Office

ATTACHMENTS:

Albion - City Attorney Contract 2027.docx

CITY OF ALBION
CITY ATTORNEY RETAINER AGREEMENT

This agreement made this November 16, 2026, by and between the City of Albion, 112 W. Cass St., Albion, MI; herein referred to as “City” and The Harkness Law Firm, PLLC, 4121 Okemos Rd., Suite 17, Okemos, MI 48864, herein referred to as “Attorney”, delineates the terms, requirements and compensation for the provision of City Attorney services to the City.

1. In accordance with Sections 8.1(a) and 8.2(a) of the City Charter, the Attorney is an administrative officer of the City who is appointed by and serves at the pleasure of the City Council. Under the terms of this Agreement the City Council retains the Attorney to act as general counsel for the City in all legal matters as prescribed by the City Charter. In instances where the City Council decides to retain outside special counsel, the Attorney agrees to cooperate with said counsel as necessary and appropriate.

2. In matters where the Attorney has a conflict of interest, the Attorney shall obtain the services of an independent attorney firm (designated by City Council to act as City Attorney) to handle such matters at the City’s expense. In all other cases where the Attorney wishes the City to retain outside counsel to assist in any City matter, he shall first obtain City Council approval.

3. The City shall pay to the attorney an annual retainer (which shall be paid on a monthly basis, in advance) of one hundred twenty thousand ($120,000.00) dollars. In exchange for the payment of the annual retainer, the Attorney shall perform the services required by the City Charter:

    a. Act as legal advisor to the Council, Manager, Clerk, Finance Director, Assessor, Chief of Public Safety, other department heads and other City Boards or Committees.

    b. Prepare and file written legal opinions with the City Clerk when requested by the City Council and/or the City Manager.

    c. Prosecute all ordinance violations and represent the City in cases before the State and Federal courts and other tribunals, including the Tax Commission. These matters include, but are not limited to: code violation enforcement actions, asset forfeitures, income tax prosecution and all civil suits filed by or against the City.

    d. Prepare or review all ordinances, regulations, contracts, bonds and other instruments as may be required by the City Charter or the Council and provide a legal opinion thereon.

e. Review police reports, issue praecipes, prepare complaints and warrants, prosecute ordinance violations and pursue victim rights remedies, including the collection of restitution.

f. Attend all meetings of the City Council (two regular meetings per month plus special meetings, study sessions, council retreats, etc.).

g. Advise the Council relative to hiring outside attorneys.

h. Serve as a member of the Election Commission, which may entail working election night and accompanying the City Clerk to the County Clerk's Office and comparing the number of voters in each ward after each census.

i. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the City.

j. Perform such other duties as may be prescribed by Charter or Council.

4. As part of the annual retainer, the Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.

5. The City shall reimburse the Attorney on a monthly basis for any and all out of pocket expenses incurred in the representation of the City including, but not limited to:
    a. Filing Fees;
    b. Recording Fees;
    c. Transcript Fees;
    d. Motion Fees;
    e. Service of Process Fees;

6. The Attorney for record keeping and analysis purposes shall keep detailed records of hours spent by category of work, i.e. general counsel, prosecution, court time, special litigations, etc. The categories and process shall be mutually agreed upon between the Attorney and the City Council.

7. The Attorney shall maintain professional liability insurance of at least $1,000,000.00 per incident and $1,000,000.00 aggregate for the duration of this agreement and provide proof of said insurance to the City Clerk.

8. This Agreement shall be effective January 1, 2027 and shall continue until its amendment by mutual consent of both parties or until terminated by either party with ninety (90) days prior written notification. This agreement may not extend beyond ten (10) years without mutual consent of both parties.

9. The Attorney shall not discriminate against any qualified employee or qualified applicant for employment on the basis of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight and shall require and shall include an identical provision in any subcontracts for City Attorney Services.

10. This agreement shall be interpreted under the laws of the State of Michigan.

11. This agreement may not be modified except in writing and signed by both parties herein.

12. Should any part of this agreement be deemed unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date stated above.

City of Albion	The Harkness Law Firm, PLLC
_____	_____
Victoria Snyder, Mayor	Cullen C. Harkness, Managing Member
_____	_____
Jill. Domingo, Clerk	Date
_____	
Date	

CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING

AGENDA ITEM REPORT

Subject:	City Manager/Department Head Reports
Meeting:	CITY COUNCIL REGULAR SESSION COUNCIL REGULAR MEETING - November 16, 2026
Department:	City Manager's Department

ATTACHMENTS:

CM Report.pdf
Dept Reports.pdf

Dr. Sheryl L. Theriot
CITY OF ALBION
CITY MANAGER REPORT
112 West Cass Street ♦ Albion, MI 49224
stheriot@cityofalbionmi.gov | 517.629.7172

City Manager Report – November 16, 2026

- **City of Albion – General Election – Results**
  - Mayor – Victoria Garcia Snyder
  - Precinct 1 – Donivan DuPree Williams
  - Precinct 2 – Jacques Short
  - Precinct 6 – Andrew French

- **New Terms of Office – December 7 – Sine Die Session**

- **Council Portrait and Group Photo –** tentatively set for December 21

- **Medical Insurance** - The city and unions are still in discussions regarding the over 35% increase in medical insurance. The City has proposed changing the $2,000/$4,000 deductible to $3,500/$7,000 deductible. This results in a reduction in the premium amount and an overall cost-savings for the city and the employees. The city pays 90% of the insurance premium and 90% of the deductible. Waiting on responses from union for consideration by City Council at the Nov. 16 meeting. There is also an alternative being offered for Blue Care Network. Both plans would go into effect, if approved, Jan. 1, 2027. The City has requested that the upfront deposit into the Health Savings Accounts be delayed from January 1 to January 15 because the new year begins immediately before a holiday weekend, and considering normal vacation schedules and limited staff availability during the first week of January, processing and reconciling the significantly larger HSA contributions on Jan. 1st presents administrative challenges. We remain hopeful that each of the 4 unions will complete their ratification process, so the proposed agreement can be adopted.

- **Budget Dates** (6pm)

  - Nov. 16 – Budget Study Session
  - Nov. 30 – Budget Study Session
  - Dec. 1 – Budget Study Session
  - Dec. 14 – Public Budget Hearing
  - Dec. 21 – Adoption of Budget

- **TextMyGov** – text messaging service for residents is being set up. People can sign up by texting Albionmi to 91896. Then reply YES

- **City Hall Hours** – Friday, November 6, 2026, City Hall will resume being open on Friday's from **8am to 12noon**. The Monday – Thursday hours will remain 7am-6pm.

Dr. Sheryl L. Theriot
CITY OF ALBION
CITY MANAGER REPORT
112 West Cass Street ♦ Albion, MI 49224
stheriot@cityofalbionmi.gov | 517.629.7172

- **Front Steps to City Hall** – are being replaced. During this time, please enter using the handicapped ramp at the rear of the building. Parking is also available on the river side.

- **Comprehensive Plan & Housing Assessment Update** – the consultant group McKenna has published the website & survey for community input. Over 400 survey responses were received. Individual and group focus discussions were held. A combined meeting between City Council and the Planning Commission is planned for Dec. 7.

MEETINGS/UPDATES:

- Moulder Park – the Albion Community Foundation is working with a citizens group for the renovation of the park. They are seeking funding, including applying for a Michigan Municipal League – Bridge Builder Microgrant.
- Parks & Recreation Comprehensive Plan Work Group has met and is working on the update and inventory of the parks.
    - The Parks and Recreation Survey is available to public input: Parks and Recreation Comprehensive Planning Survey
    - Nov. 23 – Community Input
    - Forums
        - 1pm – Forks Senior Center, 101 N. Albion
        - 6pm – Opportunity High Schook, 225 E. Watson
- Calhoun County Landbank – Home Repairs in Albion and Homer announced
- **Calhoun County Land Bank Minor Home Repair Program**
    - The Calhoun County Land Bank Authority has received a **$1.028 million Community Development Block Grant (CDBG)** to provide minor home repair assistance to eligible homeowners
    - in Albion and Homer. Approximately **34 households** are expected to benefit, with qualifying homeowners eligible for up to **$25,000** in repairs that address health and safety concerns.
    - Applications
    - will be accepted through **January 2028** or until funds
    - are exhausted. Applicants must own and occupy a single-family home in Albion or Homer and meet income eligibility requirements.
    - **Impact:** The program will help preserve existing housing stock, improve housing conditions, and support neighborhood stability in Albion. [
    - Contact: Quinton Hay, 269.781.0773, qhay@calhouncountymi.gov

Dr. Sheryl L. Theriot
CITY OF ALBION
CITY MANAGER REPORT
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WORK ORDERS SUMMARY

October 2026 - City of Albion - Department of Public Works



Water Work Orders | 85 Total

Check Leaks, Check Meter, Install Meter, Read, Turn on Water, Curb Box

79 Completed | 2 Reschedule | 2 Pending | 1 In-Progress | 1 Cancelled



Sewer Work Orders | 11 Total

11 Completed



Pothole / Street Check / Misc | 25 Total

19 Completed | 5 Pending | 1 In-Progress



Tree & Brush Removal | 13 Total

Tree Removal, Limb Down, Fill Dirt, Brush Removal

8 Completed | 4 Pending | 1 Cancelled



Parking Lot / Sidewalk Repair / ROW | 4 Total

4 Completed



Signs | 1 Total

1 Completed

CITY OF ALBION

112 W CASS ST
ALBION, MI 49224
517-629-5535 PHONE
517-629-2238 FAX

November 10th, 2026.

City of Albion Income Tax department report for October: The processing center is finishing up on all the returns turned in through October and are working on all of the corporate returns. The processing center has processed 4,018 returns so far. We are sending our second round of State Tape letters out for 2024. We are working on a compliance project on companies that do business with the City and those businesses physically located in the city limits. This project will go through the end of the year. We will also be sending our next round of taxpayers that are not compliant with the income tax department over to the City Attorney's office for review. Our revenue goal for the year is $2 million. The revenue through October 31st is $1,608,764.85, $156,970.38 of it was in October alone. Our refunds paid through the end of October were $89,290.05.

Respectfully,

City of Albion Income Tax Department

YTD Income Tax Department Results as of October 31st



4,018 Processed Returns

$1,608,764.85 in Revenue





$89,290.05 in Refunds issued

"Our Main Street Is Superior"

City of Albion

Assessing Department
112 West Cass Street
Albion, Michigan 49224

Phone: (517) 629-7192 Fax: (517) 629-7452 Email: Assessor@cityofalbionmi.gov

MEMO

To: Dr. Sheryl Theriot, City Manager

From: Daniel Currie, Assessor

Date: November 11, 2026

Re: October 2026 Status Report

Dear Dr. Theriot,

A summary of October is as follows:

- Recording of 12 total property transfers for September (see attached sales report)
    - 4 Arm's Length sales
    - 8 Reference sales
- All Property Transfer Affidavits and Principal Residence Exemptions entered and current
- Current with all taxpayer inquiries
- Continue permit Field reviews
- Continue residential class sales analysis to determine ECF and land values for 2027 Assessment Roll
- Begin personal property canvass
- Begin review of county appraisal studies for commercial and industrial classes

If you have any questions, please don't hesitate to contact me at (517) 629-7192 or at assessor@cityofalbionmi.gov.

Respectfully,

Daniel Currie

Daniel Currie, MMAO
Assessor | City of Albion

October 2026

The City of ALBION

City Manager / Clerk

FOIA's Processed

8

Major Projects:

-Comprehensive Plan

-Recreation Comprehensive Plan

Grants In Progress:

DNR Tree Grant

Elections:

Polls were open from 7:00 a.m. through 8:00 p.m. on Tuesday, November 3rd, 2026

Across all 6 precincts the numbers reflected the following:

Registered Voters:

6,104

Votes Cast:

2,662

Code Enforcement October 2026 Report

33 Abatement notices were issued

21 for grass

9 for trash/bulky waste

3 for temporary storage units

1 Zoning Permit was issued for a fence

38 Addresses were registered in the Rental Registration program

(233 units)

15 Work Orders were sent to the contractors

14 were completed by the contractors

1 was owner/occupant abated

City of Albion October 2026 Sales Report

10/01/2026 - 10/31/2026

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Terms of Sale	Grantor	Grantee
51-000-533-00	301 PERRY ST	10/16/2026	$0	OTH	33-TO BE DETERMINED	BERLEUE DAVID E	HARRIS, BRIAN
51-000-869-00	212 W PORTER ST	10/23/2026	$35,000	PTA	22-OUTLIER	MOYE ROSE ALICE ET AL	SOCA LLC
51-001-292-00	209 W ELM ST	10/30/2026	$0	PTA	10-FORECLOSURE	CALHOUN COUNTY SHERIFF	FREEDOM MORTGAGE CORP
51-001-518-08	650 HAVEN RD	10/1/2026	$0	PTA	09-FAMILY/RELATED ENTITY	BRITON ACRES	ALBION COLLEGE
51-002-114-01	211 MARKET PL	10/22/2026	$57,998	PTA	12-FROM LENDING INST. NOT EXPOSED	HOMESTEAD SAVINGS BANK FSB	ACE INVESTMENT PROPERTIES LLC
51-002-554-00	312 BURR OAK ST	10/9/2026	$0	PTA	18-LIFE ESTATE	O'KENNON MARTHA	O'KENNON, MARTHA
51-003-232-00	1205 E MICHIGAN AVE	10/28/2026	$225,000	WD	03-ARM'S LENGTH	BRUNDAGE, JOHN	SCHOLL, JENNIFER
51-009-607-00	929 N MONROE ST	10/29/2026	$30,000	WD	09-FAMILY/RELATED ENTITY	RUBLEY, BETH	RUBLEY, BRIAN
51-009-682-00	711 N BERRIEN ST	10/5/2026	$183,500	PTA	03-ARM'S LENGTH	GAZLAY DEAN	HARPER, ZANE
51-010-504-00	618 AUSTIN AVE	10/9/2026	$7,000	WD	22-OUTLIER	TOLBERT TRACY K	BOYD, JAMES
51-012-060-00	814 N CLINTON ST	10/23/2026	$117,900	PTA	03-ARM'S LENGTH	EHNIS, DONALD H-DENNA J	ANGELL, SARAH L-LOPEZ, WANDA M
51-014-515-00	601 MANOR DR	10/21/2026	$255,000	PTA	03-ARM'S LENGTH	KAIL PAMELA S	KORROCH, FREDERICK-KING, LARRY
	12	Totals:	$911,398				