

Regular Meeting of the City Commission
Monday, November 12, 2018
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Nottawa Township Sewer System Presentation by Pete Lorenz.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

2. City Manager report on pending items.
3. Minutes of the Traffic Control Committee (June and August).
4. Minutes of the Parks and Recreation Commission (September).
5. Minutes of the Zoning Board of Appeals (September).
6. Minutes of the Tax Increment Finance Authority/Principal Shopping District Board (September).
7. Minutes of the Planning Commission (September).
8. Resignation of Kash Dhanapal from the Local Development Finance Authority (term to expire December 31, 2020).
9. Resignation of Mickey Claus-Egger from the Cultural and Recreational Commission (term to expire December 31, 2020).
10. Communication received regarding the establishment of a Citizen Advisory Board.

CONSENT CALENDAR: DESIGNATED (*) ITEMS

CITY COMMISSION MINUTES:

- * 11. Approval of the minutes of the special meeting held October 29, 2018.

PUBLIC HEARINGS:

12. Public hearing on proposed 2019 Annual Operating Budget.

STAFF RECOMMENDATIONS AND REPORTS:

ALL INTERESTED PERSONS MAY ATTEND AND PARTICIPATE. PERSONS WITH DISABILITIES WHO NEED ASSISTANCE TO PARTICIPATE MAY CALL THE HUMAN RESOURCES OFFICE AT 779-5313. A 48-HOUR ADVANCE NOTICE IS NECESSARY FOR ACCOMMODATION. HEARING IMPAIRED INDIVIDUALS MAY CONTACT THE CITY VIA THE MICHIGAN RELAY CENTER FOR SPEECH & HEARING IMPAIRED: 1-800-649-3777.

- * 13. Bids and Quotations
 - a. 2019 Water Treatment Chemicals
 - b. Downtown Grounds Care and Maintenance
 - c. Public Safety Vehicle
- 14. Consider approval of an ordinance to amend Section 98.37 of the Mt. Pleasant City Code regarding snow and ice removal postponed from October 8, 2018.
- 15. Receive and consider recommendation from Local Officers Compensation Commission on compensation of elected city officials.
- 16. Consider associated non-PSD district fees or the sale of the GumBuster machine.
- * 17. Consider contract for health insurance stop loss carrier.
- 18. Consider approval of Downtown restructuring.
 - a. Resolution for board restructuring.
 - b. Resolution for funding and responsibilities restructuring.
- 19. Consider Ann Arbor to Traverse City (A2TC) passenger train study funding request.
- 20. Consider closed session to consult with attorney regarding litigation strategy and settlement negotiations in connection with the case of Western Islands, LLC v. City of Mt. Pleasant, Case No. 18-14862-NZ, pending in the Circuit Court for Isabella County, State of Michigan, pursuant to Section 8(e) of the Open Meetings Act.
- 21. Consider closed session pursuant to subsection 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute.
- * 22. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

CLOSED SESSION: (Conference Room E)

STAFF RECOMMENDATIONS AND REPORTS (continued):

- 23. Consider advice of counsel regarding settlement negotiations in the case of Western Islands, LLC v. City of Mt. Pleasant.

RECESS:

WORK SESSION: (Conference Room A-upstairs)

24. 2019 Operating Budget Discussion.

ADJOURNMENT:

COMMISSION LETTER #178-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018

FROM: NANCY RIDLEY, CITY MANAGER *Nes*

SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This report on pending items reflects the current status.

1. Task Related Issues:

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 11.7.18
Purchasing Policy Outline options for changes to bid approval limits and local preference language.	March 26	None	
GumBuster Rental Investigate whether GumBuster machine can be rented outside of Principal Shopping District (PSD)	May 14	None	On this agenda
Property Maintenance/Blight Ordinance Work with attorney to draft ordinance and obtain feedback on draft from neighborhood associations	February 26	None	Postponed to 2019
Potential Challenges/Barriers to Infill Development Review list created and recommend potential solutions to some the City can impact.	May 29	None	
Recreation Authority Manager/Mayor/Vice Mayor to discuss with County and Township at next intergovernmental meeting. Manager to obtain final report from Community Pool Group.	July 9	None	Waiting to discuss at Intergovernmental Liaison Meeting
Self Defense Research what type of courses are currently being offered to the community and what it might cost for the City police officers to offer such training	August 27	None	
Sidewalk Snow Removal Staff to outline ways to at least increase number of sidewalks cleared by City staff with equipment and/or	October 29	None	

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 11.7.18
staff added. Staff to bring back further clarification on questions at a future meeting.			

2. Scheduled Tentatively Work Session Topics

- ✓ November 12- Budget questions received from City Commissioners
Property standards ordinance?
- ✓ November 26- Operating Budget (if needed)
Attorney recommendation/review (if needed)
Closed session for City Manager evaluation (if requested)
- ✓ December 10- Hopefully last meeting of the year

3. To come back to City Commission

- MOA for Mt. Pleasant Center
- Airport potential partners and potential agreement
- Plans necessary for Redevelopment Ready Community Certification (marketing plan)
- Property standards/blight draft ordinance-obtaining neighborhood and HBA feedback rescheduled to November 12-Postponed to 2019
- Barriers to infill development-potential solutions
- Purchasing policy

4. Items not likely to be addressed in 2018

- Rental Housing-additional inspections (mechanical, electrical and plumbing) for converted units
- Building inspection – coordination of inspections with County
- Dumpsters located in paved alleys
- Indian Pines south entrance
- Non-motorized plan-priority policies to focus on in 2018
- Potential ordinance change for single day trash pickup by neighborhood
- Effectiveness of storm water ordinance-(Note: Still working with partners county-wide on stormwater matters)

- Police statistics –desired outcomes and uses
- Rental Housing Inspections: frequency based on good inspections
- Sustainability goals
- Incentives/strategy for owner-occupied conversions
- Homeowner loan and emergency program-needs to be coordinated with above topic
- Mt. Pleasant Center preferred development
- Community Pool-**Waiting to discuss at Intergovernmental Liaison meeting**

Please note items that have changed since the last report are highlighted in **yellow** for easy reference.

Traffic Control Committee – Minutes – June 22, 2018

Present: Stacie Tewari, Michelle Sponseller, Jacob Kain, Paul Rocheleau, Andy Latham, Jason Moore, Chad Sapp, Matt Weaver, and John Zang

- Approved April 13, 2018 TCC minutes.
- Distribute MDOT Local Safety Initiative Report. Group to review for next meeting to see if there is anything additional we can think of to make the intersections safer.
- Discuss pedestrian crosswalk sign at Broadway and Franklin Streets. This became an Agenda item because a downtown business owner made a complaint of continually having to move the portable YIELD sign. The upkeep and labor to continually move, repair, and replace the sign is expensive. Sign still accommodates pedestrian crossing. No action taken. Jason is to send an accident history for both locations to the TCC.
- NO PARKING bags for downtown events. Michelle said the bags were very effective at notifying drivers to keep cars off of the streets for events. A suggestion was made that in the future the bags be red with the city emblem or an authority statement. John will check with the attorney to see if cars are subject to towing for non-compliance per current ordinances and special event permits. Also check for construction and snowplow towing.
- Discuss standards for placement of new name signs. New MDOT-compliant signs are in the process of being placed. Many of them are up, and are easy to read. Many of the signs are mounted on top of STOP signs. This will be standard unless the STOP signs are set back too far due to sidewalk and/or R-O-W. The TCC recommended that a standard be set so that if the STOP sign is set back from the intersection, a separate pole can be installed closer to the intersection for street name signs.
- Asked the committee to look and report obstructions to intersections from bushes, trees, etc.

Next Meeting Monday, August 20, 2018 beginning at 8:00 a.m.

ADD Crapo Street stripping to the August Agenda.

Traffic Control Committee – Minutes – August 20, 2018

Present: Stacie Tewari, Michelle Sponseller, Jacob Kain, Chad Sapp, Matt Weaver, and John Zang

- June 22, 2018, TCC minutes unapproved. Send out minutes to committee members.
- Request for “No Parking” signs and pavement repainting on one side of South Crapo Street, south of Broadway Street to allow for parking on one side of the street. Currently the street is not wide enough for parking on both sides, and people park over the lines. This has been tabled until everyone is present. Discuss whether or not to do this next year with the pavement marking project, or wait until the 2022 reconstruction project.
- Speeding on East Chippewa Street between Mission and Brown Streets – enforcement issue. Also look at Maple and Broadway Streets.
- Yellow reflective lollipop striping will be added to the YIELD sign at 922 N. Lansing Street.
- Inquiry about accident at Mosher and Fancher Streets – Andy is asked to bring an accident report to discuss at the next meeting.
- Discussion about letter from City Manager about traffic signal at Pickard and Crawford/Harris. Reminded group of upcoming in-depth study tied to road diet discussion, and proposed future Crawford/Harris trail crossing to dog park.
- Questions asked about island at Bellows and Washington Streets – will remain as is. Argument cannot be made that removing the island will improve safety.

Next Meeting Thursday, October 25, 2018, beginning at 8:00 a.m.

APPROVED MINUTES

Mt. Pleasant Parks and Recreation Commission

Tuesday, September 25, 2018

7:00 p.m., City Hall

I. **CALL TO ORDER** – 7:00 p.m.

II. **PLEDGE OF ALLEGIANCE**

III. **ATTENDANCE AND DECLARATION OF QUORUM**

A. Commission Members Present: Batcheller, Barber, Busch, Little

B. Commission Members Absent: Alsager, Irwin, Stressman

C. Parks and Recreation Staff: Bundy, Moody, Way

IV. **APPROVAL OF AGENDA/MINUTES & COMMISSION BUSINESS**

A. Changes/Approval of Agenda – V. Public Comments add Item A. Mt. Pleasant Little League Update, and VIII. Old & New Business add Item C. Master Plan. Motion by Batcheller, second by Busch to approve the agenda with changes. Motion unanimously carried.

B. Approval of Minutes – motion by Busch, second by Barber to approve the meeting minutes for Tuesday, July 24, 2018. Motion unanimously carried. Motion by Busch, second by Batcheller to approve the special meeting minutes for Monday, August 6, 2018. Motion unanimously carried.

V. **PUBLIC COMMENTS**

A. Mt. Pleasant Little League Update and Request– Mr. Jeremy “Rit” MacDonald was in attendance at the meeting representing Mt. Pleasant Little League. Director Bundy gave an update and overview of the joint 2% request between the City of Mt. Pleasant, The Township of Union and the Little League organizations of both the City and Township to enhance fields in anticipation of hosting the 2019 12U State Championship in Mt. Pleasant.

In addition to the 2% enhancements, Mr. MacDonald, on behalf of the Mt. Pleasant Little League, spoke to the Commission and requested support for the installation ball field lighting at one of the upper fields at Pickens and a desire for Little League to install footings and wiring for the lights yet this fall. To complete the project the light poles and lights would be installed in the spring prior to the aforementioned state tournament. Mr. MacDonald communicated that the Mt. Pleasant Little League would cover the cost of purchase, installation, and ongoing energy costs for the ball field lighting.

Director Bundy indicated he had reviewed the preliminary plans for adding lighting and recommends approval pending further design review and specifications that meet the City’s lighting ordinance.

Motion by Batcheller, second by Barber to recommend, to the City Commission, approval for the addition of lights to one field at Upper Pickens and that the lights meet local lighting ordinance with all cost for

the installation, maintenance, and ongoing electrical be covered by Mt. Pleasant Little league. And further a use agreement to be established between the City and Little league for ongoing use, maintenance, and replacement for the ball field lights. Motion unanimously carried.

VI. SET PUBLIC HEARING

Motion by Busch, second by Barber to set public hearing for Tuesday, Oct. 23, 2018, Ling bench donation. Motion unanimously carried.

VII. DEPARTMENT REPORTS

A. Parks – Director Bundy reported on the following:

- DNR Gladwin Office requesting expansion of hours for deer check station at Chipp-a-Waters Park starting now until Jan. 15, 2019. The DNR is requesting this expanded use due to the increase in chronic wasting disease found in counties South of Isabella.
- Horizon Park MHT housing Donation update- As approved the following work has been completed to date as part of the MHT donation:

- Updated LED Lighting in the restroom
- Updated PVC stall enclosures
- Updated Hand dryers and soap dispensers
- Concrete walkways
- Permanently mounted picnic tables & benches.
- Updated drinking fountain

Remaining items to be completed this fall include:

- Updated sinks, faucets in women and men's restrooms
- Add baby changing stations to both restrooms
- Tree planting
- Court repair
- Lodge at TimberTown completed
- Mission Creek restroom and warming area construction in progress. This restroom will be heated year-round facility.
- Amphitheater Project – bid package almost complete; still waiting on DEQ permit. If not received in the next few weeks completion of this project will need to be moved to 2019. Director Bundy has been meeting with Taylor Idema on design and Taylor is working on a newsletter to keep project donors informed of the project's progress.

B. Recreation

- PEAK afterschool is off and running. The redistribution of the lower grades has leveled the enrollment numbers at each site, which are running at approx. 30-40 students per day.
- PEAK was recently featured in Epicenter, a new online publication.
- Glow Run held Sept. 14 with 163 runners and 48 volunteers. It was a successful event!
- Registration has opened for 2019 Man vs. Mountain (2/2/19).
- Currently accepting registration for youth volleyball, dodgeball and fall basketball.

- Farmer's market wrapping up (Thursday market ends 10/25 and Saturday is finished on 10/13). The Saturday market scheduled for Oct. 6 will be moving to Island Park for this one day due to CMU Homecoming parade.

VIII. OLD AND NEW BUSINESS

A. Youth Bowling Fees & Charges, after discussion, the following recommendation for the adoption of the 2018 fees and charges for a Youth Bowling Program offered by Mt. Pleasant Parks and Recreation was made by Commissioner Batcheller and supported by Commissioner Busch.

WHEREAS, Chapter 97.04 of the City Code authorizes the City Commission to establish by resolution fees and charges for recreation and parks services and facilities, and

NOW, THEREFORE, BE IT RESOLVED, that the Mt. Pleasant Parks and Recreation Commission hereby recommends that the following fees and charges become effective immediately, and

BE IT FURTHER RESOLVED, that the Parks and Recreation Directors are authorized to effect minor adjustments to the following fees and charges in order to maximize citizen participation and effect positive community cooperation in recreation and parks services.

Learn to Bowl Program	\$120
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Resolution unanimously adopted.

B. Community Pool – Following discussion at the July Parks and Recreation Commission meeting commissioners agreed to support the community pool movement and asked that a resolution of support be prepared for the City commission and for additional information regarding the *Swim Friends of Mid-Michigan Aquatic Study*. Based on that discussion and information provided in the study, additional discussion took place and, a motion was made by Busch, second by Barber to recommend the following updated resolution to the City Commission:

WHEREAS, The City of Mt. Pleasant Parks and Recreation Commission exists to provide input to the City Commission regarding recreation and parks related issues; and

WHEREAS, Community leadership and involvement through partnerships with community organizations is a crucial element in the accomplishment of that charge; and

WHEREAS, The Swim Friends of Mid - Michigan is an organized community group who has commissioned an aquatic consultant and conducted a feasibility study on establishment of a community Pool in our area; and

WHEREAS, the Swim Friends study and other studies and surveys done since 2003 have shown a high interest and need for a public aquatics facility in the Mt. Pleasant area, and

WHEREAS, the Parks and Recreation Commission understands that the construction and operation of a community-wide pool facility cannot be accomplished by City resources alone.

NOW THEREFORE, BE IT RESOLVED, that the Mt. Pleasant Parks and Recreation Commission recommends the City Commission seek interested partner organizations to pursue the establishment of an indoor aquatic center to benefit area citizens and families and further supports the formation of a Recreation Authority consisting of area governmental units for the sole purpose of constructing, maintaining, and operating an indoor aquatic facility.

Resolution unanimously carried.

- C. Master Plan – Committee chose the company McKenna out of Northville, MI to prepare the City Wide Master Plan. Director Bundy will provide a more detailed timeline of master planning process to the commission once the kickoff meeting is held.
- IX. **OTHER BUSINESS/COMMISSIONER COMMENTS** – Comm. Busch was happy with the quick response to parking concerns at Sunnyside Park during Soccer events.
- X. **ADJOURNMENT** – 7:55 p.m.

Mt. Pleasant Zoning Board of Appeals
Minutes of Regular Meeting
September 26, 2018

Chairman Berkshire called the meeting to order at 7:15 p.m.

I. Roll Call: Staff called roll.

Members Present: Berkshire, Friedrich, Orlik, Raisanen, White.

Absent: Assmann

Staff: Kench, Murphy.

II. Approval of Agenda:

Motion by Friedrich, support by Raisanen, to approve the agenda.

Motion approved unanimously.

III. Approval of Minutes: April 25 Meeting

Motion by Orlik, support by White, to approve the minutes from the April 25, 2018 meeting.

Motion approved unanimously.

IV. Communications:

Staff reported that there were no communications to share at this time.

V. Public Comments:

Chairman Berkshire opened the floor for public comments.

There being no one who wished to address the Board, the Public Comments session was closed.

VI. Public Hearings:

Chairman Berkshire explained board proceedings, noting that a quorum was present.

A. ZBA-02-2018 – 107 W Gaylord

Rock Wood, Dickenson Wright PLLC, representing the City, addressed the Board. Mr. Wood explained that the request before the Zoning Board of Appeals is for an interpretation of the zoning ordinance and how it was applied in regards to the expansion of non-conforming uses.

Mr. Wood noted that the property in question, located at 107 W Gaylord, is considered a nonconforming Registered Student Organization (RSO). During some recent remodeling of the site, the property owner had a new patio area installed without securing any permits or site plan approval and which was determined by the Building Official to be an expansion of the non-conforming use. Following communications between the Building Official, property owner, property manager and contractor, official notice was given that the patio would need to be removed within 30 days. The owner then filed an appeal.

Mr. Wood acknowledged that the appellant is within their rights to appeal the City's interpretation of the zoning ordinance, and noted that the ordinance also gives the ZBA the authority to hear the appeal. Mr. Wood stated that although the applicant has cited only one section of the ordinance, the ZBA is charged with interpreting and applying the entire zoning ordinance as it applies to nonconforming uses.

Mr. Wood provided some background information regarding nonconforming uses in Michigan. He noted that nonconforming uses are permitted to continue and act as a balance by not immediately taking away property rights when changes to the ordinances occur. He further noted that even though a non-conforming use may be continued, there are policies in place to restrict any increase in a nonconforming use. The goal is to eventually bring such uses into compliance with the current zoning ordinance. To this end the city has the right to regulate alterations and changes.

Mr. Wood referred to M.C.L.A. 125.3208, from the Michigan Compiled Laws Annotated, which was included with his correspondence, and which provides additional information regarding the regulation of nonconforming uses and structures and the elimination of such.

Mr. Wood noted that although the applicant has argued that subsection 5 of Section 154.114 B of the ordinance is lesser than subsection 1, the language in subsection 5 indicates the opposite. He continued, explaining that the language in subsection 5 which states **"Notwithstanding any other provision of this Chapter"** has a special meaning and no other provision can be held to be in conflict or to be superior.

Mr. Wood reiterated that the only issue before the Board is whether the City's interpretation of section 152.114(B)1 is consistent with the meaning and language of the ordinance and in doing so, the ZBA should consider all portions of the ordinance as ordinances must be read as a whole, and interpretation may require reading more than one provision in conjunction with another.

Chairman Berkshire asked for clarification that this request is not for a variance, but for an interpretation. Mr. Wood acknowledged that was correct.

Gordon Bloem, Attorney At Law, on behalf of the applicant, addressed the Board. Mr. Bloem commented that the presentation provided by Mr. Wood was "mixing words" and stated that the specific words used by the City was "improvement" and did not specify an "expansion". Mr. Bloem read section 154.114 (B)(1) of the zoning ordinance, which states that a non-conforming Structure, Improvement or Use may be continued provided that there is no increase or enlargement in the degree or manner of non-conformance. He stated that

the non-conformity on this site is the “occupancy” and neither the patio nor the renovation on the porch would be an expansion of this non-conformity.

Mr. Bloem shared before and after photos of the home, noting the improvements made do not change the use at all and make the site safer all around. He noted that the pavers were put in where there used to be a sidewalk. Mr. Bloem further commented that the main contractor pulled permits for the home itself; however, the pavers were put in by Green Scene – a subcontractor, who claims they have never had to pull permits for pavers before.

Mr. Bloem asked if the Board wants to set this type of precedent where an owner of a non-conforming use cannot improve on their properties. He noted that this ties the hands of property owners who would only be allowed to do ordinary maintenance but would never be able to make any improvements.

Commissioner Orlik asked if the work was constructed without a permit or approval from the City. Mr. Bloem stated that the subcontractor who put in the pavers was unaware that a permit was required.

Vice-Chair Raisanen asked staff if a permit was obtained for the improvements on the home itself. Kench responded that a permit was obtained after the work had already started and the applicant was made aware at that time that because this was a non-conforming use operating under a special use permit, any changes other than ordinary maintenance would need to go before the Planning Commission.

Commissioner Orlik asked if the sidewalk that had been there was in any disrepair. Mr. Bloem responded that it was in need of some repair but nothing that was an immediate need.

Commissioner Orlik asked, if prior to construction, if there was a defined or specific patio. Mr. Bloem stated there was not, there was only some landscaping.

Kench referred the board to the before and after photos.

Chairman Berkshire opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Kench shared correspondence from Jeff Jakeway, Michal Ackerman and the Epsilon Gamma Chapter of Beta Theta Pi Housing Corporation, Inc. submitted by Scott Nadeau, all expressing support for the applicant. Kench indicated that the correspondence would be attached to the minutes and made part of the permanent record. Kench also referred to the email correspondence between the City and Keith Cotter, property manager.

Board Discussion:

Commissioner Orlik commented on two key elements:

1. The pavers were installed without consulting the city, which could've prevented this.

2. Although non-conforming uses are a benefit to property owners, there are also responsibilities. He noted that there was no patio before, so this is an added amenity and although the aesthetics are very nice, this is not the Planning Commission and we are not here to review a site plan. Commissioner Orlik commented that the ZBA is being asked to interpret the ordinance and even if they may not like the ordinance, the ZBA is not a legislative body and does not make policy. He commented that the fact remains that a patio was added that was not there before.

Vice-Chair Raisanen commented that she agrees with Commissioner Orlik and feels that the ordinance language is very clear. She also stated that she feels that the process and procedures to come before the Planning Commission are clear and the process and procedures to come before the ZBA are clear and therefore she stated she was ready to make a motion:

Motion by Raisanen, support by Orlik, to affirm the City's interpretation of the ordinance because the language of the ordinance, when read as a whole, supports the City's interpretation and the determination of the Building Official.

Motion approved unanimously.

X. Old Business:

Kench reported there was no old business.

Chairman Berkshire asked about the status of the variance that was issued to Culvers to reconfigure their drive-through. Kench reported that they have abandoned that project.

Vice-Chair Raisanen asked that the updated by-laws be resent via email.

XI. New Business

Kench reported that there will be at least one case for October.

Chairman Berkshire asked if the case that was just heard could now go to the Planning Commission or if they could seek a variance.

Kench reported that they could go to the Planning Commission; however, if they go through the Special Use Permit process they would be required to bring the site into conformance.

XI. Adjournment

Motion by Orlik, support by Raisanen, to adjourn.

Motion approved unanimously.

Meeting adjourned at 7:46 p.m.



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL
320 W. Broadway • 48858
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(989) 773-6791 fax

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September 24, 2018 MINUTES – JOINT MEETING

TAX INCREMENT FINANCE AUTHORITY (TIFA) and PRINCIPAL SHOPPING DISTRICT (PSD)

MEMBERS PRESENT

S. Bissell	TIFA/PSD	P	12/31/2021
R. Blizzard	TIFA/PSD	P	12/31/2021
S. Christensen	TIFA/PSD	A	12/31/2019
A. Quast-Lents	TIFA/PSD	P	12/31/2018
R. Swindlehurst, Chair	TIFA/PSD	P	12/31/2018
B. Wahr, Vice Chair	TIFA/PSD	P	12/31/2019
B. Wieferich	TIFA/PSD	P	12/31/2018

M. McAvoy	TIFA	EA	12/31/2018
J. Horton	TIFA (Ind)	A	12/31/2018

C. Ritchey	PSD	P	12/31/2018
R. Agardy	PSD	P	12/31/2021

M. Sponseller Staff Liaison

A = Absent without notification P = Present EA = Excused Absence N/A = Not Applicable

Guests: Norm Curtiss, Mary Ann Kornexl, Bill Mrdeza

Roll Call Notes: None.

I.) CALL TO ORDER

Call to order at 8:03am.

II.) ROLL CALL AND INTRODUCTIONS

Board member roll listed above with attendance. Introductions made for guests.

III.) CHANGES/ADDITIONS TO AGENDA

No changes to agenda.

IV.) MINUTES

(TIFA) Motion to approve the regular August 2018 minutes as presented.

M = Blizzard

S = Wieferich

Motion approved

(PSD) Motion to approve the regular August 2018 minutes as presented.

M = Ritchey

S = Blizzard

Motion approved

V.) RECEIPT OF COMMUNICATION

a.) Downtown Directors Report (TIFA/PSD)

Receipt of September Downtown Development Directors report. No action taken.

V.) RECEIPT OF COMMUNICATION

b.) Pigeon – Property Owner Approach and Recommendations (TIFA/PSD)

Discussion, no action taken.

V.) RECEIPT OF COMMUNICATION

c.) Bike Corral Usage Review (TIFA)

Motion to recommend to the city commission and the traffic control committee to remove the bike corral and recommend placing it a different location.

M = Blizzard

S = Wieferich

Motion approved

V.) RECEIPT OF COMMUNICATION

d.) 410 Development Update (TIFA/PSD)

Discussion, no action taken.

VI.) PUBLIC COMMENT

No public comment.

VII.) OLD BUSINESS

a.) Gumbuster Rental Non-PSD Rate (PSD)

Motion to accept fee as recommended or sell machine if offered.

M = Wahr

S = Lents

Motion approved

VIII.) NEW BUSINESS

a.) Christmas Celebration Lighted Parade Grand Marshal Selection (PSD)

Motion to select McLaren Central Michigan as the 2018 Christmas Celebration Lighted Parade Grand Marshal.

M = Lents

S = Wieferich

Motion approved*

Please note that Rachel Blizzard abstained from the vote.

IX.) OTHER/ADDITIONS TO AGENDA

None.

X.) OTHER/ADDITIONS TO AGENDA

a.) Roundtable.

XI.) ADJOURNMENT

Meeting adjourned 8:45 a.m.

**Mt. Pleasant Planning Commission
Minutes of Regular Meeting
September 6, 2018**

I. Chair Hoenig called the meeting to order at 7:00 p.m.

Present: Dailey, Friedrich, Hoenig, Horgan, Irwin, Liesch, Ortman, Rise.

Absent: Kostrzewa

Staff: Kain, Murphy

II. Approval of Agenda:

Motion by Friedrich, support by Liesch, to approve the agenda.

Motion approved unanimously.

III. Approval of Minutes

A. August 2, 2018 Regular Meeting:

Motion by Dailey, support by Friedrich, to approve the minutes from the August 2, 2018 regular meeting as submitted.

Motion approved unanimously.

B. August 15, 2018 Special Meeting:

Motion by Dailey, support by Ortman, to approve the minutes from the August 15, 2018 special meeting.

Motion approved unanimously.

IV. Zoning Board of Appeals Report for August:

Friedrich reported that the ZBA did not meet in August.

V. Communications:

Kain reported there was one communication that was received after packets were distributed and was placed on the dais in regards to case SUP-18-10.

VI. Public Hearings:

A. SUP-18-09-1711 S. Mission

Kain reported that this case was withdrawn by the applicant.

B. SUP-18-10 – 201 S. Mission

Kain introduced SUP-18-10, submitted by Speedway LLC, requesting a Special Use Permit for a new Liquor Store. Kain noted that this is considered a Group B special regulated use. Kain reported that the property is located on the east side of S. Mission Street between Michigan and Illinois.

Kain reported that the property is zoned CD-4 and the current use is a gas station/convenience store, with future land use designated as Commercial/Mission Redevelopment Overlay District. Property to the north, south and west is zoned CD-4 with property to the east zoned CD-3. Use on the surrounding properties include a restaurant to the north; a restaurant with drive-through to the west; automobile repair garage to the south and single family dwellings to the east.

Kain shared photos of the existing site noting that no exterior site work or modifications are being planned. In addition, he noted that the site is in compliance with the latest approved site plan.

Kain noted that this is the first request of this sort submitted under the new zoning ordinance, explaining that Group B special regulated uses are subject to specific location criteria, such as they shall not be approved if there are four or more special regulated uses within 1,000 feet of the boundaries; it was noted that there are no other special regulated uses within that area.

In addition, they shall not be approved if they are within 300 feet of a CD-3L, CD-3 zoning district, mobile home park, K through 12 school, Civic Space, church or cemetery. Staff found that there 21 properties zoned CD-3 within 300 feet.

Kain noted that the Planning Commission is authorized to waive these location standards if they are able to make the following findings:

- A. That the proposed Use will not be contrary to the public interest or injurious to nearby properties, and that the spirit and intent of this Section 154.410.C will be observed.
- B. That the proposed Use will not enlarge or encourage the Development of a “skid row” area.
- C. That the establishment of an additional Special Regulated Use in the area will not be contrary to any program of neighborhood conservation or interfere with any program of urban renewal.
- D. That all applicable regulations of this Section will be observed.

Kain concluded his report noting staff supports a waiver of the location standards and recommends approval.

Commissioner Dailey referred to the correspondence submitted by Ford Dingman, 820 E. Michigan, whose home backs up to the site. Kain commented that the issues cited by Mr. Dingman would be best handled through Code Enforcement rather than through the SUP process. He further commented that the applicant was aware of the concerns and was prepared to work with the neighbor to address them.

Sandi Cotter, Dykema Gossett, addressed the Board representing Speedway. Ms. Cotter noted that when they received the staff report they noticed that the sign support that was shown in the photograph was in pretty rough shape and they have since had it scraped and repainted. Ms. Cotter spoke to Mr. Dingman’s concerns, stating they were not aware of the problems before they saw his letter and will work with the property owner on addressing the problems.

Ryan Speakes, Speedway District Manager, also assured the Commission that they would work on the drainage issue that Mr. Dingman referred to, along with his other concerns.

Chair Hoenig opened the public hearing. There being no one who wished to speak, the public hearing was closed.

Board Discussion:

Motion by Liesch, support by Rise, to approve Special Use Permit 18-10 to allow a special regulated use (Liquor Store) in the CD-4 district at 201 S. Mission with the following findings and conditions:

1. The proposed Use will not be contrary to the public interest or injurious to nearby properties, and that the spirit and intent of this Section 154.410.C will be observed.
2. The proposed Use will not enlarge or encourage the Development of a “skid row” area.
3. The establishment of an additional Special Regulated Use in the area will not be contrary to any program of neighborhood conservation or interfere with any program of urban renewal.
4. All applicable regulations of this Section 154.410.C will be observed.

Motion approved unanimously.

C. SUP-18-11 – 302 W Broomfield.

Kain introduced SUP-18-11, submitted by 7-Eleven, for a special use permit for a new liquor store. Kain noted that this request is somewhat different than previous requests as it is not a gas station, but is a convenience store.

Kain shared photos of the site, noting that the store is located on the north side of Broomfield between Washington and West Campus Drive and is zoned CD-4, as is the property to the west. Property to the north, east and south is owned by Central Michigan University and includes an open space to the south; parking lots to the east and dormitories to the north.

Kain noted that the location controls are the same as the previous case, such as they shall not be approved if there are four or more special regulated uses within 1,000 feet of the boundaries. Staff noted there are no other special regulated uses within that area.

In addition, they shall not be approved if they are within 300 feet of a CD-3L, CD-3 zoning district, mobile home park, K through 12 school, Civic Space, church or cemetery. Staff found that there was one property located within 300 feet, His House (Church), located at 211 W. Broomfield.

Kain noted that the same waivers are allowed provided the Planning Commission finds that:

1. The proposed Use will not be contrary to the public interest or injurious to nearby properties, and that the spirit and intent of this Section 154.410.C will be observed.
2. The proposed Use will not enlarge or encourage the Development of a “skid row” area.
3. The establishment of an additional Special Regulated Use in the area will not be contrary to any program of neighborhood conservation or interfere with any program of urban renewal.
4. All applicable regulations of this Section 154.410.C will be observed.

Kain also noted that the site is currently not in compliance with the last approved site plan from 1977 as all required landscaping is not in place. Kain noted that that if the Board approves the request, bringing the site into compliance should be included in the conditions.

Kain reported that the other difference from the previous case, is the store is currently operating under a SDM license. They are looking to add a SDD license to allow the sale of packaged liquor. Kain reported that if the request is denied, the grandfathered use will remain.

Kain concluded his report with the recommendation to approve with the conditions noted in the staff report.

Commissioner Dailey asked if all the other requests that have recently come before the Board were for beer and wine only. Kain responded that they were and they were all gas stations. He noted, however, that the Commission has considered other liquor stores which included liquor sales in the past.

Jason Canvasser, Clark Hill PLC, addressed the Board as representative for 7-Eleven. Mr. Canvasser stated that at the time of the 1977 site plan, the property was under one owner. Since then it has been split and 7-Eleven only owns half but they are willing to bring the landscaping into compliance.

Mr. Canvasser stated that the store has sold beer and wine responsibly since 1973 and they have a number of procedures in place to assure this continues. The store has a "Come of Age" training program that all employees go through, which has been approved by the Liquor Control Commission.

Mr. Canvasser also reported that they plan to add a very small area behind the counter and customers will need to ask staff to purchase the alcohol.

Commissioner Dailey asked if they consider themselves a party store. Mr. Canvasser stated that beer/wine only accounts for approximately 7% of their sales and they do not anticipate much of an uptake in alcohol sales with the addition of the SDD license. He further stated that they sell a variety of prepared foods in addition to Slurpee's and other non-alcoholic beverages.

Chair Hoenig opened the public hearing. There being no one who wished to speak the public hearing was closed.

Board Discussion:

Commissioner Dailey wondered if approved, if this would prompt the applicants from the requests that have recently been approved to come back for a SDD license. Kain responded that this would not happen as it is a different process for gas stations. He noted that the reason there was a rush on the gas station requests last year is because the opportunity didn't previously exist and it was only for a limited time. He further noted that there are a limited number of SDD licenses available in the county and the applicant recently obtained this one from a site outside of the city.

Motion by Ortman, support by Friedrich, to approve SUP-18-11 with the following findings and conditions:

1. The proposed Use will not be contrary to the public interest or injurious to nearby properties, and that the spirit and intent of this Section 154.410.C will be observed.
2. The proposed Use will not enlarge or encourage the Development of a "skid row" area.
3. The establishment of an additional Special Regulated Use in the area will not be contrary to any program of neighborhood conservation or interfere with any program of urban renewal.
4. All applicable regulations of this Section 154.410.C will be observed.
5. The applicant shall bring the site landscaping into compliance with the requirements of the 1977 site plan approval.

Motion approved unanimously.

VII. Public Comments

Chair Hoenig opened the floor for public comments.

There being no one who wished to speak, the public comments section was closed.

VIII. Site Plan Reviews:

None

IX. Unfinished Business:

None

X. New Business:

A. Recommend a consultant for the 2050 City Master Plan.

Kain thanked the Board for making time for the special meeting to interview the consultants. He noted that reference checks on both firms were positive.

Kain noted that from staff's perspective the three most important qualities for the selected firm are:

1. The capacity to engage the general public and create interest and excitement about the project;
2. The ability to implement a professional, thorough, and well-managed project process; and
3. The technical skill to create an end product that can and will be implemented to further the community's vision for the future.

Kain noted that following discussion he would be looking for a recommendation to the City Commission on which firm to contract with. The City Commission will receive the Planning Commission recommendation and likely take action to select the firm at their September 24 regular meeting.

Commissioner Dailey commented that Wade Trim was very personable; however, further commented that visually, the materials from McKenna were more professional.

Commissioner Ortman commented that both firms had a similar approach, but felt that the community outreach proposed by McKenna may reach more people. She noted that Wade Trim's approach of engaging certain groups at different times may result in missed opportunities.

Commissioner Liesch commented that he felt both firms had a reasonable number of hours and both interviewed well and had different strategies. He commented that he felt McKenna's proposal for working with MDOT was a bit more thorough and also noted their proposed fee was 25% less.

Motion by Liesch, support by Friedrich, to recommend that the City Commission engage with McKenna & Associates for the purpose of creating the 2050 City Master Plan.

Commissioner Horgan commented that she felt the McKenna presentation matched up with our request and felt they spoke more directly to what we asked for. She also noted that since they were lower in price there may be money to add on to the project if we see a need.

Commissioner Friedrich felt that McKenna worked well as a team and was impressed with their presentation in regards to Mission Street.

Chair Hoenig called the question.

Motion approved 7:1, with Commissioner Irwin voting no.

XI. Other:

A. Staff Report: Kain thanked the Commissioners for taking time for the “one on one” meetings and commented that he felt they were beneficial. Kain noted that as we have “light” agendas, he may schedule a brief work session to discuss some of the ideas received through these individual meetings.

Kain reported that he is aware of one case that will likely be submitted for the October meeting.

XII. Adjournment:

Motion by Friedrich, support by Horgan, to adjourn.

Motion approved unanimously.

Meeting adjourned at 7:38 p.m.

bam

From: Ridley, Nancy
Sent: Wednesday, October 24, 2018 7:33 AM
To: Pritchard, Addie
Subject: FW: Stepping Down

From: Dhanapal, Kash [mailto:dhana1v@cmich.edu]
Sent: Tuesday, October 23, 2018 3:20 PM
To: Ridley, Nancy
Cc: Jim McBryde ; Richard Barz
Subject: Re: Stepping Down

Hi Nancy,

I unfortunately will need to resign from the LDFA effective the end of December. I emailed Rick as detailed below and he asked me to send you a notice of resignation. I will definitely be able to attend the November 6th meeting so I will see you then. Please let me know if you need any additional information.

Kash



Kash Dhanapal
(He/Him/His)
Woldt Hall Director
Residence Life
E: dhana1v@cmich.edu
P: 989-774-3242

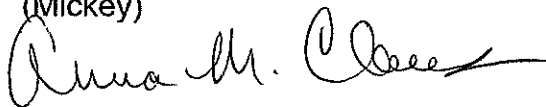
Nancy Ridley
City Manager of Mount Pleasant Michigan,
320 West Broadway St.
Mount Pleasant, MI
48858

October 24, 2018

Dear Nancy,

With deep regret, I need to terminate my position on the board of the Cultural and Recreational Commission effective immediately. I understand that I had two more years to serve on the commission; however, due to personal reasons I must resign my position.

Sincerely,
Anna M. Claus
(Mickey)

A handwritten signature in cursive script, appearing to read "Anna M. Claus", with a long horizontal flourish extending to the right.

To: The Mt. Pleasant City Commission
From: Mt. Pleasant Area Diversity Group
Submitted: November 6, 2018

Please find below a proposal to create a Citizen Advisory Board. We are requesting that the City Commission officially receive this proposal at the November 12, 2018 City Commission meeting. We would request that after receiving the proposal that the Commission take the appropriate steps to consider, revise if necessary and then act on the proposal.

PROPOSAL FOR CITIZEN ADVISORY BOARD FOR THE CITY OF MT. PLEASANT

Purpose Statement:

Nationally, there is a strain in police-community relations, particularly when it comes to minority communities. That strain has led to a decrease of trust between the police and various minority communities, particularly the black community. From the strain of these relations, the #BlackLivesMatter social movement came into existence. Events, including deaths, over the last several years, strongly suggest that for trust to be built there is a need for transparency and accountability when it comes to police policies and practices.

For these reasons, the Mt. Pleasant Area Diversity Group launched an on-going initiative in 2015—Community Action For Black Lives Matter—to engage concerned residents in seeking solutions to prevent and address racial harassment and abuse, when and if it occurs in our community. Based on the recommendations of this group, the Mt. Pleasant Area Diversity Group proposes the creation of a Citizens Advisory Board (CAB) to provide oversight in cases in which complaints have been filed.

The city of Mt. Pleasant took the proactive step in 2011 to become one of the few cities in the state to adopt a human rights ordinance. In doing so they made a commitment to ensure that “no individual be denied the equal protection of the law” nor “denied the enjoyment of his or her civil rights, or be discriminated against because of his or her race, religion, color, national origin, gender, sex, age, marital status, physical or mental disability, family status, sexual orientation or gender identity” (Human Rights Ordinance of the City of Mt. Pleasant.) It made clear that “(t)he abuse of authority, incivility, rudeness, prejudice or discrimination based upon any of these categories has no place in the actions, customs, practices, policies or procedures of the city of Mt. Pleasant.

A Citizen Advisory Board is proposed with the following purposes:

- To improve communication between the police agencies and the community.
- To create a process to provide transparency and accountability of police actions.
- To enhance police credibility with the public.

The CAB will be composed of 3 members:

- 1 appointed by the City Commission
- 1 appointed by the Student Government Association of Central Michigan University)
- 1 appointed by the Mt. Pleasant Area Diversity Group (convener)

Appointments should be made so as to insure representation of the various groups making up the community: gender, race/ethnicity, occupation, etc. Members must be residents of the city, township, or county. Police officers and current employees of the City and County and immediate relatives of officers and employees are not eligible for membership on the CAB. We also propose that the CAB members receive at least six hours of training in civil rights legislation and community relations, provided by the ACLU.

The CAB shall have the following functions:

- To strengthen the relationship between police agencies and the community they serve by expanding and building on current outreach programs;
- To obtain information on the processes of filing complaints with the City Police and make this information more readily available to the public;
- To receive information of the standard investigative process that is followed when a complaint is received;
- To receive notice of the type of complaint and the race and gender of the complainant from the City Police when complaints are filed directly with them;
- To act as a liaison for complaints about alleged misconduct of police officers by directing those complaints to the appropriate authorities, if desired by the complainant;
- To receive a quarterly report on the number, type, gender, and race of the complaints received and a summary of the results of the investigation; the report shall also be sent to the City Commission;
- To make policy recommendations to the Director of Public Safety and to the City Commission;
- To develop an informational card about the function of the CAB, which police will distribute to complainants.

The CAB will function for one year, at the end of which time its continuation and modification will be determined by the City Commission.

Minutes of the special meeting of the City Commission and Central Michigan University Student Government Association held Monday, October 29, 2018, at 7:02 p.m., at Central Michigan University Center Auditorium, 103 E. Preston St., Mt. Pleasant.

Commissioners Present: Mayor Lents and Vice Mayor Madaj; Commissioners Gillis, Joseph, Kulick, LaLonde and Ling

PROCLAMATIONS AND PRESENTATIONS

Mayor Lents provided an overview of the purpose of the meeting and facilitated introductions of the Commissioners to the Student Government Association (SGA).

RECEIPT OF PETITIONS AND COMMUNICATIONS

Received the following petitions and communications:

1. Correspondence and resolution received from the Parks and Recreation Commission regarding the formation of a Recreation Authority for the purpose of a community indoor aquatic facility.
2. Email correspondence received from Bruce Kilmer, regarding sidewalk snow removal.

Moved by Commissioner Kulick and supported by Commissioner Joseph to approve the following items on the Consent Calendar:

1. Minutes of the regular meeting of the City Commission held October 22, 2018.
2. Bid of Republic Service of Pierson, Michigan for solid waste collection and disposal for \$15.53 per cubic yard gate fee, \$17,782.93 per month collection fee with a 2.5% annual inflation factor and to include the change of law language as approved by the City Attorney.
3. One year contract extension with Mid Michigan Industries (MMI) of Mt. Pleasant, Michigan for curbside recycling collection services for \$6,910 per month.

AYES: Commissioners Gillis, Joseph, Kulick, LaLonde, Lents and Madaj

NAYS: Commissioner Ling

ABSENT: None

Motion carried.

Moved by Commission Kulick and supported by Commissioner Joseph to approve the installation of a commercial ball field system at one upper Pickens Field through a donation from the Mt. Pleasant Little League and authorize staff to establish a use agreement on the same. Motion unanimously adopted.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS

Commissioner Kulick announced a recently passed Uniform Traffic Code amendment requiring drivers leave a 3 foot passing distance for bikes.

Commissioner Gillis encouraged more outreach to students in neighborhoods by police and code enforcement; she commented that she would like to see college students get information on events like spring porch fest and would like to see them attend. She also announced City/CMU liaison committee is working with ICRH Commission on “let peace reign” campaign.

Commissioner Ling thanked the Student Government Association (SGA) for having the City Commission at their meeting. She announced that Tuesday, November 6 is election day and encouraged public to get out and vote.

Mayor Lents reminded residents that absentee voting is available on Saturday, November 3 from 8:00 am. until 2:00 p.m.

Commissioner Joseph announced that the Isabella County Restoration House is starting back up for the season and always needs volunteers and encourages students to volunteer.

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Jake Hendricks, Deerfield Village, asked Commissioner Joseph to share his experience coming from recent CMU graduate to City Commissioner.

Samuel Conners, asked the Commissioners to look into improving pedestrian safety on campus.

Matt Biolette, Republic Services, thanked Commission for approving refuse contract and stated that he looks forward to working with the City in the future.

Gabrielle Wobbler, Lexington Ridge, asked how the Commission plans to diversify.

Karaline Murry, RA Larzelere Hall, announced that SGA will be hosting a Student Body Town Hall on November 29.

John Corby, 1820 S. Crawford, voiced concerns with amphitheater and its use; would like to see lighting on City streets between campus and downtown.

Elizabeth Lilly, Townhouses off Broomfield, would like to see can baskets around campus and City for homeless to collect cans from instead of trashcans and dumpsters.

Anonymous, questioned why there is no polling location on campus.

Gretchen Coby, Larzelere Hall, commented that other states have polling locations in multiple rooms in the same location; also, asked how you increase relationships between families and students in the City, particularly on big party weekends?

Gabe Lefsky, 500 East Ojibway, would like to see information on bike/pedestrian accidents for work he is doing on drafting SGA legislation for bike lanes on campus.

Celia Moreno, Larzelere Hall, would like to see recycling and composting at apartment complexes.

The Commission recessed at 7:57 p.m. and went into work session at 8:15 p.m.

WORK SESSION (Maroon Room – Bovee University Center)

1. ECONOMIC DEVELOPMENT CONTRACTS

Jim McBryde, President, MMDC and Erin Strang, President and CEO, CMURC gave a presentation on 2018 accomplishments under the contracts to date.

Mayor Lents led a discussion on the City's Economic development contracts with CMURC and MMDC.

Discussion ensued.

2. SIDEWALK SNOW REMOVAL

Mayor Lents led a discussion on sidewalk snow removal/draft ordinance.

Discussion ensued.


Commission indicated interest in obtaining information on what it would take to have City staff clear at least some of the sidewalks if equipment and/or staff were added. Staff to research and bring further clarification questions back to the City Commission at a later date. Action on the pending ordinance amendment will need to occur at the next meeting.

Mayor Lents adjourned the meeting at 9:53 p.m. without objection.

Allison Lents, Mayor

Jeremy Howard, City Clerk

COMMISSION LETTER #179-18
MEETING DATE: NOVEMBER 12, 2018


TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: PUBLIC HEARING ON PROPOSED 2019 ANNUAL OPERATING BUDGET

As required by the Charter of the City of Mt. Pleasant, the City Manager presented a proposed annual operating budget at the first meeting of September 2018. The budget was made available to be viewed by the public electronically through the City's website or by printed copy at the City Clerk's office. A presentation outlining the proposed 2019 Annual Operating Budget was provided at the September 24 City Commission meeting and three work sessions have been held with the City Commission.

The public hearing to obtain public comment was set for November 12, 2018. No action is required by the City Commission on November 12 other than to hold the public hearing.

Recommended Motion:
No action necessary.

NJR/ap

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: BIDS AND QUOTATIONS

a. 2019 Water Treatment Chemicals

Chemicals used by the Water Department as part of the water treatment process are sent out for bid on an annual basis. Attached is DPW Director John Zang's memo outlining the lowest bid for each chemical purchase. For your reference, last year's prices are listed in the parentheses. It should be noted that the attached prices are for the year with the exception of caustic soda, which is only for a six-month period due to the market.

Recommended Motion:

Move to award the bids for water treatment chemicals to the lowest bidder as listed on the attached memo, at the prices stated.

b. Downtown Grounds Care and Maintenance

The attached memo from Downtown Development Director Michelle Sponseller outlines a summary of the bid that was recently completed for downtown grounds care and watering of the hanging baskets. As noted in the memo, this is just a portion of the work that is currently completed by the Parks and Public Spaces staff in the downtown area. A bid was received from Green Scene and was compared to the prices that were provided by the Parks and Public Spaces department.

The Principal Shopping District Board (PSD) recommended the work continue to be completed by Parks and Public Spaces based on the stated prices for the next three years. Financial controls have been put in place internally to ensure the prices stay within those indicated dollar amounts.

Recommended Motion:

Move to accept the PSD Board's recommendation to utilize the Parks and Public Spaces department for the downtown grounds care and flower basket watering.

c. Public Safety Vehicle

In the spring of 2018, Tribal two percent funds were received for the replacement of an existing Youth Services Unit vehicle. The attached memo from Police Captain Andy Latham recommends purchase of the Chevrolet Tahoe from Berger Chevrolet at a price of \$36,602.

COMMISSION LETTER #180-18

MEETING DATE: NOVEMBER 12, 2018

Page 2

Recommended Motion:

Move to approve the purchase of a Chevrolet Tahoe from Berger Chevrolet for \$36,602.

NJR/ap



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL
320 W. Broadway • 48858-2447
(989) 779-5300
(989) 773-4691 fax

PUBLIC SAFETY
804 E. High • 48858-3595
(989) 779-5100
(989) 773-4020 fax

PUBLIC WORKS
1303 N. Franklin • 48858-4682
(989) 779-5400
(989) 772-6250 fax

To: Nancy Ridley, City Manager

November 2, 2018

From: John Zang, DPW Director

Subject: 2019 Water Treatment Plant Chemicals Bid

Purchase\Contract Recommendation Summary

Request:

The City Commission is requested to award the contracts for the 2019 Water Treatment Plant Chemicals Bid to the companies listed in the table below for the bid prices stated.

Reason for Purchase:

Chemicals used in the water treatment process are bid on an annual basis. Due to market volatility, the bid for caustic soda is for a six-month period only. For reference, the 2018 contract prices for each chemical are listed in parentheses.

On October 30, 2018, the following bids were received.

Chemical	Supplier	Bid Price
Anionic Polymer	Polydyne, Inc. Riceboro, GA	\$1,800.00 per ton (\$1,760.00)
Caustic Soda	Univar USA, Inc. Cincinnati, OH	\$717.00 per ton (\$976.00)
Ferric Chloride	PVS Technologies, Inc. Detroit, MI	\$542.00 per ton (\$485.00)
Liquid Polyphosphate	Shannon Chemical Corporation Malvern, PA	\$7.34 per gallon (\$6.39)
Sodium Fluoride	Haviland Products Company Grand Rapids, MI	\$2,675.00 per ton (\$1,700.00)
Sodium Hypochlorite	JCI Jones Chemicals, Inc. Riverview, MI	\$0.97 per gallon (\$0.851)
Lime	Carmeuse Lime and Stone Pittsburgh, PA	\$145.80 per ton (\$139.36)

Reason for Selection:

Lowest Responsive Bidders

Method of Purchase:

Contract

Recommendation:

I recommend the City Commission award the 2019 Water Treatment Plant Chemicals Bid to the listed companies at the prices stated. Funds for these purchases have been included in the 2019 Water Plant Operational Budget.

MEMORANDUM

TO: Nancy Ridley, City Manager

CC: Mary Ann Kornexl, Finance and Administration Division Director
Bill Mrdeza, Community Services Division Director
Chris Bundy, Parks and Public Spaces Director

FROM: Michelle Sponseller, Downtown Development Director

DATE: October 29, 2018

SUBJECT: Downtown Grounds Care and Maintenance Bid

As part of the ongoing efforts to secure the best pricing for work conducted for the PSD, staff developed the attached comprehensive bid document for downtown grounds care and maintenance. The activities included in the bid document represent the current responsibilities conducted by the parks department. Additionally, an alternate bid for the watering of the petunia baskets was include to secure the best pricing.

Bid information:

- 12 companies/organizations requested bid documents;
- Two companies, along with the City of Mt. Pleasant Parks Department, attended the mandatory pre-bid meeting, held on Thursday, September 13:
 - Green Scene;
 - Hilyard Tree Service

The lowest bidder for the downtown grounds care and maintenance bid was the City of Mt. Pleasant parks and public spaces. Please see the attached bid tab for details and cost comparison.

Please note that work conducted by the parks and/or public works departments in the following areas are separate from the grounds care and maintenance contract.

- Irrigation;
- Electrical/light poles;
- Brickwork;
- Tree trimming;
- Tree grates and/or fencing;
- Installation of the petunia "tree" frames;
- Built-in planters;
- Entrance walls and signs;
- Dumpster enclosures;
- Rotary clock and flag pole;
- Sidewalks;
- Event assistance.

Source of funds for this contract is through the PSD special assessment.

At their October 20, 2018 meeting the Principal Shopping District recommend the selection of the City of Mt. Pleasant Parks Department for 2019-21 grounds care and maintenance bid and alternate petunia watering bid.

Requested Action:

Consider the recommendation of the City of Mt. Pleasant Parks Department for 2019-21 grounds care and maintenance bid and alternate petunia watering bid.

City of Mt. Pleasant
Mt. Pleasant, Michigan



Project: Downtown Mt. Pleasant Grounds Care and Maintenance

Date of Bid Opening: Tuesday, October 2, 2018

CITY OF MT. PLEASANT - PARKS DEPT WORK DESCRIPTION:	2019			2020			2021			Total Base Bid
	QTY	Unit	Unit Price	QTY	Unit	Unit Price	QTY	Unit	Unit Price	
Downtown Bid Per Work Specifications	1	Lump Sum	\$20,470.00	1	Lump Sum	\$21,493.00	1	Lump Sum	\$22,532.00	\$64,495.00

GREEN SCENE LANDSCAPING WORK DESCRIPTION:	2019			2020			2021			Total Base Bid
	QTY	Unit	Unit Price	QTY	Unit	Unit Price	QTY	Unit	Unit Price	
Downtown Bid Per Work Specifications	1	Lump Sum	\$23,100.00	1	Lump Sum	\$23,900.00	1	Lump Sum	\$24,500.00	\$71,500.00

CITY OF MT. PLEASANT - PARKS DEPT ALTERNATE BID:	2019			2020			2021			Total Base Bid
	QTY	Unit	Unit Price	QTY	Unit	Unit Price	QTY	Unit	Unit Price	
Pole Mounted Petunia Plant Maintenance	1	Lump Sum	\$8,000.00	1	Lump Sum	\$8,400.00	1	Lump Sum	\$8,817.00	\$25,217.00

GREEN SCENE LANDSCAPING ALTERNATE BID:	2019			2020			2021			Total Base Bid
	QTY	Unit	Unit Price	QTY	Unit	Unit Price	QTY	Unit	Unit Price	
Pole Mounted Petunia Plant Maintenance	1	Lump Sum	\$28,000.00	1	Lump Sum	\$29,000.00	1	Lump Sum	\$30,000.00	\$87,000.00

PRICE PER HOUR FOR ADDITIONAL WORK:

CITY OF MT. PLEASANT - PARKS DEPT - \$16.00
 GREEN SCENE LANDSCAPING - \$38.00



City of Mount Pleasant, Michigan
DEPARTMENT OF PUBLIC SAFETY



MEMORANDUM

DATE: November 6th, 2018
TO: Paul Lauria, Director of Public Safety
FROM: Andy Latham, Police Captain
SUBJECT: Youth Services Unit Vehicle Bid


Bid documents were sent and advertised for the purchase of an unmarked 2018-19 Chevrolet Tahoe to be used by the Youth Services Officer. This style of vehicle was desired due to its size and safety features. Juveniles are transported by the Youth Services Officer on a regular basis for emergencies, investigations and during the annual Youth Police Academy. In addition, this style of vehicle provides a large area for cargo and emergency equipment that are used on a regular basis.

Eight (8) Chevrolet dealerships were directly mailed with the bid specifications, including the State of Michigan Contract holder (MiDeal), Berger Chevrolet. The only bid that was received was from Berger Chevrolet for \$36,602. Their bid met all the specifications of the bid requirements.

I am recommending that the City Commission approve the purchase of this vehicle from Berger in the amount of \$36,602. Funds for this vehicle were made available through a Tribal Two-Percent grant received in the Spring 2018 disbursement in the amount of \$45,000.

COMMISSION LETTER #181-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER APPROVAL OF AN ORDINANCE TO AMEND SECTION 98.37
OF THE MT. PLEASANT CITY CODE REGARDING SNOW AND ICE
REMOVAL POSTPONED FROM OCTOBER 8, 2018

After holding the public hearing on the proposed changes to Section 98.37 of the Code of Ordinances on October 8, the City Commission took action to postpone this item until a work session discussion could be held. Materials from the October 8, 2018 City Commission packet are attached for your reference.

On October 29, 2018 the City Commission held a work session discussion on the proposed changes to Section 98.37 regarding residential snow and ice removal. Based on that discussion and the public input received, it is appropriate for the City Commission to take action on the proposed ordinance. Essentially three options are available. Those options include:

1. Approve the draft as presented.
2. Postpone action until some date in the future. The date needs to be identified and what information is needed.
3. Deny the draft as presented.

If Option 2 or Option 3 is approved, the current ordinance regarding snow removal on sidewalks of commercial and industrial properties would remain in effect.

Recommended motion:

Move to approve the ordinance changes to Section 98.37 as drafted.

OR

Move to postpone action on changes to Section 98.37 until _____.


OR

Move to deny the proposed changes to Section 98.37 as drafted.

NJR/ap

COMMISSION LETTER #163-18
MEETING DATE: OCTOBER 8, 2018

TO: MAYOR AND CITY COMMISSION OCTOBER 3, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: PUBLIC HEARING ON AN ORDINANCE TO AMEND SECTION 98.37 OF
THE MT. PLEASANT CITY CODE REGARDING SNOW AND ICE REMOVAL
AND CONSIDER APPROVAL OF THE SAME

Attached are the materials from the September 24 City Commission meeting when this matter was set for public hearing. The prior materials outline the history of discussions on this matter and provide an overview of the ordinance changes.

After holding the public hearing the City Commission essentially has the same three options available. Those options are as follows:

1. Approve the draft as presented.
2. Postpone action until further discussion can be held in a work session.
3. Take no action which would result in the current ordinance remaining in place.

Recommended motion:

Move to approve the ordinance changes to Section 98.37 as drafted.


OR

Move to postpone action on changes to Section 98.37 until a work session discussion can be held.

NJR/ap

COMMISSION LETTER #157-18
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: INTRODUCE AN ORDINANCE TO AMEND SECTION 98.37 OF THE MT. PLEASANT CITY CODE REGARDING SNOW AND ICE REMOVAL AND SET A PUBLIC HEARING FOR OCTOBER 8, 2018 ON THE SAME.

The City Commission has held a number of work session discussions, requested various research and surveys, and obtained input on sidewalk snow removal. Although there is a desire to have clear sidewalks and it would be desirable for all property owners to be good neighbors that provide clear sidewalks, it was recognized that change cannot occur quickly. Throughout the process three primary options were discussed as potential methods to increase the likelihood of having clear sidewalks during the winter months. Those options include the following:

- Option 1-Hire a contractor to clear 44 miles of sidewalk in the CD-3, CD-3L districts.
 - A Request for Proposals (RFP) for such service was sent out for bid this summer
 - No bids were received
 - Feedback received indicated concerns regarding:
 - Significant capital investment required
 - Concern about ability to have sufficient on-call staff
- Option 2-Utilize City staff to clear sidewalks
 - The same challenges that an outside contractor would have apply to utilizing City staff for this service.
- Option 3-Ordinance requirement for all property owners to clear sidewalks

At the work session on August 13, 2018 discussion was held regarding the ordinance change of Option 3 and a draft ordinance was discussed. After that discussion the general agreement was to have staff and the City Attorney present an amended ordinance for City Commission consideration that included a one year educational period for residential properties.

Attached to this communication is the current ordinance which requires commercial and industrial properties to clear the sidewalks within 18 hours after the snow fall ends. Attached is a new ordinance which keeps those requirements in place and includes the additional following provisions:

- Provides clarity that the responsibility falls to the building and land owners

- Provides clarity that the cessation of snow and ice is according to information received from the National Weather Service
- Utilizes the definitions from the General Property Tax Act to identify commercial, industrial and residential properties
- Provides 48 hours after the cessation of snow for clearing of residential sidewalks
- Includes provisions for clearing sidewalks in the event of continuous snowfall
- In addition to the ability to issue a municipal civil infraction, the language includes a provision for costs to be added as a lien on the tax bill if the City clears the sidewalk
- Indicates that enforcement for residential properties would begin in November 2019

The discussion during the work session regarding the implementation of enforcement in 2019 was based on the following desires:

- ✓ Allows one year to properly educate residential property owners on the change
- ✓ Provides one year for property owners who are physically challenged to clear their sidewalk to identify other potential options for the work to be completed

Discussion on enforcement indicated that a rotating schedule for enforcement would be implemented starting with different areas of the City each time, since there is not enough enforcement staff to cover the entire City at once. In addition, there was general agreement that City staff would no longer clear school routes if the ordinance was approved.

The attached amended ordinance addresses the items discussed during the August 13 work session. The City Commission has essentially three options with this draft ordinance as follows:

1. Accept the draft as presented and set a public hearing for October 8, 2018
2. Postpone action until further discussion can be held on the updated draft
3. Take no action

Due to the amount of discussion this item has had, it is recommended the City Commission move forward with setting a public hearing so that formal public input can be received on the draft. After holding the public hearing, the City Commission can then determine what the preferred next steps are.

Recommended motion:

Move to accept the draft ordinance amendment regarding sidewalk snow and ice removal and set a public hearing for October 8, 2018

NJR/ap

Mount Pleasant, Michigan City Code

§ 98.37 SNOW AND ICE REMOVAL FROM SIDEWALKS.

(A) (1) Every person, partnership or corporation in charge or in control of any commercial or industrial building or commercial or industrial lot of land within the city fronting or abutting on a paved sidewalk, whether its owner, tenant, occupant, lessee, or otherwise, shall remove and clear away or cause to be removed and cleared away, snow and ice from a patch of at least 48 inches in width from so much of said sidewalk as is in front of or abuts on said building or lot of land.

(2) Except as provided in division (B) hereof, snow and ice shall be so removed from sidewalks in all business districts within the city by 18 hours after the cessation of fall and accumulation of snow, sleet or freezing rain, with the exception of Sundays and holidays. Holidays to be defined as Thanksgiving Day, Christmas Day, and New Year's Day. The exclusion of Sundays and holidays applies only if the subsidence of snow storm occurs after 4:00 p.m. the previous day, in which case sidewalks must be cleaned by 12:00 p.m. (noon) the day following a Sunday or a holiday.

(B) In the event snow and ice on a sidewalk have become so hard that it cannot be removed without likelihood of damage to the sidewalk, the person or entity charged with its removal shall, within the time mentioned in division (A) hereof, cause enough sand or other abrasive to be put on the sidewalk to make travel thereon reasonably safe; and shall then, as soon thereafter as weather permits, cause a path in said sidewalk of at least 48 inches in width to be thoroughly cleaned.

(C) If the sidewalks covered in this section are not cleared within the time limits set above, the property or business owner will be issued a civil infraction ticket. After the receipt of a civil infraction ticket, the property or business owner will have a 24-hour period to comply with the requirements of this section.

(D) If the property or business owner fails to clear the sidewalks after the 24-hour period following the issuance of a civil infraction ticket, the DPW crews are authorized to clear the walk. The cost to clear the walk will be charged to the property owner at a fee to be set by resolution of the Commission.

(Ord. 773, passed 8-28-95; Am. Ord. 781, passed 12-18-95; Am. Ord. 793, passed 11-11-96) Penalty, see § 98.99

**CITY COMMISSION
CITY OF MOUNT PLEASANT**

Isabella County, Michigan

Commissioner _____, supported by Commissioner _____, moved adoption of the following ordinance:

ORDINANCE NO. ____

**AN ORDINANCE TO AMEND SECTION 98.37 OF THE MOUNT PLEASANT CITY
CODE REGARDING SNOW AND ICE REMOVAL**

The City of Mount Pleasant Ordains:

Section 1. Amendment. Section 98.37 of the Mount Pleasant City Code is amended to read as follows:

§ 98.37 SNOW AND ICE REMOVAL FROM SIDEWALKS.

(A) (1) All building and land owners (collectively referred to as “owners”) are responsible to remove snow and ice from the sidewalk that fronts or abuts the building or land or as may extend to an adjoining road.

(2) Owners must remove snow and ice from the sidewalk within the timeframes listed in this section, which are based on the cessation of snow and ice as determined by the Department of Public Safety Director or his or her designee in accordance with information from the National Weather Service.

(3) For commercial or industrial buildings or properties, as defined and classified by the general property tax act, 1983 PA 206, except as provided in division (B) hereof, owners shall remove snow and ice from sidewalks within the city by 18 hours after the cessation of fall and accumulation of snow, sleet, or freezing rain. In the event of continuous snow, sleet, or freezing rain, sidewalks shall be cleared at least every 48 hours.

(i) If the snow and ice accumulation occurs after 4:00 p.m. on a Saturday or the day before a holiday (defined as Thanksgiving Day, Christmas Day, and New Year's Day), the owner shall remove the snow and ice from sidewalks by 12:00 p.m. on the day following the Sunday or holiday.

(4) For residential properties, as defined and classified by the general property tax act, 1983 PA 206, except as provided in division (B) hereof, owners shall remove snow and ice from sidewalks within the city by 48 hours after the cessation of fall and accumulation of snow, sleet, or freezing rain. In the event of continuous snow, sleet, or freezing rain, sidewalks shall be cleared at least every 72 hours.

(B) In the event snow and ice on a sidewalk have become so hard that it cannot be removed without likelihood of damage to the sidewalk, the owner shall, within the time mentioned in division (A) hereof, cause enough sand or other abrasive to be put on the sidewalk to make travel thereon reasonably safe; and shall then, as soon thereafter as weather permits, thoroughly clear the snow and ice from the sidewalk.

(C) If the sidewalks covered in this section are not cleared within the time limits set above, a civil fraction shall be issued in accordance with section 98.99 of the code.

(D) In addition to or in the alternative to pursuing a civil infraction violation, the City Manager or the City Manager's designee is also authorized to formally notice, in writing, any violations of this section.

(1) Said notice will require the owner to remove snow and ice in accordance with this section within 24 hours after receipt. The notice shall be addressed to the last-known owner as shown on the city's tax assessment records, and it shall be hand delivered to the owner or sent by first-class mail and posted upon the premises. If the notice is not hand delivered, it shall be deemed received two business days after mailing and posting on the premises.

(2) If the owner fails to comply with the notice, then the city may remove or may cause the snow and ice to be so removed at the owner's expense. The city shall send the owner an invoice for such work at an amount set by resolution of the Commission. The invoice shall inform the recipient of the right to request a hearing before the Department of Public Works Director (provided the Department of Public

Works Director was not involved in issuing the notice) within 15 days of the issuance of the bill. At the hearing, the recipient shall have the opportunity to show cause as to why he or she should not be held financially responsible for the cost of the work.

(3) Any unpaid invoices issued under division (2) shall be added to the owner's next regular tax bill from the city. Where the full amount due the city is not paid and the tax bill becomes delinquent, the City Manager shall cause to be recorded in the Treasurer's office of the city a sworn statement, showing the cost and expense incurred for the work, and the date, place, or property on which the work was done, and the recordation of such sworn statement shall constitute a lien on the property, and shall remain in full force and effect for the amount due in principal and interest in the amount of 1% per month since the work was performed, plus the costs of court, if any, for collection until final payment has been made. The costs and expenses shall be collected in the manner fixed by law for the collection of taxes. Sworn statements recorded in accordance with the provisions hereof shall be prima facie evidence that all legal formalities have been complied with and that the work has been properly and satisfactorily done, and shall be full notice that the amount of the principal plus interest constitutes a charge against the property designated or described in the statement and is due and collectable as provided by law.

(E) Notwithstanding the above, the city shall not issue formal notices under division (D) or prosecute civil infractions under division (C) of this section against residential properties until November 1, 2019. The city may issue educational violation notices to persons in violation of that division prior to that date as a means of informing and educating such persons about its requirements.

Section 2. Publication and Effective Date. The City Clerk shall cause to be published a notice of adoption of this ordinance within 10 days of the date of its adoption. This ordinance shall take effect 30 days after its adoption.

YEAS: Commissioner(s) _____
NAYS: Commissioner(s) _____
ABSTAIN: Commissioner(s) _____
ABSENT: Commissioner(s) _____

CERTIFICATION

As the City Clerk of the City of Mount Pleasant, Isabella County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Mount Pleasant City Commission at a regular meeting held on _____, 2018.

Date: _____, 2018


Allison Quast-Lents, Mayor

Date: _____, 2018

Jeremy Howard, City Clerk

Introduced: _____, 2018
Adopted: _____, 2018
Published: _____, 2018
Effective: _____, 2018

COMMISSION LETTER #182-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: RECEIVE AND CONSIDER RECOMMENDATION FROM LOCAL OFFICERS
COMPENSATION COMMISSION ON COMPENSATION OF ELECTED CITY
OFFICIALS

As required by City Charter, the Local Officers Compensation Commission (LOCC) meets every five years to make a recommendation to the City Commission regarding the compensation to be paid to the City Commission. Attached is a communication from City Clerk Jeremy Howard which provides the unanimous recommendation of the LOCC and the minutes from their recent meeting. The recommendation from the LOCC is to increase the pay for both the City Commissioners and Mayor effective January 1, 2019. The City Commission compensation would increase from \$1,000 to \$1,500 per year and the Mayor's compensation increase would be from \$1,250 to \$2,000 per year. Chairperson Todd Olivieri will be in attendance Monday evening should the City Commission have any questions.

As Mr. Howard's memo indicates, the City Charter only allows the City Commission to either approve or reject the proposed recommendation.

Recommended motion:

Move to approve the recommendation from the LOCC as presented.

OR

Move to reject the recommendation from the LOCC as presented.

NJR/ap



MEMO TO: Nancy Ridley

FROM: Jeremy Howard *Jeremy Howard*

DATE: November 12, 2018

SUBJECT: Local Officers Compensation Commission – Recommendation to the City Commission

The City Charter requires the Local Officers Compensation Commission (LOCC) to meet every five years and make a recommendation to the City Commission regarding the Compensation paid to the City Commissioners. The LOCC held their first meeting on October 23, 2018 and completed their work within the required 45 days.

Attached are the minutes and a draft resolution based on the LOCC's recommendation for compensation for the City Commission. Chairperson Todd Olivieri will attend the November 12, 2018 City Commission meeting to answer any questions regarding the recommendation made by the LOCC.

The compensation for Mayor and Commissioners has not been increased since the LOCC met in 2003 and raised it from \$250 for all commissioners to its current rate of \$1,250 for Mayor and \$1,000 for Commissioners. There were no changes recommended in 2008 or 2013.

As stated in the City Charter, *"The recommendation shall be the salary if the City Commission, by resolution adopted by at least a majority of the members elected to and serving on the City Commission, approve it. If the recommendation is not approved, the existing salary shall prevail."* The City Commission therefore only has the option of either approving or rejecting the proposed recommendation. The Charter does not allow for a mechanism to alter the recommendation or send it back to the LOCC.



Local Officers Compensation Commission Report

Minutes, Recommendation, and Recommended Resolution

November 12, 2018

Minutes

Local Officers Compensation Commission

Meeting held Tuesday, October 23, 2018
3:03 p.m. City Hall

Meeting was called to order by City Clerk Jeremy Howard at 3:03 p.m.

Members present: Tim Coscarelly
Andrew Devenney
Jon Joslin
James Moreno
Todd Olivieri

Members absent: Wayne Heminger
Cynthia Kilmer

Others present: City Clerk Jeremy Howard

The following items were discussed:

- City Clerk Jeremy Howard gave an overview on the role of the Local Officers Compensation Commission.
- Commission member Todd Olivieri was elected Chair unanimously on a nomination by Tim Coscarelly/Andrew Devenney.
- The Commission discussed a compensation survey that was done by the Michigan Municipal league as part of the 2018/2019 Wage and Salary Survey, showing compensation figures for Mayors and Commissioners from various Cities in Michigan.
- Discussion ensued with Commission members discussing the role and duties of the City Commission, number of meetings, hours and expenses and merits of various levels of pay.
- Motion by Jon Joslin and seconded by Andrew Devenney
Raise Mayor pay from \$1,250 to \$2,000 and Commissioners pay from \$1,000 to \$1,500
Motion passed unanimously.
- It was decided that Chairperson Todd Olivieri would attend the City Commission meeting to make a presentation of the Commissions activities and submit their recommendation to the City Commission for their approval or rejection.

No other business was discussed and Chair Todd Olivieri adjourned the meeting at 3:57 p.m.

Respectfully Submitted,



Jeremy Howard
City Clerk

RESOLUTION

WHEREAS, The Local Officers Compensation Commission was created with the approval of a Charter amendment by the Mt. Pleasant electorate on November 5, 2002; and

WHEREAS, The role of the LOCC is to recommend to the City Commission the salary of each elected City Official, said recommendation to be approved or rejected by resolution of the City Commission; and


WHEREAS, As required, LOCC members Tim Coscarelly, Andrew Devenney, Wayne Heminger, Jon Joslin, Cynthia Kilmer, James Moreno, and Todd Olivieri have met to review and discuss compensation; and

WHEREAS, At its meeting of October 23, 2018, by unanimous vote the LOCC recommended that a change be made to the current compensation raising the Mayor's pay from \$1,250 to \$2,000 and Commissioner's pay from \$1,000 to \$1,500; and

NOW, THEREFORE, BE IT RESOLVED, That the Mt. Pleasant City Commission hereby accepts the recommendation of the LOCC and approves the following annual compensation schedule effective January 1, 2019, said salary to be paid in addition to expense allowance or reimbursement paid to elected officials for expenses incurred in the course of City business and accounted for to the City Commission or its designee:

Mayor	\$2,000
Vice Mayor and City Commissioners	\$1,500

COMMISSION LETTER #183-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER ASSOCIATED NON-PSD DISTRICT FEES OR THE SALE OF THE GUMBUSTER MACHINE

At the May 14, 2018 City Commission meeting a request was made to determine if the GumBuster machine, which was purchased with Principal Shopping District (PSD) Funds, could be rented to property owners outside of the PSD. The attached memo from Downtown Development Director Michelle Sponseller indicates based on the legal review of the question it is possible to rent it outside of the district and the recommendation is that the rates be at a higher level.

The PSD Board discussed this matter at their September 24 meeting and recommended the attached out-of-district rates which are 25% higher than the in-district rates. The PSD also suggested that because of the lack of interest in using the machine by property owners, consideration should be given to selling the machine and depositing the proceeds in the PSD account.

Since we have both in and out of district rates recommended and we have the appropriate rental agreement drafted, the City Commission may want to consider keeping the machine available for a one-year time period to see if interest in its use increases. At that one-year mark it can be evaluated whether enough use is warranted or whether we should look to sell the machine to recoup some of the funds invested.

Recommended motion:

Move to approve the out-of-district rates for the rental of the GumBuster machine as presented and evaluate the use of the machine at the end of 2019.

OR

Move to have staff sell the machine and deposit the proceeds in the PSD account.

NJR/ap

MEMORANDUM

TO: Nancy Ridley, City Manager

CC: Mary Ann Kornexl, Finance and Administrative Division Director
Bill Mrdeza, Community Services Division Director

FROM: Michelle Sponseller, Downtown Development Director

DATE: October 29, 2018

SUBJECT: GumBuster Non-PSD Rate Fees

BACKGROUND

In June 2017 the GumBuster and cleaning supplies (solution and brushes) were purchased using funds from the PSD reserve account, at a cost of \$7,170, for the removal of gum and gum residue from sidewalks within the Principal Shopping District (PSD). At the May 14, 2018 meeting the City Commission approved the rental rates within the PSD; based on conversations at that meeting staff was also asked to look into the possibility of renting the GumBuster outside the PSD district.

As a result of staff research and subsequent legal review, usage of the GumBuster outside the PSD district was authorized with the following note:

We have reviewed the PSD statute and do not see any barrier to the City allowing users outside the PSD to use the equipment, especially given that a rental fee is charged for its use. However, as a practical and equitable matter- we would recommend that users outside the PSD be charged a higher rate than those within the PSD, as the property owners within the PSD have “paid for” the equipment through special assessment.

Based on this legal opinion staff recommends the following fees for outside the PSD district at a rate approximately 25% higher than inside the PSD district:

- \$40 for four hours;
- \$10 for each additional hour;
- \$220 for twenty-four hours

For comparison, in-district rates are:

- \$30 for four hours;
- \$7.25 for each additional hour;
- \$175 for twenty-four hours

The PSD considered the non-PSD district associated fees at their September 24, 2018 meeting and recommended approval to the City Commission as requested. Additionally, due to a lack of interest in its use and not being able to identify an internal use for such a specialized the machine the PSD recommended the option of selling the GumBuster while it is “new.”

Based on the recommendation from the PSD, the City Commission has two options –approve the out of district rental rates or, in the alternative, confirm the recommendation to sell.

Requested Action:

Review and consider the sale of the GumBuster or associated non-PSD district fees as presented.

COMMISSION LETTER #184-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER CONTRACT FOR HEALTH INSURANCE STOP LOSS CARRIER

The attached memo from Finance Director Mary Ann Kornexl summarizes the analysis that was completed by the Finance and Human Resources departments for stop loss insurance for 2019. Based on their review it is recommended the City Commission authorize the Finance Director to sign a contract with Tokio Marine HCC, our current carrier, for stop loss coverage for 2019. The rates for 2019 would be \$44.59 per month for single coverage and \$115.34 per month for family coverage.

Recommended motion:

Move to authorize Finance Director Mary Ann to sign a contract with HCC for stop loss insurance coverage as presented.

NJR/ap

MEMO

DATE: 11/5/2018
TO: NANCY RIDLEY
FROM: MARY ANN KORNEXL
RE: STOP LOSS CARRIER


The City of Mt. Pleasant is primarily self-funded for health insurance provided to its employees. To minimize the City's risk for extraordinary claims and to smooth out cost fluctuations, stop loss coverage is purchased each year. Each January our stop loss insurance renewal comes up and our Third Party Administrator for our health plan, Coresource, seeks bids on our behalf. Currently we are self-funded for claims up to a deductible of \$150,000 per individual, per year with a corridor of an additional \$25,000 on the first claim. The corridor means once the first covered individual's claim is \$175,000 in a calendar year, the insurance pays all medical and prescription claims over \$175,000 for the individual that year. Any future individuals that year have a deductible of \$150,000.

Coresource requested quotes from seven stop loss insurers. Quotes were received from two with slight decreases from our current rates. Coresource, Brown & Brown, Human Resources and Finance staff reviewed the current year claims, quotes, various deductible levels, corridor amounts and carriers. Tokio Marine HCC, our current carrier, has a proposed decrease of \$8,235 and the other quote is an \$15,198 decrease. We recommend HCC even though, it is not the largest decrease. The difference in premium amount doesn't warrant us assuming the risk of higher premiums in next year's quotes as stop loss companies don't look favorably on clients that hop around for best rates year to year. Also HCC allows for claims incurred but not paid to be included in the aggregate claim amount for an individual for up to two years, where the other company only looks back for a year for claims incurred but not paid.

The rates quoted by HCC are \$44.59 per month for single coverage and \$115.34 for family coverage. This will result in estimated premiums of \$186.452. There is a potential cost of \$25,000 in claims over the deductible if it is met. If it isn't met, we don't spend the \$25,000. Based on the estimates we made for 2019 health funding, there will be adequate funds in the self-insurance fund to cover these premiums as well as the additional corridor if needed.

Tokio Marine HCC is a very solid firm in this market and Coresource indicated they have a large book of business with them with good service. Therefore, I ask the City Commission to authorize me to enter into a contract with HCC for 2019 stop-loss coverage at the above rates.

COMMISSION LETTER #185-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER APPROVAL OF DOWNTOWN RESTRUCTURING

At a work session on October 8, 2018 a draft proposal was presented on the concept of restructuring the funding for downtown activities and the downtown boards. The City Commission was interested enough in the concept that staff moved forward with obtaining input from the downtown boards.

The majority of the members of the downtown boards were supportive of the concept but had two main concerns. The concerns centered around the input that downtown property owners and business owners would have in decisions made by the City Commission and whether the Tax Increment Finance Authority Board (TIFA) would have any ongoing funding available for activities related to economic activity.

Based on those concerns the proposal was updated to identify some potential opportunities for ongoing communication with the downtown business and property owners, and a recommendation is made to allocate \$80,000 from the Economic Initiatives Fund for economic activity programs to be proposed by the TIFA Board. Staff also worked out many of the details for implementation of the proposal which are included in the attached final proposal. This proposal provides a high level overview of the financial impact to each fund.

If the Commission is supportive of the proposal, two resolutions have been drafted to move forward with implementation. The first resolution outlines the membership of the boards. This board membership resolution was last approved in November 2016. Therefore we are showing it as a redline/strikeout version to illustrate the changes in separating the boards. The second resolution provides approval for the restructuring of the activities and the funding, so that staff can implement those changes in the proposed 2019 Operating Budget for approval in December by the City Commission.

We recommend the two resolutions be approved as presented.

Recommended motion:

Move to approve the resolution regarding membership of the Tax Increment Finance Authority (TIFA), Downtown Development Authority (DDA) and the Principal Shopping District Board (PSD) boards.

AND

Move to approve the resolution for restructuring funding and responsibility of downtown activities.

NJR/ap

RESTRUCTURING OF FUNDING SOURCES FOR DOWNTOWN AND

REFOCUS OF DOWNTOWN BOARDS PROPOSAL

INTRODUCTION

An ad hoc committee completed work in 2015-2016 to review and try to simplify the funding sources for downtown activities. Since that time significant discussion has occurred regarding the shortage of TIFA funds to be able to properly maintain the 13 parking lots in the downtown area, maintain the other infrastructure, and still be able to implement programs that maintain or grow the tax base.

In late 2016 changes were made to combine the Principal Shopping District Board (PSD) and Tax Increment Finance Authority (TIFA) Board and the resolution indicated a review of the combined boards should occur in 2018.

Staff has reviewed these matters and is recommending this comprehensive proposal based on that review.

WHY

- ✓ Downtown is both a social hub for the community and an economic center
 - Successful cities typically have a vibrant downtown and downtown areas are increasing in popularity
- ✓ Resolution passed by the City Commission which combined the PSD and TIFA Boards requires a review of combined boards by December 2018
- ✓ Restructuring of funds (done in 2016) for activities in the downtown has not resulted in a better overall understanding of financial funding and uses of funds
 - TIF capture does not generate enough to even cover the upcoming maintenance needs of the 13 parking lots and other public infrastructure needs let alone any other priorities of the TIF development plan
- ✓ Frustration/effectiveness of each board and lack of clarity on authority is growing
 - Everyone desires to have appointed boards successful in carrying out their duties
- ✓ According to Main Street national organization, there are four keys to a successful downtown and this proposal to realign and refocus the boards better aligns with each of them
 - Economic Vitality
 - Focused on by one primary board (TIF)
 - Design

- Infrastructure prioritized in light of all City priorities (CC)
- Aesthetics/beauty of plants, landscaping (more temporary type aesthetics), snow removal of parking lots is focused on by one board (PSD)
- Promotion
 - Coordinated by City staff
- Organization
 - More clarity on which board focuses on which element

OVERVIEW

FUNDING:

- ✓ General Fund/Capital Improvement Millage (GF/CI) responsible for maintenance of infrastructure assets just like other public assets in the City (parking lots, lights, streetscape improvements such as bricks, planters, benches)
 - Allow City Commission to look at broad view of City infrastructure needs and allocate resources accordingly
 - Recognizes that these parking lots, lights, etc. are public infrastructure for the overall public and not just for downtown business/residents
 - Transfer assigned TIF funds for Parking Lot 8 (2023) and 7 (2020) to GF/CI and GF/CI is responsible for all future parking lots
 - Current Unassigned TIF fund balance would be committed to Parking Lot 7 and 8
 - Note: During 2019 a contract between the TIFA and the City would be drafted for approval to commit the City to the future reconstruction of the parking lots with a provision to return the funds to the TIFA if the parking lot reconstruction does not occur by a certain date
- ✓ GF/Recreation take responsibility for events
 - Has one department focused on City-wide events
 - Already do some city-wide events that are held downtown
 - GF allocation of approx \$75K will be allocated to Recreation department instead of downtown for city-wide events
 - One-half time seasonal position will be transferred to recreation to assist with the events being transferred (review of overall staffing and assignments in recreation may be needed during 2019)
- ✓ Downtown Development Director compensation funded by GF like other City staff
 - Clarifies responsibility for supervision

- Provides funding for staff from a stable ongoing funding source (has been a goal for all positions)
- Funded by a portion of the current TIF capture funds that will instead go to the GF (see below)
- ✓ Reduce Central Business District TIF capture to 0%
 - Returns approximately \$130,000 City funds to GF/CI
 - Returns approximately \$ 75,000 to other units of government

NOTE: TIF District and development plan would remain in place to support expenditure of existing fund balances and to provide a mechanism to reinstate the capture rate, if needed
- ✓ Allocate \$80,000 from Economic Initiatives Fund to TIFA Board to be used only for recommended programs identified to help grow the economic activity in downtown. Economic programs to be approved by the City Commission upon TIFA Board recommendation. If additional funds are needed, a request to the City Commission would be made by the TIFA Board. Funds to be returned to General Fund 12/31/2020 if not used.

SUMMARY IMPACT OF FUNDING CHANGES

- ✓ Fund Balance Transfers
 - Events assigned balance at 12/31/18: transfer from Downtown to Recreation
 - Parking assigned balance at 12/31/18: transfer from Downtown assigned parking to Downtown assigned Principal Shopping District
 - Unassigned TIF balance at 12/31/18: transfer in TIF fund to assigned balance for parking lots
 - During 2019 TIF assigned balance for parking lots: transfer from TIF assigned balance to Capital Improvement committed for projects balance for parking lots
- ✓ Net Effect on 2019 Operating Budget
 - General Fund- Break-even
 - Recreation Fund-Net positive bottom line of approximately \$7,000
 - TIF Fund-No operation expenses; decrease in expenses for capital projects
 - Capital Improvement Fund-Net increase in expenses for capital projects of approximately \$64,000
 - Transfer \$80,000 from General Fund Economic Initiatives fund balance to TIFA

RESPONSIBILITY/AUTHORITY

- ✓ Separate Principal Shopping District Board from TIFA Board
 - Refocus Principal Shopping District Board on mowing, landscaping, plants, trash, snow clearing of parking lots and adjacent sidewalks, utilities
 - These are the services funded by the special assessment paid by property owners
 - These are additional services provided to the downtown area that aren't provided to other areas of the City
 - PSD Board appointed by the City Commission would be comprised of minimum number required under state law (5):
 - One from adjacent residential area
 - One representative of the local government unit
 - Majority (3) nominees of individual businesses located within the district
 - Meet 3-4 times per year
 - Refocus TIFA Board on programs that improve economic activity; will provide more influence to the areas that the TIFA board was originally created for – maintaining and growing the tax base and supporting economic activity
 - Façade grants/loans-existing
 - Fire suppression program-existing
 - New programs as recommended to be funded by Economic Initiatives Fund based on articulated long term goals/strategy to grow the economic activity – analysis from 2019 downtown goal can be used
 - TIFA Board appointed by the City Commission will be comprised of the minimum number required under state law (7):
 - One member shall be a City Commissioner
 - Three members shall have an interest in property located in the TIFA's Central Business District development area
 - Two or three members (If no Industrial Park North representative) shall be officers, members trustee, principals or employees of a legal entity having an interest in property located in the TIFA's Central Business District
 - To the extent reasonably practical, one member shall have an interest in property located in the TIFA's Industrial Park North development area or shall be an officer, member, trustee, principal, or employee of a legal entity having an

interest in property located in the TIFA's Industrial Park North development area

- Meet as needed
- ✓ City Commission responsible for more direct decisions on allocation of capital resources based on city-wide needs/priorities
 - Primary focus to be on existing infrastructure maintenance and replacement
 - Note: It will be important that input is sought from stakeholders in the same manner as other residents/businesses rather than refer matters that are outside of their re-focused authority to the downtown boards
 - Will need to identify mechanisms to ensure that downtown/property owners know of input opportunities on future capital projects
 - Ideas include regular email distributions to the downtown email group and/or “coffee with a commissioner” scheduled at key times during the Capital Improvement Plan (CIP) and budget process
- ✓ Downtown Development Director responsible for
 - Serve as staff liaison to the PSD and TIFA
 - Parking management
 - Marketing/promotion (non-event) of downtown district
 - Coordination of Ladies Night Out, Small Business Saturday; social media promotion of This Place Matters, Fall Open House, 25 Days of Christmas; and other similar type downtown promotions that might be developed
 - Oversee installation of downtown holiday decorations and Art Reach banners
 - Assist with information to/from downtown businesses and property owners regarding infrastructure maintenance projects
 - Implement programs for economic activity from TIFA Board and implement the projects/maintenance funded by the PSD
 - Provide grant assistance for state, federal or philanthropic programs
 - Conduct business retention visits and complete appropriate follow-up
 - Oversee/implement existing merchandise and outdoor dining policies
- ✓ Recreation department responsible for city-wide events
 - Thrilling Thursdays, Mt. Pleasant Christmas Celebration, Summer Concert Series, Pumpkin Promenade, Movies by Moonlight, Art Reach events, Jaycee Craft Beer Festival, Martin Luther King March, and car shows

- These events will continue to be hosted downtown unless change of venue is communicated to downtown businesses for input before making a change.
- Recreation will be primary contact for community organizations that want to partner with the City to provide additional events

ADDITIONAL CONSIDERATIONS FOR LATER

- ✓ Partner with others (CMURC, SBDC, MMDC or others) for incubator space/entrepreneurial services for downtown start-ups?
- ✓ Consider alternative use of Town Center space?
- ✓ Add Sub area plan focused on downtown in Master Plan –ask McKenna for a proposal?
- ✓ Consider re-engagement with Main Street state programs or other such programs focused on downtown success?

NEXT STEPS

- ✓ Implement into proposed budget for consideration/approval by City Commission
- ✓ Resolution reestablishing membership of the TIFA and PSD
- ✓ City Commission make board appointments
- ✓ Implement January 1, 2019

DOWNTOWN OVERVIEW			
BOARD	CITY COMMISSION	PRINCIPAL SHOPPING DISTRICT BOARD	TIFA BOARD
FUNDING	General Fund and Capital Improvement	Special Assessment	Allocation from Economic Inits Fund
	Note: funds avail from taking TIF capture to 0		
RESPONSIBLE FOR EXP RELATED TO	Downtown Infrastructure (parking lots, lights, brickwork, benches)	Aesthetics such as flowers, plants, landscaping	Façade grant/loan program
	Events	Snow removal of parking lots and adjacent sidewalk	Fire safety grants
	Downtown Director		New programs to increase economic activity
	Parking enforcement		
	Marketing of downtown		
BOARD SIZE	N/A	5	7
BOARD COMPOSITION	N/A	1 Adjacent residential area 1 Representative of local unit of government 3 Nominees of businesses located within the district	1 City Commissioner 3 Interest in property located within the Central Business District 2 Officers, members, trustees or employees of a legal entity having interest in the Central Business District 1 Officer, member, trustee or employee of a legal entity having interest in the University Park North District

CITY COMMISSION
CITY OF MOUNT PLEASANT
ISABELLA COUNTY, MICHIGAN

RESOLUTION RE-ESTABLISHING MEMBERSHIP OF THE TAX INCREMENT
FINANCE AUTHORITY BOARD, DOWNTOWN DEVELOPMENT AUTHORITY BOARD
AND PRINCIPAL SHOPPING DISTRICT BOARD

Whereas, the City created the Downtown Development Authority of the City of Mt. Pleasant pursuant to 1975 PA 197, MCL 125.1651 *et seq.* (the "DDA"), the Tax Increment Finance Authority of the City of Mt. Pleasant pursuant to 1980 PA 450, MCL 125.1801 *et seq.* (the "TIFA"), and a Principal Shopping District (the "PSD") pursuant to 1961 PA 120, MCL 125.981 *et seq.*; and

Whereas, as permitted by the previously cited statutes, the City previously designated the DDA Board to also serve as the TIFA Board and the Principal Shopping District Board (previously referred to as the "DDB") to oversee the principal shopping district; and

Whereas, the City Commission now believes separate boards will better serve the needs of the DDA district, the two TIFA development areas and the principal shopping district. An overlap of the TIFA Board and the PSD Board occurred in 2017 and 2018, and it is determined that no overlap will occur in the future, but that some overlap of the TIFA Board and the PSD Board will enhance their collaborative efforts.

Now therefore be it resolved that:

1. The TIFA Board shall be a ~~9-7~~ member board. The members shall be appointed through the Mayor's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:
 - A. One member shall be a City Commissioner;
 - B. ~~One member shall represent Isabella County;~~
 - C. Three members shall have an interest in property located in the TIFA's Central Business District development area;
 - D. ~~Three~~ Two or three (if no Industrial Park North representation) members shall be officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the TIFA's Central Business District development area; and
 - E. To the extent reasonably practical, one member shall have an interest in property located in the TIFA's Industrial Park North development area or shall be an officer, member, trustee, principal, or employee of a legal entity having an interest in property located in the TIFA's Industrial Park North development area.
2. The PSD Board shall be a ~~9-5~~ member board. The members shall be appointed through the Mayor's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:
 - A. One member shall be a ~~City Commissioner;~~ representative of local government
 - B. One member of the PSD Board shall be from the adjacent residential area; and
 - C. Not less than ~~5-3~~ members ~~nor more than 7 members~~ of the PSD Board shall be nominees of individual businesses located within the principal shopping district.
3. To the extent reasonably practical, the members of the TIFA Board and the PSD Board should be the same persons, and the City Commission shall make all possible efforts to ensure that at least seven persons who meet the requirements of both the TIFA Board and the PSD Board are appointed to serve simultaneously on those two boards. The minutes of each the TIFA Board and the PSD Board will be shared with the other board. The two boards will be scheduled for joint meetings as needed.

4. As required by City Code section 32.20 the DDA Board shall be an 11 member board. The members shall be appointed through the City Manager's recommendation to the Appointments Committee, subject to the City Commission's approval, and the members shall meet the following criteria:

A. One member shall be the City Manager;

B. One member shall represent Isabella County;

C. Not less than a majority of the members of the board shall be persons having an interest in property located in the DDA's district or be officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the DDA's district; and

D. If the DDA's district has 100 or more persons residing in it, at least one member shall be a resident of the DDA's district.

~~5. Based on information provided by the boards and City staff, the City Commission will review the effectiveness of this board restructuring prior to the end of December 2018 to determine if any changes are needed.~~

~~65.~~ City staff and City legal counsel are directed to take all actions necessary to amend any documents as may be necessary in order to effectuate this resolution.

~~76.~~ All resolutions and parts of resolutions, to the extent of any conflict with this resolution, are rescinded.

CITY COMMISSION
CITY OF MOUNT PLEASANT
ISABELLA COUNTY, MICHIGAN

RESOLUTION TO RESTRUCTURE FUNDING AND RESPONSIBILITY FOR
DOWNTOWN ACTIVITIES

Whereas, the City created the Tax Increment Finance Authority of the City of Mt. Pleasant pursuant to 1980 PA 450, MCL 125.1801 *et seq.* (the "TIFA"), and a Principal Shopping District (the "PSD") pursuant to 1961 PA 120, MCL 125.981 *et seq.*; and

Whereas, in 2015-2016 an ad-hoc committee reviewed and made recommendations to simplify the funding sources for downtown activities; and


Whereas, since that time significant discussion has occurred regarding the shortage of TIFA funds available to properly maintain the 13 parking lots in the downtown area while also maintaining other infrastructure and implementing programs that maintain or grow the tax base; and

Whereas, the implemented changes from the 2015-2016 ad-hoc committee have not resulted in an overall better understanding of the downtown financing.

Now therefore be it resolved that:

1. The City Commission views downtown as both a social hub for the community and an economic center and desires a successful downtown.
2. The parking lots and other more permanent infrastructure such as lights, bricks and benches will be treated as an overall City asset from this point forward.
3. Some activities that were previously accounted for in the Principal Shopping District Downtown Fund (231) and the Tax Increment Finance Authority Fund (495) should be accounted for in the general activities of the City. This will minimize confusion as to funding approvals and ensure the City Commission can more easily make city-wide decisions on priorities.
4. Staff is directed to revise the proposed 2019 Operating Budget to incorporate the changes in responsibilities and funding as recommended in the Restructuring of Funding Sources for Downtown Proposal dated November 5, 2018.

COMMISSION LETTER #186-18
MEETING DATE: NOVEMBER 12, 2018

TO: MAYOR AND CITY COMMISSION NOVEMBER 7, 2018
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER ANN ARBOR TO TRAVERSE CITY (A2TC) PASSENGER TRAIN
STUDY FUNDING REQUEST

The attached memo from Economic Development Director Bill Mrdeza outlines the history of a study that was done by the Groundworks Center for Resilient Communities regarding a passenger rail service from Ann Arbor to Traverse City (A2TC).

The memo indicates the City has been requested as a financial partner in the Phase II study, which will quantify the impacts and benefits such a service would have on the Mt. Pleasant community. We are recommending the City become a funding partner for this study and contribute \$5,000 as local match toward the project. The funding source for the study would be the Economic Initiatives Fund.

Recommended motion:

Move to approve a \$5,000 contribution as a local match toward the Phase II Economic Impact Study for the Ann Arbor to Traverse City passenger rail service from the Economic Initiatives Fund.

NJR/ap



MEMORANDUM

TO: Nancy Ridley, City Manager

FROM: William R. Mrdeza
Community Services and Economic Development Director *W.R.M.*

DATE: November 6, 2018

SUBJECT: A2TC Passenger Rail Economic Impact Study Funding Request

Background:

In 2015 the Groundworks Center for Resilient Communities in Traverse City proposed a bold concept: explore the possibility of creating scheduled passenger rail service between Ann Arbor and Traverse City, using existing railroad tracks now used primarily for carrying freight traffic. This concept was a result of a 2011 statewide rail planning process that identified a passenger connection to Traverse City as the number one priority of those participating in that process.

Since 2015, the Groundworks Center has held public information sessions on the proposed project in several communities along the rail corridor that would be directly impacted by scheduled rail service, including Mt. Pleasant. Those participating in the Mt. Pleasant outreach meetings expressed support for the concept. In response to this and additional support throughout the rail corridor, funds were raised to match federal grant dollars for a feasibility study which considered the capital and operating costs of various levels of train service between Ann Arbor and Traverse City. The feasibility study was recently completed and released in October, 2018 and concluded that the proposed service, if fully developed, could cover its operating expenses and that its economic benefits would substantially exceed both its capital and operating costs.

The next step in the process is to evaluate the potential economic benefits passenger rail will have on businesses and properties in rural downtowns along the rail corridor, including Mt. Pleasant. The subsequent study would also explore potential train station locations as well as inventory the surrounding infrastructure (including other public transportation options) associated with passenger rail service. Approximately \$30,000 of the proposed \$45,000 cost of the study would come from federal grant funds. The remainder of the funds need to be raised from local sources, including from communities supportive of the concept. While expressing

support of the initial concept, Mt. Pleasant was not a financial contributor to the initial feasibility study.

In addition to the potential community economic impact, the Phase II study will also quantify the impact and benefits the eventual service could have on Central Michigan University. As an example, University officials have indicated that passenger rail service would have a positive impact on student recruitment efforts. The Groundworks Center is requesting the City of Mt. Pleasant consider a contribution of \$5,000 toward the local match required to complete the Phase II study analysis.

Requested Action:

Staff recommends the Commission consider approving a contribution of \$5,000 to the Groundworks Center for Resilient Communities to be used as part of the local match for the grant to fund the Phase II study of the economic impact resulting from the proposed A2TC passenger rail project. Funding for the contribution would be from the City's Economic Initiative Fund.

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 10/12/2018 THRU 11/08/2018

Check Date	Invoice Vendor	Description	Amount
Bank COMM	COMMON CASH		
10/16/2018	BRIAN KENCH	REIMBURSEMENT	\$305.75
10/16/2018	MARY ANN KORNEXL	REIMBURSEMENT	50.14
10/16/2018	NANCY RIDLEY	REIMBURSEMENT	421.40
10/16/2018	CITY TREASURER-PAYROLL FUND	REG PAY #424	255,102.18
10/17/2018	KRAPOHL FORD LINCOLN MERC	CAPITAL ACQUISITIONS	108,875.00
10/25/2018	MEDIANEWS - 21CM ADVERTISING	CONTRACT SVCS	971.92
10/25/2018	ABC FASTENER GROUP, INC	SUPPLIES	170.57
10/25/2018	MOHAMED ABDELGAWAD	CONTRACT SVCS	52.00
10/25/2018	AIRGAS USA, LLC	EQUIPMENT RENTAL	251.05
10/25/2018	AIRWAY OXYGEN, INC.	CONTRACT SVCS	17.00
10/25/2018	ARCHON CONSTRUCTION CO., INC	CONTRACT SVCS	30,330.00
10/25/2018	ATI GROUP	CONTRACT SVCS	2,375.00
10/25/2018	AVFUEL CORPORATION	FUEL	12,468.05
10/25/2018	BBVA COMPASS BANK	SUPPLIES	2,485.00
10/25/2018	CLAYTON BEAIRD	CONTRACT SVCS	18.00
10/25/2018	BEACH PAINTING	CONTRACT SVCS	3,100.00
10/25/2018	PAUL BIGARD	REFUND	50.00
10/25/2018	BLOCK ELECTRIC COMPANY	CONTRACT SVCS	409.19
10/25/2018	GARY BRANDT	FARMERS MKT TOKENS	702.40
10/25/2018	BROWN & BROWN OF CENTRAL MI	ADMIN COSTS	10,000.00
10/25/2018	BLAKE BROWN	CONTRACT SVCS	91.00
10/25/2018	C & C ENTERPRISES, INC	UNIFORMS	50.50
10/25/2018	C & O SPORTSWEAR	UNIFORMS	10.50
10/25/2018	CARMEUSE LIME, INC.	CHEMICALS	7,308.04
10/25/2018	CDW GOVERNMENT, INC	SUPPLIES	509.32
10/25/2018	CENTRAL ASPHALT, INC	SUPPLIES	83.16
10/25/2018	CENTURYLINK	COMMUNICATIONS	20.83
10/25/2018	CHARTER COMMUNICATIONS	CONTRACT SVCS	143.80
10/25/2018	CINTAS CORPORATION	CONTRACT SVCS	255.04
10/25/2018	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	12,000.00
10/25/2018	CLARK HILL P.L.C.	CONTRACT SVCS	406.56
10/25/2018	MCLAREN CENTRAL MICHIGAN	CONTRACT SVCS	450.00
10/25/2018	CMS INTERNET LLC	CONTRACT SVCS	2,360.00
10/25/2018	CONSUMERS ENERGY	UTILITIES	19,606.21
10/25/2018	COUCKE PROPERTY SERVICES, LLC	CONTRACT SVCS	7,500.00
10/25/2018	COYNE OIL CORPORATION	FUEL	4,952.21
10/25/2018	CBC CREDIT SERVICES, INC.	CONTRACT SVCS	50.00
10/25/2018	CULLIGAN	SUPPLIES	38.00
10/25/2018	ANDREW CURTISS	FARMERS MKT TOKENS	90.85
10/25/2018	D & D ASPHALT SPECIALISTS, LLC	CONTRACT SVCS	1,439.00
10/25/2018	BAILEY DAVIS	CONTRACT SVCS	72.00

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 10/12/2018 THRU 11/08/2018

Check Date	Invoice Vendor	Description	Amount
Bank COMM	COMMON CASH		
10/25/2018	DELTA COLLEGE	TRAINING	285.00
10/25/2018	ETNA SUPPLY	SUPPLIES	70.60
10/25/2018	EVOQUA WATER TECHNOLOGIES LLC	CHEMICALS/CONTRACT SVCS	1,039.44
10/25/2018	F & K TREE SERVICE	CONTRACT SVCS	9,225.00
10/25/2018	FASTENAL COMPANY	SUPPLIES	43.83
10/25/2018	FISHBECK, THOMPSON, CARR & HUBER	CAPITAL ACQUISITIONS	6,860.99
10/25/2018	SARAH MARSHALL	REIMBURSEMENT	70.00
10/25/2018	DAVID FREMIN	REIMBURSEMENT	42.00
10/25/2018	FREDRICKSON SUPPLY, LLC	SUPPLIES	585.95
10/25/2018	GALLS, LLC	UNIFORMS	584.28
10/25/2018	GARBER CONTRACTING	CONTRACT SVCS	108,000.00
10/25/2018	GRANGER	CONTRACT SVCS	65.00
10/25/2018	GRAND RAPIDS BUILDING SERVICES INC.	CONTRACT SVCS	830.75
10/25/2018	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	2,489.95
10/25/2018	DAVID GROTHAUSE	FARMERS MKT TOKENS	34.70
10/25/2018	ALEX HART	CONTRACT SVCS	18.00
10/25/2018	STEVE HOFER	REIMBURSEMENT	82.84
10/25/2018	ISABELLA CO TRANSP COMM	CONTRACT SVCS	19.00
10/25/2018	IDEXX DISTRIBUTION, INC.	CHEMICALS	4,557.71
10/25/2018	ISABELLA COUNTY TREASURER	MICHIGAN TAX TRIBUNALS	11,833.58
10/25/2018	ABID ISRAR	CONTRACT SVCS	26.00
10/25/2018	JACK DOHENY COMPANIES, INC	TRAINING	2,200.00
10/25/2018	JAMIE RAYMOND	REIMBURSEMENT	129.66
10/25/2018	JARHEAD SALSA	FARMERS MKT TOKENS	26.30
10/25/2018	JETT PUMP & VALVE, LLC	CONTRACT SVCS	4,480.00
10/25/2018	JOHNSON CONTROLS	CONTRACT SVCS	824.00
10/25/2018	CALVIN KEYES	CONTRACT SVCS	65.00
10/25/2018	LANSING SANITARY SUPPLY, INC.	SUPPLIES	390.89
10/25/2018	DOUG LENTZ	FARMERS MKT TOKENS	27.60
10/25/2018	LOGOS GALORE/MORDICA SALES	UNIFORMS	128.00
10/25/2018	STATE OF MICHIGAN	POSTAGE/HANDLING	92.69
10/25/2018	IZAAK MARCINIAK	CONTRACT SVCS	108.00
10/25/2018	TYLER MARTIN	CONTRACT SVCS	26.00
10/25/2018	PAT MCGUIRK EXCAVATING, INC	CONTRACT SVCS	880.00
10/25/2018	STATE OF MICHIGAN	CONTRACT SVCS	30.00
10/25/2018	STATE OF MICHIGAN	CONTRACT SVCS	64.00
10/25/2018	MID-MICHIGAN INDUSTRIES	CONTRACT SVCS	6,316.00
10/25/2018	MIDDLE MICHIGAN DEVELOP CORP	LDFA 4TH QTR	8,375.00
10/25/2018	MICHIGAN PIPE & VALVE	SUPPLIES	1,124.00
10/25/2018	MICHIGAN ASSOC. OF PLANNING	CONTRACT SVCS	75.00
10/25/2018	MOST DEPENDABLE FOUNTAINS INC	SUPPLIES	3,255.00

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Check Date	Invoice Vendor	Description	Amount
Bank COMM COMMON CASH			
10/25/2018	MP AREA COMMUNITY FOUNDATION	SPONSORSHIP	2,500.00
10/25/2018	MT PLEASANT PUBLIC SCHOOLS	CONTRACT SVCS	3,839.26
10/25/2018	MT PLEASANT TIRE SERVICE, INC	SUPPLIES/VEHICLE MAINT	554.73
10/25/2018	MR. ELECTRIC OF CENTRAL MICHIGAN	CONTRACT SVCS	2,954.00
10/25/2018	COLTEN NELSON	CONTRACT SVCS	72.00
10/25/2018	NCL OF WISCONSIN	CHEMICALS/SUPPLIES	980.69
10/25/2018	RILEY NOTTINGHAM	CONTRACT SVCS	39.00
10/25/2018	NYE UNIFORM COMPANY	UNIFORMS	16.66
10/25/2018	OFFICE DEPOT	SUPPLIES	106.01
10/25/2018	OTIS ELEVATOR COMPANY	CONTRACT SVCS	417.00
10/25/2018	WYATT OWEN	CONTRACT SVCS	26.00
10/25/2018	KEAGEN PAISLEY	CONTRACT SVCS	13.00
10/25/2018	PARAGON LABORATORIES, INC.	CONTRACT SVCS	75.00
10/25/2018	PETTY CASH - DIANNE ADAMS	REIMBURSEMENT	339.66
10/25/2018	PLEASANT GRAPHICS, INC	SUPPLIES	978.00
10/25/2018	PRO COMM, INC	CONTRACT SVCS	345.00
10/25/2018	QUALITY INVESTMENTS	REFUND	94.00
10/25/2018	ELIZABETH RATKOS	CONTRACT SVCS	52.00
10/25/2018	RACHAEL ADAMS	REFUND	65.00
10/25/2018	SHANKAR SUBBIAH	REFUND	45.00
10/25/2018	GREENWALD & B.C., INC	REFUND	280.00
10/25/2018	AUSTIN REID	CONTRACT SVCS	78.00
10/25/2018	RENT-RITE OF MT PLEASANT	CONTRACT SVCS	295.14
10/25/2018	REPUBLIC SERVICES #239	CONTRACT SVCS	15,156.44
10/25/2018	RISE MACHINE	CONTRACT SVCS	400.00
10/25/2018	RJTHOMAS MFG. CO., INC.	SUPPLIES	794.25
10/25/2018	COLLIN ROBINSON	CONTRACT SVCS	65.00
10/25/2018	ROMANOW BUILDING SERVICES	CONTRACT SVCS	575.00
10/25/2018	ROWE PROFESSIONAL SERVICES	CONTRACT SVCS	5,400.25
10/25/2018	MELINDA SALCHERT	REIMBURSEMENT	17.98
10/25/2018	MELINDA SALCHERT	SUPPLIES	500.00
10/25/2018	MELINDA SALCHERT	SUPPLIES	500.00
10/25/2018	BLAKE SCHNEIDER	CONTRACT SVCS	52.00
10/25/2018	LOGAN SCHAFER	CONTRACT SVCS	300.00
10/25/2018	S.O.S. TREE SERVICE L.L.C.	TRAINING	2,500.00
10/25/2018	MICHELLE SPONSELLER	REIMBURSEMENT	111.66
10/25/2018	STATE OF MICHIGAN - MDOT	CONTRACT SVCS	2,085.53
10/25/2018	JOLENE SWEET	REIMBURSEMENT	85.35
10/25/2018	CHRISTOPHER SWIER	FARMERS MKT TOKENS	36.40
10/25/2018	THIELEN TURF IRRIGATION, INC	CONTRACT SVCS	513.82
10/25/2018	KIRK TRAVIS	FARMERS MKT TOKENS	649.75

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 10/12/2018 THRU 11/08/2018

Check Date	Invoice Vendor	Description	Amount
Bank COMM COMMON CASH			
10/25/2018	TRUGREEN	CONTRACT SVCS	47.97
10/25/2018	TRUCKS, TODD & WENDY	UB REFUND	328.45
10/25/2018	MALISH, CARL	UB REFUND	1,731.44
10/25/2018	SOMMERS, JOSEPH & SULYNN	UB REFUND	749.28
10/25/2018	OLIVIERI MANAGEMENT	UB REFUND	198.21
10/25/2018	BRYANT, AMANDA M	UB REFUND	50.15
10/25/2018	RAU, DAN	UB REFUND	18.83
10/25/2018	TOFTELAND, ELMER	UB REFUND	1,647.96
10/25/2018	CHAMICHIAN, SOUREN	UB REFUND	44.77
10/25/2018	UNIFIRST CORPORATION	CONTRACT SVCS	47.12
10/25/2018	UNITED FLOORING COVERING, INC	CONTRACT SVCS	332.82
10/25/2018	CHARTER TOWNSHIP OF UNION	UTILITIES	3,445.80
10/25/2018	DEREK VITALE	CONTRACT SVCS	54.00
10/25/2018	JAKE WALRAVEN	FARMERS MKT TOKENS	166.30
10/25/2018	SHERYL WERNETTE	FARMERS MKT TOKENS	52.25
10/25/2018	BILL WESENBERG	FARMERS MKT TOKENS	990.80
10/25/2018	DAVID WHITEHEAD	FARMERS MKT TOKENS	116.90
10/25/2018	W.W. WILLIAMS	CONTRACT SVCS	998.17
10/25/2018	WINN TELECOM	COMMUNICATIONS	3,367.07
10/25/2018	LOUISE WYMER	FARMERS MKT TOKENS	486.50
10/25/2018	YEO & YEO CONSULT PC CPA	CAPITAL AQUISITIONS	632.00
10/25/2018	JOHN ZANG	REIMBURSEMENT	119.90
10/29/2018	KRAPOHL FORD LINCOLN MERC	CAPITAL ACQUISITIONS	29,675.00
10/30/2018	CITY TREASURER-PAYROLL FUND	REG PAY #425	260,126.22
11/05/2018	WRIGHT EXPRESS FINANCIAL SERVICES	N/A	54,516.46
11/07/2018	DIANNE ADAMS	REIMBURSEMENT	82.84
11/07/2018	AIRWAY OXYGEN, INC.	CONTRACT SVCS	20.00
11/07/2018	AL FOOR, JR STATEWIDE DISTRIBUTOR	SUPPLIES	108.00
11/07/2018	JUDITH ALLEN	PSD REFUND	114.50
11/07/2018	ALWOOD LANDSCAPING NURSERY, INC	CONTRACT SVCS	8,000.00
11/07/2018	AQUASIGHT	CONTRACT SVCS	200.00
11/07/2018	CARA AUDA	REIMBURSEMENT	21.58
11/07/2018	AXON ENTERPRISE, INC.	SUPPLIES/TRAINING	4,809.00
11/07/2018	BAY VALLEY OIL LLC	VEHICLE MAINT/SUPPLIES	215.00
11/07/2018	CORRPRO COMPANIES INC	CONTRACT SVCS	2,545.00
11/07/2018	BRIGITTE BECHTOLD	PSD REFUND	1,437.17
11/07/2018	BILL'S CUSTOM FAB, INC	CONTRACT SVCS	107.99
11/07/2018	JARED BOUMAN	TRAINING	107.91
11/07/2018	BS&A SOFTWARE	CONTRACT SVCS	3,797.00
11/07/2018	BSN SPORTS INC.	SUPPLIES	1,143.18
11/07/2018	C & O SPORTSWEAR	SUPPLIES	2,428.00

CHECK REGISTER FOR CITY OF MT PLEASANT
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Check Date	Invoice Vendor	Description	Amount
Bank COMM COMMON CASH			
11/07/2018	CDW GOVERNMENT, INC	SUPPLIES	5,003.10
11/07/2018	CGS, INC.	TRAINING	2,193.20
11/07/2018	CHARTER COMMUNICATIONS	UTILITIES	118.47
11/07/2018	CINTAS CORPORATION	SUPPLIES	26.30
11/07/2018	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	5,957.63
11/07/2018	CLIA LABORATORY PROGRAM	CONTRACT SVCS	150.00
11/07/2018	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING	3,256.85
11/07/2018	COMMERCE CONTROLS INC	CONTRACT SVCS/SUPPLIES	4,145.60
11/07/2018	CONSUMERS ENERGY	UTILITIES	14,906.60
11/07/2018	COYNE OIL CORPORATION	FUEL	4,492.40
11/07/2018	ANDREW CURTISS	FARMERS MKT TOKEN REIMB	141.40
11/07/2018	DANIEL DAHMAN	PSD REFUND	567.93
11/07/2018	DEWOLF & ASSOCIATES	TRAINING	385.00
11/07/2018	DORNBOS SIGN & SAFETY, INC.	SUPPLIES	965.53
11/07/2018	DRONE THE NEWS	CONTRACT SVCS	2,637.50
11/07/2018	ELMER'S CRANE AND DOZER, INC.	SUPPLIES	55.50
11/07/2018	ETNA SUPPLY	SUPPLIES	323.24
11/07/2018	F & M MECHANICAL SERVICES, LLP	CONTRACT SVCS	1,536.00
11/07/2018	SARAH MARSHALL	REIMBURSEMENT	124.27
11/07/2018	GALLS, LLC	UNIFORMS	40.95
11/07/2018	GARBER CONTRACTING	CONTRACT SVCS	53,618.66
11/07/2018	GAWNE TRUCKING, INC	CONTRACT SVCS	42,588.00
11/07/2018	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	3,355.18
11/07/2018	DAVID GROTHAUSE	FARMERS MKT TOKEN REIMB	29.95
11/07/2018	HACH COMPANY	SUPPLIES	640.52
11/07/2018	SCOTT HALTINER	REIMBURSEMENT	50.00
11/07/2018	THE HEARTHSTONE OVEN	FARMERS MKT TOKEN REIMB	173.40
11/07/2018	JAMIE HOCKEMEYER	REIMBURSEMENT	41.15
11/07/2018	HOLESHOT HARLEY-DAVIDSON, INC.	CONTRACT SVCS	4,800.00
11/07/2018	DONALD & KIMBERLY HUBER	PSD REFUND	1,490.48
11/07/2018	HYDROCORP, INC.	CONTRACT SVCS	765.75
11/07/2018	IDEXX DISTRIBUTION, INC.	CHEMICALS	930.42
11/07/2018	ISABELLA COUNTY	2ND QTR 2018 RECYCLING CTR	11,511.77
11/07/2018	BRUCE JORCK	FARMERS MKT TOKEN REIMB	366.35
11/07/2018	JACOB KAIN	REIMBURSEMENT	82.79
11/07/2018	KENEWELL GROUP	SUPPLIES	219.00
11/07/2018	THOMAS KIRCHOFER	REIMBURSEMENT	3,710.00
11/07/2018	KRAPOHL FORD LINCOLN MERC	CONTRACT SVCS	45.35
11/07/2018	KYCONN, LLC	CONTRACT SVCS	1,800.00
11/07/2018	LAWSON PRODUCTS, INC	SUPPLIES	176.72
11/07/2018	DOUG LENTZ	FARMERS MKT TOKEN REIMB	27.55

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Check Date	Invoice Vendor	Description	Amount
Bank COMM COMMON CASH			
11/07/2018	MANPOWER	CONTRACT SVCS	936.00
11/07/2018	MHOK, PLLC	CONTRACT SVCS	7,193.00
11/07/2018	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	854.50
11/07/2018	MICHIGAN MUNICIPAL LEAGUE	CONTRACT SVCS	59.76
11/07/2018	MILLENNIAL & EMPLOYEE ENGAGEMENT	CONTRACT SVCS	3,341.17
11/07/2018	WILLIAM MILLER	FOOD ASSISTANCE REIMB	683.00
11/07/2018	MICHIGAN PIPE & VALVE	SUPPLIES	2,504.00
11/07/2018	ZACH MOLESWORTH	PSD REFUND	2,993.70
11/07/2018	MT PLEASANT TIRE SERVICE, INC	SUPPLIES/VEHICLE MAINT	246.70
11/07/2018	WILLIAM MRDEZA	REIMBURSEMENT	130.81
11/07/2018	N500 MP	REFUND	1,200.00
11/07/2018	COLTEN NELSON	CONTRACT SVCS	26.00
11/07/2018	NYE UNIFORM COMPANY	UNIFORMS	735.59
11/07/2018	OPTO SOLUTIONS, INC.	SUPPLIES	1,042.90
11/07/2018	ORKIN	CONTRACT SVCS	91.56
11/07/2018	PARAGON LABORATORIES, INC.	CONTRACT SVCS	692.00
11/07/2018	PETTY CASH - TAMMY BOW	REIMBURSEMENT	230.10
11/07/2018	PETTY CASH - CARY MURCH	REIMBURSEMENT	214.17
11/07/2018	PINEVIEW FARMS	FARMERS MKT TOKEN REIMB	134.20
11/07/2018	PIONEER PRODUCE	FARMERS MKT TOKEN REIMB	224.40
11/07/2018	PLEASANT GRAPHICS, INC	SUPPLIES	80.00
11/07/2018	DANIEL & KARI PULVER	PSD REFUND	1,452.02
11/07/2018	PAUL KOCH	REFUND	45.00
11/07/2018	MID MICHIGAN SIGN	REFUND	5.00
11/07/2018	RITE-WAY ASPHALT PAVING, INC.	CONTRACT SVCS	4,600.00
11/07/2018	KAITLYN ROBERTS	CONTRACT SVCS	26.00
11/07/2018	RTI LABORATORIES, INC.	CONTRACT SVCS	351.00
11/07/2018	LOGAN SCHAFER	CONTRACT SVCS	300.00
11/07/2018	SCOTT SHAVER	FARMERS MKT TOKEN REIMB	1,617.55
11/07/2018	PATRICK SOUTHWORTH	SUPPLIES	50.00
11/07/2018	CHRISTOPHER SWIER	FARMERS MKT TOKEN REIMB	39.30
11/07/2018	THIELEN TURF IRRIGATION, INC	CONTRACT SVCS	770.00
11/07/2018	KIRK TRAVIS	FARMERS MKT TOKEN REIMB	2.00
11/07/2018	UNIFIRST CORPORATION	CONTRACT SVCS	64.83
11/07/2018	UNIVAR USA INC	CHEMICALS	2,290.75
11/07/2018	DAVID VANDYKE	REIMBURSEMENT	74.00
11/07/2018	DAVID WHITEHEAD	FARMERS MKT TOKEN REIMB	30.50
11/07/2018	WINN TELECOM	COMMUNICATIONS	2,258.56
11/07/2018	EDWARD & PENNY WOELFERT	PSD REFUND	703.00
11/07/2018	WOVERINE FIREWORKS DISPLAY, INC	CONTRACT SVCS	7,500.00
11/07/2018	WOLVERINE POWER SYSTEMS	CONTRACT SVCS	350.00

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Bank COMM COMMON CASH			
11/07/2018	LOUISE WYMER	FARMERS MKT TOKEN REIMB	242.70
11/08/2018	NANCY RIDLEY	REIMBURSEMENT	76.68
COMM TOTALS:			
Total of 249 Checks:			\$1,309,876.51
Less 0 Void Checks:			0.00
Total of 249 Disbursements:			<u>\$1,309,876.51</u>

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<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
ADVANCE AUTO PARTS	SUPPLIES	\$100.43	3
AIRGAS GREAT LAKES	SUPPLIES	695.77	6
AIS CONSTRUCTION EQUIPMENT	SUPPLIES	496.79	1
ALWOOD LANDSCAPING NURSERY	SUPPLIES	121.99	1
AMAZING MACHINERY, LLC	SUPPLIES	451.18	1
AMAZON.COM	CONTRACT SVCS	1,013.37	2
AMAZON.COM	SUPPLIES	2,606.53	31
AMERICAN PLANNING ASSOCIATION	DUES	548.58	1
AMERICAN PUBLIC WORKS ASSOC	TRAINING	168.49	1
AMERICAN SOCIETY OF CIVIL ENGINEERS	DUES	270.00	1
AMWAY GRAND PLAZA	Training	1,785.54	3
AUTO VALUE/BUMPER TO BUMPER	SUPPLIES	46.03	1
BADER & SONS CO.	SUPPLIES	9.85	1
BATTERIES PLUS - MP	SUPPLIES	55.76	3
BATTERIES PLUS #120	SUPPLIES	53.07	1
BAY POINTE INN & RESTAURANT CC	TRAINING	89.38	1
BILL'S CUSTOM FAB, INC	CONTRACT SVCS	50.00	2
BILL'S CUSTOM FAB, INC	SUPPLIES	562.80	4
BRIGHAM'S AUTO SUPPLY, INC	SUPPLIES	1,070.02	7
BURNIPS EQUIPMENT CO	SUPPLIES	225.90	1
C & C ENTERPRISES, INC	SUPPLIES	94.00	1
C & C ENTERPRISES, INC	UNIFORM	36.00	1
C & C ENTERPRISES, INC	SUPPLIES	4.50	2
CANVA PTY LTD.	SUPPLIES	4.00	4
CCP INDUSTRIES, INC	SUPPLIES	128.96	1
CDW GOVERNMENT, INC	SUPPLIES	294.48	1
CENTRAL MOTOR SPORTS	SUPPLIES	28.99	1
CHOICE OFFICE PRODUCTS	SUPPLIES	377.50	1
CITY OF GRAND RAPIDS DEV CENTER, MI	TRAINING	-15.00	1
COURTYARD BY MARRIOTT	TRAINING	594.93	1
COYNE OIL CORPORATION	SUPPLIES	201.52	3
CROWNE PLAZA HOTEL	TRAINING	544.56	1
DEWITT LUMBER	SUPPLIES	110.75	3
DOLLAR GENERAL	SUPPLIES	21.20	1
DOUBLETREE CREDIT CARD	TRAINING	359.10	1
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	959.79	5
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	90.35	3
DREAMSTIME.COM	SUPPLIES	39.00	1
DTE ENERGY	UTILITIES	3,041.84	15
ELDERHORST BELLS, INC	SUPPLIES	175.00	1
ETNA SUPPLY	SUPPLIES	489.69	2
FACEBOOK ADS	CONTRACT SVCS	136.65	2

Wright Express11/5/2018

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
FACTORY OUTLET STORE	SUPPLIES	595.00	1
FASTENAL COMPANY	SUPPLIES	445.90	6
FATES MARKET	SUPPLIES	10.69	1
FERGUSON ENTERPRISES	SUPPLIES	27.24	2
FLEETPRIDE	SUPPLIES	13.68	1
FREDRICKSON SUPPLY, LLC	SUPPLIES	1,002.96	1
FREDRICKSON SUPPLY, LLC	CONTRACT SVCS	1,606.50	2
FRONTIER COMMUNICATONS	COMMUNICATIONS	63.98	1
GILBOE'S LOCK & SAFE LLC	SUPPLIES	480.00	1
GILL-ROY'S HARDWARE	SUPPLIES	99.99	2
GILL-ROY'S HARDWARE	SUPPLIES	292.71	4
GILL-ROY'S HARDWARE	SUPPLIES	635.65	27
GORDON FOOD SERVICE	SUPPLIES	383.93	4
GOTOMYPC.COM	CONTRACT SVCS	23.95	1
GOVERNMENT FINANCE OFF ASSN	TRAINING	135.00	1
GRAINGER	SUPPLIES	85.98	1
GT RUBBER SUPPLY	SUPPLIES	577.31	9
HAMPTON INN	TRAINING	106.05	2
HOLIDAY INN CREDIT CARD	TRAINING	565.07	1
HOME DEPOT	SUPPLIES	29.76	1
HOME DEPOT	SUPPLIES	1,107.86	17
HOME DEPOT/GECF	SUPPLIES	229.65	3
HONEYWELL ANALYTICS, INC.	CONTRACT SVCS	715.00	1
IN A SNAP PHOTOBOOTH	CONTRACT SVCS	150.00	1
JACK DOHENY SUPPLIES, INC	SUPPLIES	316.97	1
JIMMY JOHN'S	TRAINING	66.52	1
JIMMY JOHN'S	TRAINING	53.10	1
JIMMY JOHN'S	SUPPLIES	96.00	3
KOPY KORNER	SUPPLIES	96.30	2
KRAPOHL FORD LINCOLN MERC	CONTRACT SVCS	45.35	1
LOGOS GALORE/MORDICA SALES	SUPPLIES	36.00	1
MEDLER ELECTRIC COMPANY	SUPPLIES	387.63	3
MEIJER INC	SUPPLIES	8.97	1
MEIJER INC	SUPPLIES	31.98	2
MEIJER INC	SUPPLIES	185.48	6
MENARDS - MT. PLEASANT	SUPPLIES	75.25	2
MENARDS - MT. PLEASANT	SUPPLIES	406.80	14
MICHIGAN ECONOMIC DEVELOPMENT CORP	TRAINING	10.00	1
MICHIGAN MUNICIPAL LEAGUE	TRAINING	-70.00	2
MICHIGAN PIPE & VALVE	SUPPLIES	275.25	4
MICHIGAN RURAL WATER ASSN	TRAINING	1,175.00	4
MICHIGAN SECRETARY OF STATE	SUPPLIES	66.14	1

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<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
MICHIGAN SECTION-AWWA	TRAINING	990.00	6
MICROSOFT STORE	SUPPLIES	2,032.73	2
MILAN SUPPLY COMPANY	SUPPLIES	79.81	1
MOREY'S LOGO	SUPPLIES	228.80	1
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	20.56	1
MT PLEASANT RENTAL CENTER, INC	EQUIP RENTAL	100.44	1
MT PLEASANT TIRE SERVICE, INC	CONTRACT SVCS	631.52	1
MWEA	TRAINING	205.00	1
NORTH MISSION DOOR	SUPPLIES	100.00	1
O.S.P. LLC	CONTRACT SVCS	140.00	2
OFFICE DEPOT	SUPPLIES	29.87	1
OFFICE DEPOT	SUPPLIES	37.18	1
OFFICE DEPOT	SUPPLIES	49.68	1
OFFICE DEPOT	SUPPLIES	453.74	9
OLSON TIRE SERVICE	CONTRACT SVCS	637.75	4
PIONEER REVERE	SUPPLIES	643.28	1
PURITY CYLINDER GASES	SUPPLIES	174.78	3
QUILL CORPORATION	SUPPLIES	35.49	1
REDBIRD FEEDS & PET SUPPLIES	SUPPLIES	19.96	1
RIC'S FOOD CENTER	SUPPLIES	13.71	1
ROYCE ROLLS RINGER CO.	SUPPLIES	211.58	1
RUSH PRINTING SERVICES	SUPPLIES	123.47	1
S & S WORLDWIDE, INC.	SUPPLIES	482.45	1
S & S WORLDWIDE, INC.	SUPPLIES	94.67	1
SAFECART	SUPPLIES	50.42	1
SCIENTIFIC BRAKE & EQUIPMENT CO	SUPPLIES	13.90	1
SHERWIN WILLIAMS	SUPPLIES	313.65	1
SHULTS EQUIPMENT, INC	SUPPLIES	4,820.24	1
SIGN COMPANY SUPPLY	SUPPLIES	210.03	1
SIMPLY ENGRAVING	SUPPLIES	7.00	1
SIMPLY ENGRAVING	SUPPLIES	19.50	1
SPECIAL OLYMPICS MICHIGAN	SUPPLIES	200.00	1
SPEEDWAY	SUPPLIES	2.09	1
SPICEWORKS INC	TRAINING	198.00	2
STANDARD ELECTRIC COMPANY	SUPPLIES	624.16	1
STAPLES - MP	SUPPLIES	85.99	1
STAPLES - MP	SUPPLIES	40.88	1
STAPLES - MP	SUPPLIES	856.58	5
STAPLES BUSINESS ADVANTAGE	SUPPLIES	1,180.90	14
SWEENEY SEED COMPANY	SUPPLIES	56.65	2
THE UPS STORE	CONTRACT SVCS	52.17	3
THIELEN TURF IRRIGATION, INC	SUPPLIES	8.12	2

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<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
TIM HORTONS	CONTRACT SVCS	83.94	1
TLO ONLINE	CONTRACT SVCS	25.00	1
TOP DOG CAR AUDIO CENTER	SUPPLIES	100.00	1
TRACTOR SUPPLY - MP	SUPPLIES	131.47	2
TRACTOR SUPPLY PLAN	SUPPLIES	74.11	3
U S POSTMASTER	CONTRACT SVCS	20.23	3
VALET AUTO CARE, INC	CONTRACT SVCS	200.00	1
VARIDesk PRO	SUPPLIES	590.00	1
VERIZON WIRELESS	CONTRACT SVCS	15.58	1
VERIZON WIRELESS	SUPPLIES	114.03	1
VERIZON WIRELESS	COMMUNICATIONS	3,639.83	39
VOLGISTICS, INC	CONTRACT SVCS	98.00	1
VORTEX INTERNATIONAL	SUPPLIES	630.63	1
WALGREENS	SUPPLIES	4.99	1
WAL-MART	SUPPLIES	39.88	1
WAL-MART	SUPPLIES	146.01	1
WAL-MART	SUPPLIES	81.87	6
WAL-MART COMMUNITY	SUPPLIES	305.82	3
WESTERN FIRE CHIEF'S ASSOCIATION	CONTRACT SVCS	280.00	1
WIELAND TRUCK CENTER - CLARE	SUPPLIES	57.49	1
WILDLIFE CONTROL SUPPLIES	SUPPLIES	470.00	1
XPLORE TECHNOLOGIES	SUPPLIES	45.94	1
YOURMEMBERSHIP.COM, INC	CONTRACT SVCS	299.00	1
	Total	<u>\$54,516.46</u>	<u>422</u>