

Regular Meeting of the City Commission  
Monday, September 24, 2018  
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation in support of United Way Week (September 23-29, 2018).
2. Department Presentation by Fire Lieutenant Randy Keeler

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

3. City Manager report on pending items.
4. Previous correspondence received since 2016 regarding snow and ice removal.
5. Correspondence received regarding Maple Street.
  - a. Additional information on Maple Street.
6. Correspondence received regarding zoning ordinance.
7. Minutes of the Planning Commission regular and special meeting (August).

CONSENT CALENDAR: DESIGNATED (\*) ITEMS

CITY COMMISSION MINUTES:

- \* 8. Approval of the minutes of the regular meeting held September 10, 2018.
- \* 9. Approval of the minutes of the closed session held September 10, 2018.

PUBLIC HEARINGS:

10. Public hearing on Industrial Tax Abatement application for American Mitsuba and consider approval of the same.

STAFF RECOMMENDATIONS AND REPORTS:

- \* 11. Bids and Quotations
  - a. Master Plan Consultant
  - b. Airport Snow Removal
12. Consider setting priorities on the fall 2018 Saginaw Chippewa Indian Tribal 2% funding requests from City Departments.

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. Introduce an ordinance to amend Chapter 30 and 31.01 of the Mt. Pleasant City Code and set a public hearing for October 8, 2018 on the same.
- \* 14. 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.
- \* 15. Consider purchase-buyback program with Krapohl Ford for 11 trucks.
- 16. Consider resolution setting deadline date for Medical Marihuana Facility Licensing Application.
- \* 17. Consider approval of resolution for fireworks application fee.
- \* 18. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

WORK SESSION:

- 19. Presentation by Assistant Finance Director Chris Saladine on the 2019 Operating Budget.

RECESS:

WORK SESSION: (Conference Room A-upstairs)

- 20. Discussion on feedback received on potential Property Maintenance Standards.

RECESS:

CLOSED SESSION: (Conference Room A-upstairs)

ADJOURNMENT:



# **PROCLAMATION**

- WHEREAS,** United Way envisions a strong community where everyone has the opportunity to achieve their potential through quality education, financial stability and healthy lifestyles; and
- WHEREAS,** United Way provides leadership and resources to improve the quality of life in our community by generating revenue, creating awareness and engaging volunteers; and
- WHEREAS,** United Way has invested more than \$6 million over the past decade in support of programs and services offered in partnership with 49 local non-profit organizations; and
- WHEREAS,** United Way of Isabella County is committed to being a good steward of the community resources that are entrusted to its care; and
- WHEREAS,** United Way of Isabella County provides the citizens of Mount Pleasant an opportunity to give, advocate and volunteer in support of our community;
- NOW, THEREFORE,** I, Allison Quast Lents, Mayor of the City of Mount Pleasant, do hereby proclaim September 23-29, 2018 as

## **UNITED WAY WEEK**

in Mount Pleasant and I encourage the residents of Mount Pleasant to celebrate the more than 60 years of community investment provided through United Way, especially as it kicks off the 2018-2019 Community Campaign this week.

In Witness Whereof, I hereunto set my hand and the Great Seal of the City of Mount Pleasant, Michigan, this 24th day of September, 2018.

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Allison Quast Lents, Mayor  
City of Mt. Pleasant

COMMISSION LETTER #152-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 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 9.19.18
<b>Purchasing Policy</b> Outline options for changes to bid approval limits and local preference language.	March 26	None	
<b>GumBuster Rental</b> Investigate whether GumBuster machine can be rented outside of Principal Shopping District (PSD)	May 14	None	Will obtain recommendation from PSD on rental rate at September meeting.
<b>Property Maintenance/Blight Ordinance</b> Work with attorney to draft ordinance and obtain feedback on draft from neighborhood associations	February 26	None	Scheduled for work session discussion September 24.
<b>Potential Challenges/Barriers to Infill Development</b> Review list created and recommend potential solutions to some the City can impact.	May 29	None	
<b>Sidewalk Snow Removal</b> Provide new updated draft of sidewalk snow removal ordinance to introduce for public hearing.	August 13	September 10	Proposed ordinance on this agenda to set public hearing.
<b>Recreation Authority</b> Manager/Mayor/Vice Mayor to discuss with County and Township at next intergovernmental meeting. Manger to obtain final report from Community Pool Group.	July 9	None	
<b>Chapter 30 and 31 Revisions</b> Work with City Attorney on draft ordinance language to introduce at an upcoming meeting	August 27	September 24	Proposed ordinance on this agenda to set public hearing

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 9.19.18
<b>Self Defense</b> 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	

## 2. Scheduled Tentatively Work Session Topics

- ✓ September 24-Property maintenance/blight ordinance
- ✓ October 8- Operating Budget
- ✓ October 22- Operating Budget
- ✓ November 12- Closed session for City Manager evaluation (if requested)
- ✓ November 26- Operating Budget (if needed)  
Attorney recommendation/review (if needed)
- ✓ 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-Scheduled for September 24 work session
- Barriers to infill development-potential solutions
- Purchasing policy
- Economic Development Contracts-meet with CMURC and MMDC

## 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 (Note: new fees will be recommended with 2019 Operating Budget)
- 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-have not received additional information since feasibility study completed
- Fee proposals based on guidelines-some will be incorporated into 2019 Operating Budget recommendation

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

**From:** Hiar, Dani  
**To:** Ling, Kathy  
**Subject:** Snow removal on sidewalks in residential neighborhoods  
**Date:** Wednesday, December 14, 2016 4:45:54 PM

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Dear City Commissioners and others,

My name is Dr. Dani Hiar, and I am a 14-year resident of the city of Mount Pleasant. I enjoy this city, my neighborhood, and the environment here. While not everything is 100% perfect, I think we do a pretty good job of having a city to be proud of. Having said that, I do have one issue that has bothered me for most of my residency here. Sidewalks and the snowfall. I live on the northwest side (Bradley and Pickard area) and it's a wonderful neighborhood to be active in...whether it's cycling, running, or walking my dogs, I have always felt comfortable and safe doing so, well, until the winter hits. I have always wondered why there is no residential requirement for snow removal of sidewalks when I know there are lots of avid runners in our city, many folks walking their dogs and kids, etc., that need to use the sidewalks. It's not safe for me to have to move to the street walking my dogs (especially when it gets so dark this time of year) because a sidewalk has become unpassable due to ice and snow build-up.

I am asking as a citizen to consider changing the ordinance or re-imagining how we keep Mt. Pleasant outdoors people active when the snow is dragging us down.

Thank you for your time and consideration, I look forward to any feedback on how we can move forward together.

Sincerely,  
Dr. Dani Hiar



**Dani Hiar, Ed.D.**  
Associate Director for Leadership Programming  
Bovee University Center 201  
Central Michigan University  
Mount Pleasant, MI 48859  
P: 989-774-2570 | E: [hiar1dm@cmich.edu](mailto:hiar1dm@cmich.edu)  
[www.cmich.edu](http://www.cmich.edu)

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From: doug downhour [icychill\_fan@yahoo.com]

Sent: Thursday, December 22, 2016 6:27 PM

To: Ling, Kathy; Lents, Allison; Gillis, Lori; Holton, Jim; Kulick, Tony; Madaj, Nicholas; Verleger, Mike

Subject: snow removal

To all, It is my understanding that the city Commission is considering a possible snow removal ordinance. I live on the corner of Stockman and Broomfield Roads. The other day we had a plow come down our street (Stockman) for a second pass which resulted in damage to our mailbox (which no one has looked at despite my request) and snow thrown to within 3 feet of the house. There was no reason for a second pass as the street was in good condition; esp one at high speed. Why is our Public Works dept. doing that? Another issue to consider is sidewalk shoveling. Many individuals have a very small sidewalk area to cover and it is easy for them to remove it although many do not. We, as the result of rezoning that was done many years ago to benefit developers (my father strongly opposed it), have a very long sidewalk on the Broomfield side of the property that is very difficult to clear as you feel the full force of the wind and the snow is so packed down by students going back and forth to make it like trying to move concrete. Fortunately, a developer who owns a number of apartments west of us does plow the sidewalk to get the bulk of snow off the walk before it gets too packed down. We appreciate Dave Lapham doing that. A developer to the east of us nor the renters who are involved with the house next to West Campus Drive never do anything with the snow on the walk and it makes for very tough going. His next door neighbor does do what he can to remove snow on his section of the walk. The concrete there is in such bad condition that it makes snow removal very difficult. People should be given the benefit of the doubt if a genuine attempt to move snow is made. Any ordinance should be aimed at those who never do anything. I think it is fairly well known who many of them are. According to [www.geoengineeringwatch.org](http://www.geoengineeringwatch.org) <<http://www.geoengineeringwatch.org>> our Air Force is doing chemical experiments in the atmosphere that have resulted in us getting more humid weather and storms that feature heavy, wet snow as opposed to the powdery type. The evidence is visible to the naked eye almost every day. Thus, especially for senior citizens, moving that stuff is hard and many of them live on a fixed income. That also needs to be taken into account. With ice storms one has to hope the temps get above freezing otherwise it cannot be removed until we get a sunny day or warm temps. Some might say put salt on it. If you have a small area to clear that would be easy. Someone with the area we have to clear would prove to have difficulty due to cost. A one size fits all idea does not fit this city. It is all I can do to clear my driveway and the mailbox area so my Mom can get her mail. Given we are on the corner we get more snow plowed in our drive than anyone else on the street. One other item of concern here and Mr Kulick is probably the one who could address it since he was involved in the redesign of Broomfield Road. We who live on Stockman Road would like to be able to make a left turn from East bound Broomfield onto Stockman without having to stop for the same stoplight twice and to avoid the dangerous Michigan left which puts us in the crosshairs of those turning right from the Towers lot who just fly out of there and those who use those left turn cuts as entry and exit to the 7-11 parking lot. It does happen contrary to what you might hear. We were told at the time that no one would get a direct on-off entrance exit to Broomfield when it was redesigned. It turns out that was not true. The 7-11 has one or at least it is used that way and the CMU ballfields have one as well. We on Stockman got nothing. We get to drive way out of our way, waste gas, and risk getting drilled by drivers coming in all directions I drive over a mile out of my way to avoid the dangerous Michigan left. I, nor my neighbors should have to do that. It would take very little to construct a left turn cut so we could do that ; save people time, and be far safer than the current setup. The problem there at the corner of West Campus and Broomfield has always been the delayed signal. (West Bound has the green and east bound is red for a period of time) That is the main reason we had all the wrecks and near misses. Distracted driving due to not realizing it is a delayed signal also contributes. Those of us who live here have always known this but none of us were asked anything when this plan was approved. I trust the above will be helpful in your planning. Doug Downhour Mt. Pleasant resident

## **Pritchard, Addie**

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**From:** Eric Chercover <echercover@gmail.com>  
**Sent:** Monday, April 24, 2017 11:42 AM  
**To:** city manager  
**Subject:** multiple issues

Dear Ms. Ridley,

I will be attending tonight's meeting at 7pm but can only stay until 7:45. Therefore I thought I would voice my views on several issues:

1. I support the reaffirmation of Mt. Pleasant's Human Rights Ordinance.
2. I support the establishment of a snow shoveling ordinance.
3. I support safe and responsible outdoor burning of wood within city limits, including the use of fire pits and food smokers.

Thank you very much for your consideration.

Best Regards,

Eric Chercover  
318 E. Cherry St.  
Mt. Pleasant, MI 48858  
(989)772-1842  
[echercover@gmail.com](mailto:echercover@gmail.com)

**Pritchard, Addie**

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**From:** Karp, Xantha Elethea <karp1x@cmich.edu>  
**Sent:** Monday, April 24, 2017 1:46 PM  
**To:** city manager  
**Subject:** City Commission Issues

Dear City Manager and City Commissioners:

I will be unable to attend tonight's meeting. Therefore I thought I would voice my views on several issues:

1. I strongly support the reaffirmation of Mt. Pleasant's Human Rights Ordinance. Equal protection for all residents and prohibitions against discrimination are fundamental rights that must be upheld.
2. I support the establishment of a snow shoveling ordinance. I typically commute on foot and icy sidewalks are a real problem during the winter.
3. I support safe and responsible outdoor burning of wood within city limits, including the use of fire pits and food smokers.

Thank you very much for your consideration.

Best Regards,

Xantha Karp  
318 E. Cherry St.  
Mt. Pleasant, MI 48858  
(989)772-1842



## **Pritchard, Addie**

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**From:** Elizabeth Meadows <elizabeth.a.meadows@yahoo.com>  
**Sent:** Monday, April 24, 2017 3:42 PM  
**To:** city manager  
**Subject:** human rights ordinance and snow shoveling

Hi. I am writing with comments on two items to be addressed in tonight's meeting.

The first is the human rights ordinance. To be honest, I don't really understand why this is even being debated again. I think it was clear when it was first discussed why many of us were for it, and why some people were against it, and I was very pleased when the city commission unanimously approved it. My support of this position remains, and my argument to those who would oppose it also remains: it is certainly their right to feel however they would like, but it is no more okay to discriminate in business/housing/etc because you object (whether religiously or otherwise) to someone's sexuality or gender identity/expression than because you object to their religion, or to their ethnicity. And I am pleased that Mt Pleasant recognizes this.

Second, the issue of snow removal. I am strongly in favor of requiring property owners to clear their sidewalks for the good of the community. It is very frustrating to me to have to walk in the street when I encounter long areas of sidewalk that are not passable due to snow and ice. It's even more of an issue for those who have mobility problems of any sort, and I encourage the commission to require such sidewalk clearing.

Thank you.

- Elizabeth Meadows  
315 E May St, Mt Pleasant  
989-773-7022

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**From:** Gmail <funkymonkeybass@gmail.com>  
**Sent:** Saturday, August 26, 2017 1:20 AM  
**To:** city manager  
**Subject:** Snow removal

Hello City Manager!

I hear there is an upcoming City Commissioners meeting and you will be discussing snow removal from sidewalks. I was wondering if this is an ok way to express my opinion.

I would like the city to enact an ordinance that requires all property owners to clear their sidewalks. Something similar to the removal for businesses in the downtown district. I would also like it strictly enforced.

Thanks in advance.

Chad Hill  
City Resident

Sent from Chad's iPhone

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**From:** Gairaud, Autumn Elise <gaira1ae@cmich.edu>  
**Sent:** Friday, August 25, 2017 4:03 PM  
**To:** city manager  
**Subject:** Sidewalk Snow Removal

Good afternoon,

I'm a student at CMU who lives off campus and also is deeply passionate about the ways that localities can be either actively helpful, actively harmful, or bystanders in the way policies (or lack-thereof) affect the most vulnerable in their community - those living in poverty. Because of this, I find the issue of sidewalk snow removal to be of huge importance to address.

As a student whom cannot afford a car and walks everywhere around Mount Pleasant I know the frustrations and struggles of trying to get to work, class, the grocery store, etc. after heavy snowfall. I can only imagine the burden this must bare on community members living in poverty who face these same frustrations and also have families of their own to support.

I am in support of addressing the issue and specifically enacting an ordinance that requires all property owners to clear their sidewalks. It is my understanding that violations could be reported on our the City Link application to hold those who do not comply accountable. It is also my understanding that this kind of ordinance is common in most urban areas in Michigan, and would also be the most cost effective for the city's budget.

Thank you for your time,  
Autumn Gairaud



**Autumn Gairaud**

Public Administration/Women's Studies  
CMU Office of LGBTQ+ Services | Intern  
Students Advocating Gender Equality | Co-President  
CMU College Democrats | Communications Director  
Isabella County Democratic Party | Intern  
[gaira1ae@cmich.edu](mailto:gaira1ae@cmich.edu) | [autumngairaud@gmail.com](mailto:autumngairaud@gmail.com)  
she/her/hers | tel: (248) 238-6013

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**Subject:**

FW: Opposition To Any Residential Snow Removal Ordinance

**From:** James Dening <jim.dening@charter.net>

**Sent:** Thursday, September 28, 2017 12:06:47 AM

**To:** Ling, Kathy

**Subject:** Opposition To Any Residential Snow Removal Ordinance

Dear Mayor Ling,

I'm "agin'" it!

I have lived at the same address in Mount Pleasant for more than 47 years, and have tried to keep the city sidewalk in front of my house shoveled. The sidewalk is sunken below grade and even though I try to shovel it after snowfall, it remains a hazard because the sidewalk is below grade and the water melts and then freezes and becomes a glare ice condition, like Bob Cratchit and Tiny Tim slide along in "A Christmas Carol". So shoveling doesn't help much. I'm 77 years old now and it becomes more difficult each year to keep up with the shoveling. Most neighborhood kids can't be bothered coming around and helping -- too menial a task, I guess.

I didn't ask for a city sidewalk to be constructed on my side of the street. It is kind of a political decision, I think, as to which property owners get the "blessing" of a city sidewalk. My mother-in-law lived on Fessenden Street and was relieved to hear the sidewalk there would be south side. Suddenly, that decision was reversed somehow by DPW and it was constructed past her house on the north side to her chagrin and disappointment. What I'm saying is that property owners don't always have a choice about getting a sidewalk in front of their home. The City decides, so why should they be forced into shoveling a sidewalk they may not have wanted in the first place?

So please, don't support a residential shoveling ordinance. If the city wants residential sidewalks shoveled, the city should do it like they clear the streets. Consider the elderly homeowners who may not be able to shovel the city sidewalk in front of their residence. Don't enact any kind of ordinance or "encouragement resolution" that will place an onus on homeowners that don't shovel, either. Ambulance-chasing lawyers with "slip-and-fall lawsuits" are waiting in the wings to go after homeowners that don't or can't shovel as it is. Don't make things worse!

I certainly would not object to an increase in property tax to support the additional cost of city-cleared residential sidewalks.

Sincerely,

Jim

**James W. Dening**  
**303 West Grand Avenue**  
**Mount Pleasant, MI 48858-2021**

**Phone: 989.772.5343 (Land Line)**

**iPhone: 989.444.9851 (Mobile)**

**E-mail: [Jim.Dening@charter.net](mailto:Jim.Dening@charter.net)**

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**Subject:**

FW: Snow Removal

**From:** Bruce Kilmer [<mailto:bkilmer101@aol.com>]**Sent:** Monday, October 2, 2017 9:24 AM**To:** Ling, Kathy <[kling@mt-pleasant.org](mailto:kling@mt-pleasant.org)>; Lents, Allison <[alents@mt-pleasant.org](mailto:alents@mt-pleasant.org)>; Gillis, Lori <[lgillis@mt-pleasant.org](mailto:lgillis@mt-pleasant.org)>; Holton, Jim <[jholton@mt-pleasant.org](mailto:jholton@mt-pleasant.org)>; Kulick, Tony <[tkulick@mt-pleasant.org](mailto:tkulick@mt-pleasant.org)>; Verleger, Mike <[mverleger@mt-pleasant.org](mailto:mverleger@mt-pleasant.org)>; Madaj, Nicholas <[nmadaj@mt-pleasant.org](mailto:nmadaj@mt-pleasant.org)>**Cc:** Ridley, Nancy <[NRIDLEY@mt-pleasant.org](mailto:NRIDLEY@mt-pleasant.org)>**Subject:** Snow Removal

Commissioners,

I believe an ordinance requiring residents to shovel their walks will be a nightmare to enforce.

What would be the definition of "cleared"?

How will you enforce this for hundreds and hundreds of homes?

What if an older person, fearing a ticket, has a heart attack shoveling?

When does a snow storm stop? When does the time start to determine if the walk is cleared in time?

What about ice on top of snow that cannot be easily removed?

I urge you to find another means for clearing sidewalks.

Bruce Kilmer

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**Subject:**

FW: Snow Removal Ordinance

**From:** Bruce Kilmer [mailto:bkilmer101@aol.com]**Sent:** Friday, June 29, 2018 11:55 AM**To:** Ling, Kathy <klings@mt-pleasant.org>; Lents, Allison <alents@mt-pleasant.org>; Gillis, Lori <lgillis@mt-pleasant.org>; Kulick, Tony <tkulick@mt-pleasant.org>; Madaj, Nicholas <nmadaj@mt-pleasant.org>; Ridley, Nancy <NRIDLEY@mt-pleasant.org>; Joseph, William <wjoseph@mt-pleasant.org>; Lalonde, Kristin <klalonde@mt-pleasant.org>**Subject:** Snow Removal Ordinance

Commissioners and City Manager,

I have several concerns about a snow removal ordinance requiring residents to shovel their sidewalks (really, the city's sidewalks) after a snowfall.

First of all, such an ordinance will be very difficult to enforce. There will be questions about the measuring of snowfall, when a snowfall begins and ends, and ice accumulation.

Such an ordinance will be a special burden on those who cannot shovel their walks due to their health, age, etc. Also, those who cannot shovel their walks themselves may not be able to afford to hire someone to do it for them. I can see an elderly person trying to comply with the ordinance and having a heart attack or stroke.

If you are intent on having the snow removed, then I recommend you hire it done for everyone. If that is too costly, then stay with the current ordinance.

The idea of having everyone shovel their walks is not realistic, is fraught with problems, dangers, and liability!

I urge you not to adopt such an ordinance.

Respectfully,

Bruce Kilmer

**Communication received via voicemail regarding Sidewalk Snow Shoveling** from city resident  
Nancy Porter-421 N. Kinney Street

Comment/thought on sidewalk snow shoveling. I am 71 years old and can shovel up to 4 inches but more than that I can't. I live on a fixed budget and can't afford to pay for a service. Thought maybe a boy scout troop could do it as community service or charge a small fee and residents can sign up through the City.



Dear City Commissioner's,

I am writing regarding the news article revealing that the City is possibly removing the plowing of the sidewalks.

The City put the miles of sidewalks in, during the installation of so many miles of sidewalks the issue of maintenance must have been addressed. As we live in Michigan and it snows every year and the sidewalks belong to the City. The sidewalks need to be maintained by the City.

The City sidewalks being cleared efficiently has been handled well until last year's snowfall, it was not done well and many streets were dangerous. It should be all sidewalks need to be safe, NOT just the ones nears the Schools. Anyone who walks in the City needs to have a safe path. Old and young alike.

The Commission's statements the it is too expensive is irrelevant, it costs what it costs to keep the sidewalks clear and it should be budgeted every year as it is always going to snow. If the Commissioners are aware it is difficult to staff, they need to be fixing that issue, not refusing to plow the sidewalks.

I am fortunate that the person who clears my drive also clears my sidewalk for a fee, but a neighbor who is wheelchair active only, has no way to have her sidewalk cleared unless the City does it. Another neighbor walks with her walker to down town every day, it would be unfair for her to have to stay in, because the City didn't make her walk way safe.

Sidewalks were a priority when they were installed at many property owners dismay. Property owners were told they must install sidewalks for the safety of all residents. Safety is still a priority for the city of Mount Pleasant and the responsibility to care for the sidewalks must be on the city because that is the only way to ensure a through path for residents. Most Residents do not have the equipment to maintain sidewalks properly. Unplowed sidewalks are impassible and therefore a huge safety concern, especially if they have time to ice over. **There is a timeliness to plowing and it is much safer if the sidewalk is all plowed at the same time so the path is even.**

Our Postal Workers need a safe pathway as well. All the delivery workers deserve a safe passage.

The City Commission should make sure the city is safe and user friendly. There are ways to fund the snow removal and it needs to be investigated and utilized prior to the first snow fall. There are many who need to complete Community Service hours, could this be utilized perhaps? The Isabella County Jail Inmate Trustees clear the Counties properties could they also be utilized by the City? If a grant is an option that needs to be followed through.

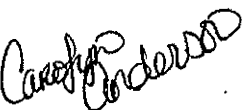
Ms. Ridley is quoted as saying there is "equipment" needing to be purchased. When equipment needs replaced or revamped it needs to be done, it should not be used as an excuse to NOT keep the sidewalks safe.

The tax base in Mt Pleasant expects part of our taxes be used to keep the City safe, that includes the City Sidewalks.

If the Commission chooses to NOT keep the sidewalks clear and safe, it is basically choosing to have Mt Pleasant be UNSAFE, INACCESSIBLE, UNCLEAN and liable. If there is any accidents occurring because this Commission chooses to create an unsafe environment then the Commissioner's should be held responsible.

The sidewalks were added over many years and now there is miles of them and it is the responsibility of the City to maintain them.

Sincerely,



Carolynn Anderson

CC Central Michigan Newspapers

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**Subject:**

FW: proposed snow removal ordinance

**From:** doug downhour <[icychill\\_fan@yahoo.com](mailto:icychill_fan@yahoo.com)>**Date:** August 16, 2018 at 11:52:28 AM EDT**To:** "[alents@mt-pleasant.org](mailto:alents@mt-pleasant.org)" <[alents@mt-pleasant.org](mailto:alents@mt-pleasant.org)>, "[nmadaj@mt-pleasant.org](mailto:nmadaj@mt-pleasant.org)" <[nmadaj@mt-pleasant.org](mailto:nmadaj@mt-pleasant.org)>, "[lgillis@mt-pleasant.org](mailto:lgillis@mt-pleasant.org)" <[lgillis@mt-pleasant.org](mailto:lgillis@mt-pleasant.org)>, "[wjoseph@mt-pleasant.org](mailto:wjoseph@mt-pleasant.org)" <[wjoseph@mt-pleasant.org](mailto:wjoseph@mt-pleasant.org)>, "[tkulick@mt-pleasant.org](mailto:tkulick@mt-pleasant.org)" <[tkulick@mt-pleasant.org](mailto:tkulick@mt-pleasant.org)>, Kathy Ling <[kling@mt-pleasant.org](mailto:kling@mt-pleasant.org)>, "[klalonde@mt-pleasant.org](mailto:klalonde@mt-pleasant.org)" <[klalonde@mt-pleasant.org](mailto:klalonde@mt-pleasant.org)>**Subject:** proposed snow removal ordinance

To all, I saw in the Morning Sun that the proposal to fine residents for not shoveling snow from a sidewalk in a certain time frame is back. It comes across as a hidden tax on elderly residents and people with health issues. We live on the corner of Broomfield and Stockman Roads. There is a sidewalk that runs for almost 50+ yards along Broomfield which we did not want or ask to be put there. This was done along with the student apartment rezoning that my father was strongly opposed to. It benefits certain developers and the people who live in the student apartments. In my view since it was done for them they should be the ones to clear it. We have been fortunate over the years that on many occasions Dave Lapham (one of the developers) does plow the walk. This does not happen when students are on break. My Mom is almost 91 years old and is very frail. I am over 60 and recently suffered a back injury. Heavy lifting is not recommended. Many weekends I am out of state working at USAV volleyball tournaments. I cannot possibly imagine how you expect her to clear a walk of that size given that there is no shelter from the fierce winds (You get the full brunt of the wind chill) that often follow storms here and the heavy boulders of snow and ice plowed onto the walk from Broomfield Road. Add to the the spray from passing cars, trucks, and plows which is unhealthy to be exposed to. There is also a problem with the student pedestrians packing the snow down so that it is like trying to move concrete blocks. People who live in the center city have only a few feet of sidewalk to clear and most can do it with the exception of the elderly and disabled so their situation is quite different from ours. One size does not fit ALL!! Tony Kulick suggested in the article that people walk in the street. I do that in the winter walking from the CMU library to the downtown library using University and have no problems. In winter, especially, drivers need to get off their phones and pay attention to the road conditions and people who are out. When I am on my bike or walking close to half the drivers I see are on the phone and they are not all students. Police might want to focus on that. That would be a better revenue raiser than taxing elderly people for being physically unable to obey a law. I read that there is an ordinance for businesses to shovel their walks which are quite small by comparison to ours. A number don't do it such as BW3 along Mission. This is a bad idea and needs to be voted down as it is simply a revenue grab disguised as a safety issue. Seniors live on fixed incomes for the most part and stealth taxes cause them financial stress. Sincerely, Doug Downhour resident of MP for 37 years

September 12, 2018

To Our City Commissioners

I understand from past meetings  
this year you intend to change the policy  
of placing curbside sidewalks.

For fifty-seven years I have been a  
tax payer in the city of Mt. Pleasant.

As of 2006 I have been handicapped.

I receive mail at my door and I

struggle to get the recycling bin to

the porch. I am in my eighties now

and I cannot shovel the walkways.

I do live in a school walking area.

The policy has worked to date. Why

change something that works? If it

doesn't work, show and prove the

reason. Let us see the books.

Sincerely,

M. Jane Shippee

1305 W. Broadway St.

Mt. Pleasant, MI 48858

48858

13 SEP 2018 PM 11



City Hall  
City Commission

320 W. Broadway St.

Mt. Pleasant, MI

48858

48858-244720



We the residents of East Maple Street starting at Mission St and ending at Brown St. are of the opinion East Maple St should not fall under the current City design standard and ordinances, in reference to narrowing the street.

The residents believe East Maple St at the current width is an asset to the Hospital and our city.

East Maple St is a land mark for the Hospital. With a beautiful stone entrance at the beginning of E. Maple St off from Mission St. which should be of historic value. The City, the Hospital and we the resident should work together to restore the lights that at one time adorned the stone structure. By doing so and working together we all will have helped to preserve the character of our street and the neighborhood.

The outcry and the response to the narrowing of our street is proven by every signature we have collected from the residents of East Maple St.

At the present time, the width of the street allows parking on both sides with ample room for any type of vehicle meeting each other (even when vehicles are parked on either side) to pass each other without difficulty.

We are thinking future here. As the volume of the people increase who go to the hospital, soon the overflow of vehicles will find their way to park on East Maple St.. Which, we are already seeing.

For some reason you people think, the wider the street the faster the vehicles will travel down our street. People who speed will always speed.

Solution:

Place a police car there and issue tickets to speeder! No warnings!

Post speed limit signs. Enforced!!

If there are so many speeders on this street, if tickets are issued, our street will be making money for the city!!!

We the residents are asking that the City make an exception to the current design standards and ordinances in reference to the narrowing of East Maple St.

Thank you,

The Residents of East Maple St

The following names, addresses and signatures are from the residents who oppose the narrowing of East Maple Street:

Patricia Aronson	1046 E Maple
Lawrence Syck	1036 E Maple
Vanessa Houll	810 E Maple.
Arnold	810 E Maple.
J. H. McMullen	1001 E. Maple
Barbara McMullen	1001 E. Maple
Charlotte Asen	1015 E. Maple
Lee Ann Rogers	1053 E Maple
Leroy Rogers	1053 E. Maple
James E. Lion	1015 E. Maple
Paul Beel	1000 E. Maple
Henry Beel	1000 E. Maple
Alexa Ball	1000 E. Maple
<del>Rene Swindlehurst</del>	1050 E. Maple
Susan Swindlehurst	1050 E. Maple
Sarah Winchell-Gurski	1054 E. Maple
Rob Gurski	1054 E. Maple
Stu Con	821 E. Maple

The following names, addresses and signatures are from the residents who oppose the narrowing of East Maple Street:

*Leslie Gm*

821 E. Maple St.



**MEMO TO:** City Commission

**MEMO FROM:** Nancy Ridley, City Manager

**DATE:** September 19, 2018

**SUBJECT:** Additional information on Maple Street

Included in this City Commission packet is a correspondence and a petition received from residents who reside on east Maple Street indicating concerns they have with the planned reconstruction of the street in 2019. Attached for your reference is a map depicting Maple Street from Mission Street to Brown Street with parcels highlighted in green indicating which property owners signed the petition.

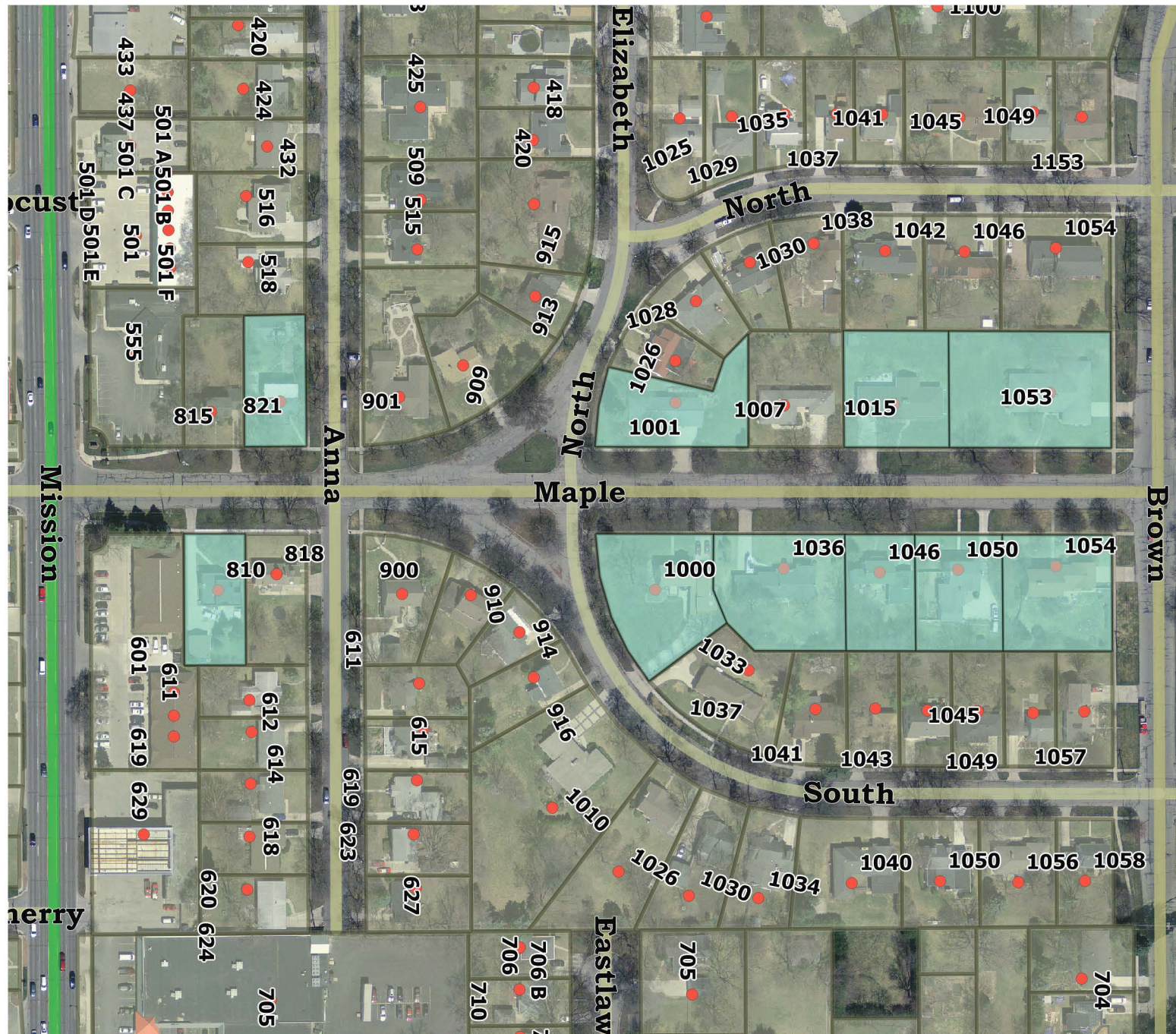
This section of street is scheduled for total reconstruction including the replacement of water and sewer lines. General information was provided to the residents as is standard procedure during the design phase of a major reconstruction. City staff have met with various residents to explain the proposed design and how it complies with our current standards and ordinance. City staff have also met with representatives from the hospital regarding the proposed design and the hospital representatives were supportive.

Some general information on the design might be helpful for the City Commission to understand the context. The current street is approximately 40.5 to 41 feet from back of curb to back of curb. The proposed design will be approximately 37 feet which will include two ten foot driving lanes and parallel parking on both sides of the street which are estimated at approximately eight feet each. This design is consistent with what was outlined in the Capital Improvement Plan (CIP), current engineering design standards, the Non-Motorized Plan and the zoning standards for a neighborhood street.

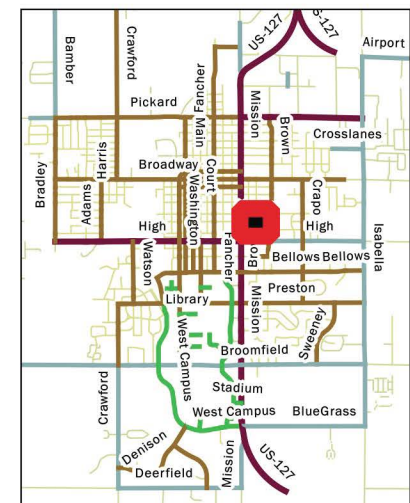
The petition makes mention of restoring lights that were once on the stone structures at the corner of Maple and Mission. We have done some preliminary research into the history and have not been able to locate any pictures depicting the lights. At this point there are no plans to change the stone structures.

It is important for the City Commission to let us know if additional information is desired on this proposed design or if further discussion is desired. Staff is currently completing the survey work so that the final design can be completed for bidding early in 2019.





Parcels  
Petition Signers  
House #



Information Accuracy Disclaimer - The materials and information contained on or obtained from the city of MtPleasant GIS maps, are distributed and transmitted "as is" without warranties of any kind, either expressed or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information on these GIS maps is provided without any representation of any kind as to accuracy and should be verified by the user. The City of MtPleasant is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the GIS maps whether they are provided by the city, or a third party





**MEMO TO:** City Commission

**MEMO FROM:** Nancy Ridley, City Manager

**DATE:** September 19, 2018

**SUBJECT:** Correspondence received regarding zoning ordinance

Attached is information from city property owners that I have had conversations with regarding two zoning ordinance issues. The first communication from Mr. Tyler White was received on September 11 regarding concerns about the desire to pave a current gravel driveway. The second communication is documentation of a conversation I had with Joe Olivieri regarding the residential building requirements and their applicability in the Project 2000 area.

Another zoning issue that we have received some questions on relates to the reconstruction of parking lots for commercial businesses in the CD-4 and CD-5 character districts. The current zoning ordinance requires parking lots in the third layer behind the building and therefore many of the existing parking lots for commercial businesses are non-conforming. The non-conforming language in the zoning ordinance allows for regular maintenance of any non-conformity. It would not allow for a full reconstruct of a parking lot without full compliance with the existing ordinance. This is consistent with the interpretation made during the storm water ordinance regarding the ability to maintain an existing parking lot but not to reconstruct it without bringing it into compliance.

During the joint meeting between the Planning Commission and City Commission on May 8, 2018 there was general agreement to let the zoning ordinance be in place for one full year before considering any significant changes.

I committed to Mr. White and Mr. Olivieri that I would share concerns regarding the paving of residential driveways and the applicability of the residential form based code. During the rewrite of the zoning code these issues were changed based on the feedback received and had a rational basis for the change. If the City Commission is interested in addressing any of these three issues before the one year mark, we can provide additional information on the history and/or the matters can be officially referred to the Planning Commission for discussion.

9/4/18

Dear Nancy Ridley,

I am writing to you as a concerned resident and business owner of Mt. Pleasant, Michigan. This is not a letter of argument or criticism towards the city of Mt. Pleasant, but rather some questions I have about the “new zoning ordinance” and if a zoning ordinance amendment could be made per request.

My name is Tyler White and I have been a resident of Mt. Pleasant my entire life. With that being said, I’ve had the pleasure of seeing Mt. Pleasant grow the past 20 years. From building an indoor ice rink in the late 90’s to the new shopping center south of town before US127. The city of Mt. Pleasant has a lot of great things to offer to their residents and community members.

While I’m happy to see the growth of the town, I also have some concerns to what exactly our goals are for Mt. Pleasant and its community members. While being a resident here, I have also decided to become an active member and create a small home rental business. The company has been around for 2-3 years. We recently decided to improve one of the homes by adding a concrete patio and fence. We also had plans to pour a concrete driveway, but we ran into trouble which is why I’m looking to file a zoning ordinance amendment.

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Mt. Pleasant, Michigan  
2018 Zoning Ordinance  
Chapter 154  
154.405.A  
Pg. 32

### **Vehicular Parking Standard**

*Off-street Parking Surface* - prepared surface of gravel, asphalt, concrete or other hard surface.  
*Driveway/Vehicular Entrance* – 10 ft. Max at Frontage line.

From my understanding, “Before the new zoning ordinance contractors were allowed to run drive way off of garage width. Once you got to the “right of way” (10 ft. distance from private drive to the curb) you would pour off of the same line as the driveway. As you got closer to the curb approximately 2ft away you would flare it out and roll it up to meet concrete curb. The frontage line could be 10ft-24ft wide. Now with the new zoning ordinance the distance has a max of 10ft.

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The new zoning ordinance doesn’t make sense in the fact that what we are doing should be “grand fathered-in”. Before we decided to put in a concrete driveway there was an existing driveway. Yes, the existing driveway was gravel but non the less there was one there with existing curb (@ 17ft). That being said, the existing driveway was measured off of the width of the garage, which then ran back to the curb. We had the same intentions when we poured the driveway and followed the footprint of the existing driveway...See pictures below.

9/4/18



The width of my garage is wider than 10 ft. I believe the measurements were around 15ft-16ft. So, if I run my concrete line down the driveway at the garage width I now have to cut into my driveway at the "10ft. frontage line" then flair it back out to the existing curb which is at 17ft wide..? Also, the location of my driveway doesn't cross any city sidewalks or have any city utilities under it.

If the existing driveway was concrete there would be no concern and we wouldn't be here in this predicament, but since it is gravel I now have to follow all the new ordinances, which still doesn't make sense a driveway should be classified as a driveway no matter if it is gravel, concrete or asphalt. The new ordinance states there is a 10ft max width at the frontage line. I can deal with that, but what about the existing curb that is 17ft wide at the street?.. Is the city going to reconstruct my curb width at the street? If so that would require them to not only do that but also rip up the new asphalt road they put in last year. If that is the case I have no problem with the "new zoning ordinance". But all of that costs money and time. After I have been dealing with this problem for some weeks now I've found out that I'm not the only resident that has had a problem with the new zoning ordinances and would like to see a change.

I'm trying to add value and curb appeal which is why I chose to do these improvements to the property. However under the new city ordinance this can't happen. I'm asking the city to please file a zoning ordinance amendment. Again, this isn't harming anyone or anything. This is about a business owner trying to make a change for the community and properties around Mt. Pleasant.

Thank you for your time and consideration,

Tyler White

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**Subject:** FW: summary of conversation

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**From:** [joe@omapts.com](mailto:joe@omapts.com) [<mailto:joe@omapts.com>]

**Sent:** Thursday, August 2, 2018 3:56 PM

**To:** Ridley, Nancy <[NRIDLEY@mt-pleasant.org](mailto:NRIDLEY@mt-pleasant.org)>

**Subject:** RE: summary of conversation

Nancy, looks like you covered all the bases. Since we spoke I have met with 2 more families looking to build a new house. They have not committed to build, however they definitely did not want to build in the city due to the restrictive zoning requirements. If they build it will be in the township. Joe

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**From:** Ridley, Nancy <[NRIDLEY@mt-pleasant.org](mailto:NRIDLEY@mt-pleasant.org)>

**Sent:** Friday, July 27, 2018 2:22 PM

**To:** 'joe@omapts.com' <[joe@omapts.com](mailto:joe@omapts.com)>

**Subject:** summary of conversation

Joe – can you please review this to ensure I summarized your concerns regarding the residential building requirements appropriately? Please let me know if I left anything out.

- Building a 2,200 square foot house under the new building requirements will add approx. \$11,000 to the cost of the house
  - More concrete in driveway because the garage has to be set back
  - Required pitch of roof requires higher cost trusses and higher installation costs because workers must wear harnesses for safety
  - Higher foundation costs in order to get the same square footage as the second floor cannot as easily overlap the garage (typical current house has 1,000 sq foot first floor and 1,200 square foot second floor due to ability to overlap to garage – with garage set back, won't be able to do the overlap)
- New standards do not fit in with the existing homes in the “project 2000” (Eastpointe, Batson, Somerset, Morning Mist area)
  - Of the 106 houses that currently exist in that area only 6 have the garage set back from the porch
    - Of those 6, it appears that 1 is about 8 feet, 2 are about 4 foot, and 3 are about 2 feet setback (new code requires 20 feet)
  - Has had two potential buyers indicate that they prefer to build in the Township as they don't like the design requirements of the house in the City
- The design requirements may work well in other (older) parts of the City, but it doesn't fit in this area of the city which has the most vacant lots available
- There is a demand for housing in the City as people are asking to rent the condos in Eagle Pointe and are willing to sign 2 years leases at substantially higher monthly rentals
- Under contract to build a house in the Batson Cul-de-sac by the end of 2018 but doesn't expect a buyer will want it, so will likely end up having it as a rental
- Own 14 lots in the City (in the above area) and 14 lots in the Township
  - Ones in the Township have become more popular because buyers can build the house in the footprint they desire
  - Have removed the listing for lots owned in the city off the real estate sites as can't build the houses that he intended to build there and the type of houses buyers want do not meet the required building specs

**Mt. Pleasant Planning Commission  
Minutes of Regular Meeting  
August 2, 2018**

**I.** Chair Hoenig called the meeting to order at 7:02 p.m.

Present: Dailey (arrived at 7:05), Friedrich, Hoenig, Horgan, Irwin, Kostrzewa, Liesch, Ortman, Rise.

Staff: Kain, Murphy

**II. Approval of Agenda:**

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

Motion approved unanimously.

**III. Approval of Minutes**

**A. June 28, 2018 Regular Meeting:**

Motion by Kostrzewa, support by Rise, to approve the minutes from the June 28, 2018 regular meeting as submitted.

Motion approved unanimously.

**IV. Zoning Board of Appeals Report for July:**

Friedrich reported that the ZBA did not meet in July.

**V. Communications:**

Kain reported there were no communications.

**VI. Public Hearings:**

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

Kain noted that there was no one in attendance representing this case and that the Planning Commission has postponed cases when the applicant is not in attendance in the past. He suggested that the Commission consider postponement.

Motion by Ortman, support by Horgan, to postpone SUP-18-09 until the September 6, 2018 meeting.

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. **Economic Development Action Plan:** Kain introduced the Economic Development Action Plan developed by the Economic Development Department. Kain explained that the City's current plan was adopted in 2008 and is being updated based on recommendations by the Michigan Economic Development Corporation (MEDC) to further prepare the City to receive Redevelopment Ready Communities (RRC) Certification. Kain explained the benefits of the RRC program and noted that since the City engaged in the process we have progressed from 40% to 93% completeness. One of the remaining tasks is to adopt an Economic Development Action Plan.

Kain noted that the City Commission would receive the plan at their August 13<sup>th</sup> meeting and has asked that the Planning Commission review the document and provide any comments they may have.

Kain fielded questions from the Commission regarding Census data and how University students are counted in that data; housing opportunities for young professionals; Redevelopment Liquor Licenses; Fire Suppression requirements; and Façade Improvement.

Kain further noted that the upcoming Master Plan will include a new economic development action plan, replacing the one currently being reviewed.

The Planning Commission had no comments or recommendations to pass on to the City Commission.

**XI. Other:**

Kain reported that the case that was postponed from tonight's meeting would appear on the agenda for September. In addition, we have received a request from Speedway for a Special Use Permit to allow a special regulated use (Liquor Store) in the CD-4 district.

Kain reminded the Planning Commission that there is a special meeting scheduled for August 15, 2018 to view presentations and to interview the two consultant firms identified by the RFP Committee for the new Master Plan. Kain reported that we received 8 bids and the committee chose McKenna and Wade Trim as the two firms most suited for this project. The Planning Commission will not be making a recommendation at the special meeting but will be expected to make a recommendation to the City Commission regarding which team to engage for this project at their September 6, 2018 regular meeting.

Kain commented that he will be contacting Planning Commission members to set up one on one meetings within the next few weeks.

Commissioner Kostrzewa announced that Central Michigan University will be announcing their new President tomorrow at the CMU Library, and this will be open to the public.

Vice-Chair Horgan asked if the Commission was required to attend training. Kain noted that there is no requirement for the Planning Commission to attend any training; however, he encouraged Commissioners to take advantage of training when available.

**XII. Adjournment:**

Motion by Dailey, support by Friedrich, to adjourn.

Motion approved unanimously.

Meeting adjourned at 7:23 p.m.

bam

**Mt. Pleasant Planning Commission**  
**Minutes of Special Meeting**  
**August 15, 2018**

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

Present: Dailey, Friedrich, Hoenig, Horgan, Kostrzewa, Ortman

Absent: Irwin, Liesch, Rise

Staff: Bundy, Kain, Longoria, Mrdeza

**II. Approval of Agenda:**

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

Motion approved unanimously.

**III. Candidate Interview: McKenna & Associates**

**A.** Consultant Presentation

John Jackson, Sarah Traxler, Chris Khorey, Laura Haw, Paul Lippens, and Adam Cook representing McKenna & Associates provided a presentation to the Planning Commission on their proposal for the city master plan.

**B.** Interview Questions

Chair Hoenig interviewed the McKenna & Associates staff regarding their qualifications and approach to the project.

**C.** Commission Follow-up

Follow up questions were posed by Kostrzewa, Dailey, Horgan, and Mrdeza to which McKenna & Associates staff responded.

**V. Recess:**

Chair Hoenig called a recess at 8:08 p.m. Chair Hoenig called the meeting back to order at 8:28 p.m.

**VI. Candidate Interview: Wade Trim**

**A.** Consultant Presentation

Chip Smith, Adam Young, Leah Groya, Joanna Trierweiler, and Luke Bonner representing Wade Trim provided a presentation to the Planning Commission on their proposal for the city master plan.

**B.** Interview Questions

Chair Hoenig interviewed the Wade Trim staff regarding their qualifications and approach to the project.



**C. Commission Follow-up**

Follow up questions were posed by Kostrzewa, Dailey, Friedrich, Ortman, and Mrdeza to which Wade Trim staff responded.

**VII. Public Comment:**

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

**VIII. Discussion of Next Steps:**

Kain explained that the recommendation of a consultant firm to hire will be on the agenda for the September 6, 2018 regular meeting of the Planning Commission. That recommendation will be transmitted to the City Commission.

**VIII. Adjournment:**

Motion by Ortman, support by Dailey, to adjourn.

Motion approved unanimously.

Meeting adjourned at 9:35 p.m.

jik

Minutes of the regular meeting of the City Commission held Monday, September 10, 2018, at 7:00 p.m., in the City Commission Room.

Mayor Lents called the meeting to order and the Pledge of Allegiance was recited.

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

Commissioners Absent: None

Others Present: City Manager Ridley, City Clerk Howard and City Attorney Wood

#### Public Input on Agenda Items

Eric Hanna, 507 S. Grand Ave., Lansing, MI, spoke in support of the Economic Development Corporation purchase and development agreement for 410 West Broadway.

#### Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items.
2. Resignation of Tim Coscarelly from the Economic Development Corporation – Brownfield Redevelopment Authority (EDC/BRDA).
3. Correspondence from Jim Holton regarding Sacred Heart Request.

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 August 27, 2018.
2. Minutes of the closed session of the City Commission held August 27, 2018.
3. Received Industrial Facilities Tax Abatement application for American Mitsuba and set a public hearing for Monday, September 24, 2018 at 7:00 p.m. to hear public comment on same.
4. Received fall 2018 Saginaw Chippewa Indian Tribal 2% funding requests from City Departments.
5. Received proposed 2019 Annual Operating Budget and set a public hearing for Monday, November 12, 2018 on same.
6. Received resolution to amend 2018 operating budget as follows:

WHEREAS, Article VII, Section 10 authorizes the City Commission to amend the annual operating budget by resolution, and

WHEREAS, the 2018 operating budget was originally adopted by resolution on December 11, 2017 and

WHEREAS, the activities of the City since the budget was adopted have been such

as to necessitate an amendment at this time,

NOW THEREFORE, BE IT RESOLVED, that the following revenue and expenditure appropriations be approved and the 2018 operating budget be amended, effective immediately.

	Fund Balance <u>January 1</u>	2018 <u>Revenue</u>	2018 <u>Expenditures</u>	Fund Balance <u>December 31</u>
<b><u>GOVERNMENTAL FUNDS</u></b>				
<b>GENERAL FUND</b>				
Unassigned	\$3,034,284	\$12,096,420		
Legislative Division			\$1,022,770	
Finance Division			1,424,470	
Public Safety Division			6,686,785	
Community Services Division			2,535,385	
Public Works Division			818,080	
Amount from Fund Balance			(17,940)	
Total Unassigned	3,034,284	\$12,096,420	\$12,469,550	\$2,661,154
Assigned for Next Year's Budget	17,940	148,310	17,940	148,310
Assigned for Economic Initiatives	401,572	80,000	0	481,572
Assigned for Projects/Programs	387,698	717,590	119,720	985,568
Restricted	933,708	84,600	572,990	445,318
Non-spendable	461,576	0	0	461,576
Total General Fund	\$5,236,778	\$13,126,920	\$13,180,200	\$5,183,498
<b>SPECIAL REVENUE FUNDS</b>				
<b>MAJOR STREET FUND</b>				
Restricted	1,971,313	1,914,960	1,961,020	1,925,253
Restricted for Donation	15,399	0	0	15,399
Total Major Street Fund	1,986,712	1,914,960	1,961,020	1,940,652
<b>LOCAL STREET FUND</b>				
Restricted	891,038	1,029,670	1,395,600	525,108
Restricted for Donation	140,000	5,000	105,000	40,000
Total Local Street Fund	1,031,038	1,034,670	1,500,600	565,108
SPECIAL ASSESSMENT COMMITTED	304,169	24,820	0	328,989
<b>DOWNTOWN IMPROVEMENT &amp; PARKING FUND</b>				
Restricted from Special Assessment	50,216	115,830	146,480	19,566
Assigned from General Fund/Parking	39,204	130,320	119,880	49,644
Total Downtown Fund	89,420	246,150	266,360	69,210
<b>PARKS &amp; RECREATION FUND</b>				
Restricted for PEAK	0	141,000	141,000	0
Restricted for Parks	0	0	0	0
Assigned for PEAK	426,872	406,400	502,120	331,152
Assigned for Projects	0	0	0	0

Assigned for Recreation	23,542	594,880	583,370	35,052
Total Parks & Recreation Fund	450,414	1,142,280	1,226,490	366,204
<b>BLOCK GRANT FUND</b>				
Assigned for Owner Occupied - Hsg.	28,491	0	0	28,491
Assigned	315,424	800	0	316,224
Total Block Grant Fund	343,915	800	0	344,715
Cemetery Fund Committed	196,081	8,700	0	204,781
<b>Total Governmental Funds</b>				
<b>Appropriated Budget</b>	<b>\$9,638,527</b>	<b>\$17,499,300</b>	<b>\$18,134,670</b>	<b>\$9,003,157</b>

FURTHER, BE IT RESOLVED, that the following informational summaries be approved for the Capital Project, Debt Service, Component Units, and Proprietary Funds for the year beginning January 1, 2018 and ending December 31, 2018

	Fund Balance <u>January 1</u>	2018 <u>Revenue</u>	2018 <u>Expenditures</u>	Fund Balance <u>December 31</u>
<b>CAPITAL PROJECT FUNDS</b>				
<b>CAPITAL IMPROVEMENT FUND</b>				
Committed for Projects	\$495,000	\$117,100	\$200,000	\$412,100
Committed	1,025,979	546,230	185,470	1,386,739
Total Capital Improvement Fund	1,520,979	663,330	385,470	1,798,839
<b>DEBT SERVICE FUNDS</b>				
Borden Building Debt Restricted	129,268	320,350	329,730	119,888
<b>Capital Project and Debt Service Funds</b>				
<b>Informational Summaries</b>	<b>\$1,650,247</b>	<b>\$983,680</b>	<b>\$715,200</b>	<b>\$1,918,727</b>

	Working Capital <u>January 1</u>	Sources of Working Capital <u>Capital</u>	Uses of Working Capital <u>Capital</u>	Working Capital <u>December 31</u>
<b>Component Units</b>				
<b>MISSION STREET DDA FUND</b>				
Assigned	\$450,000	\$218,500	\$401,000	\$267,500
Unassigned	75,830	68,800	89,810	54,820
Total Mission Street DDA Fund	525,830	287,300	490,810	322,320
<b>TAX INCREMENT FIN AUTH FUND</b>				
Central Business District Restricted	42,437	0	0	42,437
Central Business District Assigned	601,206	152,210	148,400	605,016
Central Business District Unassigned	72,357	106,960	120,760	58,557
Ind Park North Assigned	90,000	0	0	90,000
Ind Park North Unassigned	8,745	400	4,030	5,115
Total TIFA	814,745	259,570	273,190	801,125

# LOCAL DEVELOPMENT FIN AUTHORITY

Assigned	269,202	0	59,699	209,503
Unassigned	10,591	112,400	108,441	14,550
Total LDFA	279,793	112,400	168,140	224,053

## BROWNFIELD REDEVELOPMENT FUND

Assigned	8,139	200,440	199,200	9,379
Unassigned	111	0	0	111
Total Brownfield	8,250	200,440	199,200	9,490

## ECONOMIC DEVELOPMENT CORPORATION

Assigned Parking Lot	13,500	1,500	0	15,000
Unassigned	22,321	7,450	6,540	23,231
Total EDC	35,821	8,950	6,540	38,231

## Total Component Unit Funds

Informational Summaries	<b>\$1,664,439</b>	<b>\$868,660</b>	<b>\$1,137,880</b>	<b>\$1,395,219</b>
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Working Capital <u>January 1</u>	Sources of Working Capital <u>Capital</u>	Uses of Working Capital <u>Capital</u>	Working Capital <u>December 31</u>
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## **PROPRIETARY FUNDS**

### **Enterprise Funds**

#### LAND DEVELOPMENT FUND

Restricted	\$170	0	0	\$170
Unassigned	(31,009)	96,380	88,600	(23,229)
Total Land Development	(30,839)	96,380	88,600	(23,059)

#### AIRPORT FUND

Restricted	37,384	40,000	46,322	31,062
Assigned	82,519	0	0	82,519
Unassigned	37,833	835,430	867,998	5,265
Total Airport	157,736	875,430	914,320	118,846

#### SEWER FUND

Assigned	149,328	244,100	161,700	231,728
Restricted	823,684	287,500	710,000	401,184
Unassigned	1,365,104	2,187,590	2,130,950	1,421,744
Total Sewer	2,338,116	2,719,190	3,002,650	2,054,656

#### WATER FUND

Restricted	352,800	0	0	352,800
Assigned	1,095,450	340,000	211,360	1,224,090
Unassigned	637,249	2,882,990	2,625,080	895,159
Total Water	2,085,499	3,222,990	2,836,440	2,472,049

#### SOLID WASTE FUND

Restricted	303,746	0	103,746	200,000
Unassigned	935,234	444,910	571,774	808,370

Total Solid Waste	1,238,980	444,910	675,520	1,008,370
<b>Internal Service Funds</b>				
MOTOR POOL FUND				
Assigned	118,000	0	118,000	0
Unassigned	799,574	1,051,400	1,109,540	741,434
Total Motor Pool	917,574	1,051,400	1,227,540	741,434
SELF INSURANCE FUND	1,702,248	2,372,100	2,466,600	1,607,748
<b>Total Proprietary Funds</b>				
<b>Informational Summaries</b>	<b>\$8,409,314</b>	<b>\$10,782,400</b>	<b>\$11,211,670</b>	<b>\$7,980,044</b>

7. Warrants dated August 22 & 31, 2018 and Payrolls dated August 24, 2018 all totaling \$1,179,035.15.

Motion unanimously adopted.

A public hearing was held on a proposed Ordinance to Repeal Chapter 53, Section 53.01 – Storm Sewer District No. 1 of the Mt. Pleasant Code of Ordinances, in its entirety. There being no public comment or communications received, the Mayor closed the public hearing.

Moved by Commissioner Kulick and supported by Commissioner Gillis that Ordinance 1040, an Ordinance to Repeal Chapter 53, Section 53.01 – Storm Sewer District No. 1 of the Mt. Pleasant Code of Ordinances, in its entirety, having been introduced and read, now be passed, ordained and ordered published.

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

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Joseph to confirm the purchase and development agreement for 410 W. Broadway as recommended by the Economic Development Corporation.

Ayes: Commissioners Joseph, Kulick, LaLonde, Lents, Ling and Madaj

Nays: Commissioner Gillis

Absent: None

Motion carried.

Moved by Commissioner Ling and supported by Commissioner Kulick to make the following appointment as recommended by the Appointments Committee:

Economic Development Corporation/  
Brownfield Redevelopment Authority

EDC/BRDA

Josh Agardy

Motion unanimously adopted.

Term Expires:

12/31/2018

Moved by Commissioner Kulick and supported by Commissioner Gillis to authorize the allocation of \$4,450 of sidewalk funds to the proposed right of way improvements on Michigan and Illinois and authorize City staff to work with Sacred Heart representatives to coordinate the work. Motion unanimously adopted.

Moved by Commissioner Kulick and supported by Commissioner Joseph to authorize the Mayor to sign the Mt. Pleasant Housing Commission Environmental Review package for the 2019 Energy Performance Contract. Motion unanimously adopted.

Moved by Commissioner Ling and supported by Commissioner Joseph to conduct a closed session pursuant to subsection 8(c) of the Open Meetings Act for strategy and negotiation of a collective bargaining agreement.

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

NAYS: None

ABSENT: None

Motion unanimously adopted.

#### Announcements on City-Related Issues and New Business

Commissioner Kulick announced recent legislation to mandate motor vehicles give bicycles 3 feet when passing and would like to see citizens follow the law and police enforce it. He also announced the fall leaf pickup schedule:

Week of October 22 - rake leaves into low piles;

Week of October 29 - City-wide sweep;

Week of November 5 - rake leaves into low piles;

Week of November 12 - City-wide sweep;

Week of November 19 - rake leaves into low piles; and

Week of November 26 - FINAL City-wide sweep.

Commissioner Ling thanked Tim Coscarelly for his time on the EDC/BRDA Board and announced openings on city boards and commissions and encouraged residents to apply. Information can be found on the city's website [www.mt-pleasant.org](http://www.mt-pleasant.org). She thanked CMLife for their story on things to do in Downtown and Molli Ferency for the Municipal League Review article on Downtown.

Commissioner Gillis reminded public of Indian Pines Park and that they can enjoy the park. She also reminded the public about the free brush chipping beginning September 24<sup>th</sup>.

#### Public Comment on Agenda and Non-Agenda Items

Petro Tolas, 306 E. Broadway, questioned the Commission's decisions regarding 410 W. Broadway; noticed City crews grinding sidewalk edges and doesn't agree it is the best approach; and requested more transparency regarding the Mt. Pleasant Center Property, including costs incurred.

The Commission recessed at 7:53 p.m. and went into a work session at 8:01 p.m.

WORK SESSION – Medical Marihuana Application Deadline

Mayor Lents led a discussion regarding setting the Medical Marihuana Application deadline.

Discussion ensued.

Staff will prepare the appropriate resolution for consideration at the September 24, 2018 City Commission meeting.

The Commission recessed at 8:28 p.m. and went into closed session at 8:32 p.m. Closed session ended at 9:19 p.m. A separate set of minutes was taken for the closed session.

Mayor Lents adjourned the meeting at 9:20 p.m. without objection.

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Allison Lents, Mayor

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Jeremy Howard, City Clerk



COMMISSION LETTER #153-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: PUBLIC HEARING ON INDUSTRIAL TAX ABATEMENT APPLICATION FOR  
AMERICAN MITSUBA AND CONSIDER APPROVAL OF THE SAME

Attached are the materials from the September 10 City Commission meeting when this matter was set for public hearing.

Representatives from American Mitsuba and Middle Michigan Development Corporation are expected to be in attendance on September 24 to speak on the request for this tax abatement.

After holding the public hearing the City Commission should consider the resolution approving the application as presented. Based on the general guidelines used for tax abatements and the need for local participation to receive state support for this expansion, we recommend approval of the resolution.


Recommended motion:

*Move to approve the resolution as presented which authorizes a 50% real property tax abatement for American Mitsuba Corporation at 2945 Three Leaves Drive for a building addition for twelve years.*

NJR/ap

COMMISSION LETTER #144-18  
MEETING DATE: SEPTEMBER 10, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 5, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: RECEIVE INDUSTRIAL FACILITIES TAX ABATEMENT APPLICATION FOR AMERICAN MITSUBA AND SET A PUBLIC HEARING FOR SEPTEMBER 24, 2018 ON THE SAME

Attached is a memo from City Assessor Chris Coucke with the Public Act 198 application for Industrial Facilities Tax Exemption Certificate from American Mitsuba Corporation (AMC).

American Mitsuba Corporation is a company located in the University Park Smartzone that primarily produces small custom designed electric motors and armatures for the automotive industry. As the City Commission is aware, this corporation recently celebrated its 30<sup>th</sup> year in business in Mt. Pleasant. AMC is being considered for a new contract for additional manufacturing which requires the purchase of new machinery and equipment and an expansion of the existing building.

The company is competing with a facility located in Bardstown, Kentucky.

AMC is working with the Michigan Economic Development Corporation to identify state incentives that would assist in winning this project for Michigan. The state requires local support for consideration of any such state incentives and Public Act 198 abatements are typically used for local support. Our current guidelines recommend 50% abatement on real property for 12 years when creation of employment is a result of the real property addition.

As Mr. Coucke's memo indicates, the state handles the assessment and any tax abatement for the personal property so the only thing in front of the City Commission is the abatement request for the estimated \$900,000 real property addition for a taxable value of \$450,000. If the new contract is secured the application indicates that 32 new jobs are expected at this Mt. Pleasant facility. The proposed building addition would generate approximately \$28,000 in taxes across all taxing jurisdictions of which \$7,300 is attributable to the City of Mt. Pleasant. If approved, the abatement would be 50% of the tax rate.

Before considering such an abatement the City Commission is required to hold a public hearing which we are recommending be set for September 24, 2018. At the conclusion of the public hearing the attached resolution as drafted would be considered.

MEETING DATE: SEPTEMBER 10, 2018

Page 2

Recommended motion:

*Move to set a public hearing for September 24, 2018 on the application for Industrial Facilities Tax Abatement from American Mitsuba Corporation.*

NJR/ap

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MEMO

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**DATE:** 08/30/2018  
**TO:** NANCY RIDLEY  
**FROM:** CHRISTOPHER COUCKE  
**RE:** IFT APPLICATION FOR AMERICAN MITSUBA CORPORATION

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American Mitsuba Corporation filed an IFT application in the amount of \$13,469,000, of which \$900,000 is for a 5000-6000 square foot building, and \$12,569,000 is for personal property. Due to the changing personal property laws in Michigan, the personal property portion will be exempt from property taxation, and subject to the Essential Services Assessment, levied by the State of Michigan. The proposed addition will be located at 2945 Three Leaves Dr., the present location of American Mitsuba's current facility.

The applicant states that they expect to begin construction in September 2018, to be completed within a two-year period, ending in 2020. The applicant further states that they expect to create 32 new jobs as a result of the project.

The real property parcel related to the proposed expansion is 17-000-17213-00 and is owned by American Mitsuba Corporation. The owner and applicant, American Mitsuba, is responsible for the real property taxes.

**Action Requested**

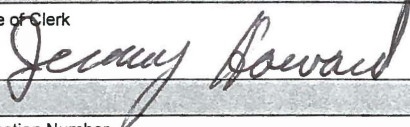
I am requesting that the City Commission receive the application at its meeting of September 10<sup>th</sup>, 2018, and set the public hearing for September 24<sup>th</sup>, 2018.

I also request that the City Clerk be asked to provide the written notification to all applicable parties as detailed in MCL 207.55 [Sec. 5 (2)] and allow the applicant and all interested parties to speak on this matter.

**Application for Industrial Facilities Tax Exemption Certificate**

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	Date Received by Local Unit 08-29-18 P03:40 RCVD <del>07-10-07 02:02 SPAIN</del>
STC Use Only	
Application Number	Date Received by STC

**APPLICANT INFORMATION**

All boxes must be completed.


1a. Company Name (Applicant must be the occupant/operator of the facility) <b>AMERICAN MITSUBA CORPORATION</b>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>336300</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>2945 Three Leaves Drive</b>		1d. City/Township/Village (indicate which) <b>City of Mt. Pleasant</b>	1e. County <b>Isabella</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located <b>Mt. Pleasant</b>	3b. School Code <b>37010</b>
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.  <b>A building expansion of between 5,000 and 6,000 square feet is proposed in order to accomodate an increase in manufacturing capacity. The investment in personal property will be used in industrial processing and therefore would be expected to be subject only to the Essential Services Assessment as eligible manufacturing personal property.</b>		4. Amount of years requested for exemption (1-12 Years) <b>12 Years after completion</b>	
6a. Cost of land and building improvements (excluding cost of land) ..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		<b>900,000</b> Real Property Costs	
6b. Cost of machinery, equipment, furniture and fixtures ..... * Attach itemized listing with month, day and year of beginning of installation, plus total		<b>12,569,000</b> Personal Property Costs	
6c. Total Project Costs ..... * Round Costs to Nearest Dollar		<b>13,469,000</b> Total of Real & Personal Costs	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.			
Real Property Improvements    ▶ <u>Begin Date (M/D/Y)</u> <b>9/24/2018</b> <u>End Date (M/D/Y)</u> <b>12/31/2020</b> ▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased		Personal Property Improvements    ▶ <u>Begin Date (M/D/Y)</u> <b>9/24/2018</b> <u>End Date (M/D/Y)</u> <b>12/31/2020</b> ▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased	
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. <input type="checkbox"/> Yes <input type="checkbox"/> No    (To be checked upon completion of MEDC decision.)			
9. No. of existing jobs at this facility that will be retained as a result of this project.		10. No. of new jobs at this facility expected to create within 2 years of completion. <b>32</b>	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation. a. TV of Real Property (excluding land) ..... b. TV of Personal Property (excluding inventory) ..... c. Total TV .....			
12a. Check the type of District the facility is located in: <input checked="" type="checkbox"/> Industrial Development District <input type="checkbox"/> Plant Rehabilitation District			
12b. Date district was established by local government unit (contact local unit) <b>6/3/85</b>		12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Christopher Wylie</b>	13b. Telephone Number <b>(248) 773-5091</b>	13c. Fax Number <b>(480) 772-4073</b>	13d. E-mail Address <b>cpw@wyliegroup.us</b>
14a. Name of Contact Person <b>Jeff Jacques</b>	14b. Telephone Number <b>(989) 773-0377</b>	14c. Fax Number <b>(989) 773-1105</b>	14d. E-mail Address <b>jeff-jacques@amc.mitsuba-gr.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>David Martin Stevens</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>(989) 773-1105</b>	15d. Date <b>8/29/2018</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>2945 Three Leaves Dr., Mt. Pleasant, MI 48858</b>		15f. Telephone Number <b>(989) 773-4918</b>	15g. E-mail Address <b>david-stevens@amc.mitsuba-gr.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit  <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:  <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.			
16c. LUCI Code		16d. School Code	
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

**ATTACHMENTS to the STATE of MICHIGAN FORM 1012  
APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE  
AMERICAN MITSUBA CORPORATION  
MT. PLEASANT, MICHIGAN**

**STATEMENT 1****STATEMENT ATTACHED TO AND MADE A PART OF FORM 1012  
APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE****American Mitsuba Corporation**

American Mitsuba Corporation (“AMC” or “Company”) is seeking to expand Company’s existing Mt. Pleasant facility through the construction of a building addition. AMC’s Michigan footprint currently encompasses two facilities, one located in Novi and the other in Mt. Pleasant. The other facilities in the U.S. are in Bardstown, KY and Monroeville, IN. This expansion project is intended to support the production, assembly, and testing of various product lines that support the automotive electronic component manufacturing business portfolio.

The expansion project will require a capital investment of approximately \$900 000 in building extensions, paving to reroute ingress and egress to the plant and other related renovations, and approximately \$12.5 million in machinery and equipment. Please see the table below for a descriptive list of the building expansion and equipment that is expected to be part of this project. The project will generate approximately 32 qualified new jobs over the next 2 years. The jobs will offer competitive wages and benefits.

Building Expansion of between 5,000 and 6,000 square feet	700,000
Ingress and Egress Changes (unknown cost)	200,000
<b>Subtotal Building and Land Improvements</b>	<b>900,000</b>
Production, Assembly and Press Equipment	10,000,000
Distribution and Material Handling Equipment	1,489,000
Administrative Equipment and Furniture	80,000
Quality Assurance and Testing Equipment	175,000
<b>Subtotal Eligible Manufacturing Personal Property subject to ESA</b>	<b>11,744,000</b>
Special Tooling - Molds and Dies	825,000
<b>Subtotal Exempt Special Tooling</b>	<b>825,000</b>
<b>Total Project (excluding retrofit and planning costs)</b>	<b>13,469,000</b>



**EXHIBIT 1**

**Legal description of real property on which facility is located  
Including the parcel identification number**

Mt. Pleasant Parcel number 17-000-17213-00

Having a legal description on the assessment roll of:

PART OF SE 1/4 SEC 27, T14N, R4W, COM AT SE COR SEC 27, TH S 88D58M 47S W 85 FT, TH N 50 FT TO  
POB, TH W 114.50 FT, TH S 17 FT, TH W 1252.65 FT, TH N 500 FT, TH N 10D03M00S W 284.58 FT TH N  
52D36M 55S E 595.21 FT, TH S 64D00M43S E 1071.35 FT, TH S 03D14M00S W 282 FT TH S 316.22 FT TO  
POB

The parcel description above is a combination of the parcels originally described and conveyed  
by warranty deeds recorded on Liber 627, Page 621 as well as Liber 770 pages 66 and 67,  
approximately 27.65 Acres in total.

**EXHIBIT 2A**

**Itemized list of land improvements / site reconfiguration costs**

Ingress and Egress Changes (unknown cost). Anticipated change would remove virtually all Company related truck traffic from the Three Leaves intersection with Deerfield and move the point of ingress and egress to a point much closer to Mission so as to reduce congestion at Three Leaves and Deerfield.

<b>Project Segment:</b>	<b>Installation Date</b>	<b>Estimated Cost</b>
Land Improvements - paving	9/24/2018 -12-31/2020	200,000

**EXHIBIT 2B**

**Itemized list of building improvements**

<b>Project Segment:</b>	<b>Installation Date</b>	<b>Estimated Cost</b>
Building Expansion – between 5,000 & 6,000 square feet	9/24/2018 -12-31/2020	700,000

**EXHIBIT 2C****Itemized list of eligible manufacturing personal property**

<b>Project Segment:</b>	<b>Installation Date</b>	<b>Estimated Cost</b>
Production, Assembly and Press Equipment	9/24/2018 -12-31/2020	10,000,000
Distribution and Material Handling Equipment	9/24/2018 -12-31/2020	1,489,000
Administrative Equipment and Furniture	9/24/2018 -12-31/2020	80,000
Quality Assurance and Testing Equipment	9/24/2018 -12-31/2020	175,000
<b>Subtotal Eligible Manufacturing Personal Property subject to ESA</b>		<b>11,744,000</b>
Special Tooling - Molds and Dies	9/24/2018 -12-31/2020	825,000
<b>Subtotal Exempt Special Tooling</b>		<b>825,000</b>
<b>Total Eligible Manufacturing Personal Property and Exempt Special Tooling</b>		<b>12,569,000</b>

**EXHIBIT 3**

**Certified statement regarding date of project commencement**

I, David Martin Stevens, in my capacity as Senior Vice President, of  
(name) (title)

the Applicant, America Mitsuba Corporation, do hereby certify that installation of the new  
machinery and equipment, furniture and fixtures and the real property expansion that is

subject to this Application has not commenced as of August 29, 2018.  
(date)

Signature: 

Date: 8/29/2018

**EXHIBIT 4**

If applicable, provide a copy of lease agreement as executed verifying lessee has ad valorem real and personal tax liability.

**Not applicable, property will be owned by applicant.**

**EXHIBIT 5A**

**Notice related to the establishment of the Industrial Development District (IDD)**

Provide a copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the IDD.

**To be attached by Mt. Pleasant.**

**EXHIBIT 5B**

**Certified copy of resolution establishing the Industrial Development District (IDD)**

Certified copy of the resolution establishing the IDD, which includes a legal description of the IDD.

**Attached is the certified copy of the resolution establishing the IDD, which includes a legal description of the IDD.**

**To be attached by Mt. Pleasant.**



EXHIBIT 7

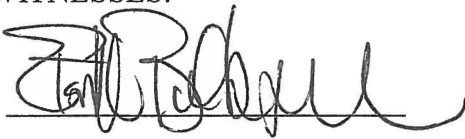
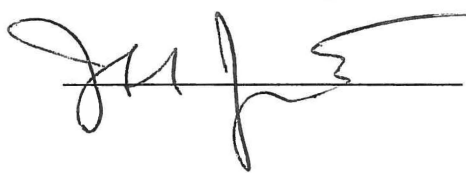
AFFIDAVIT OF FEES

By signatures of both the Applicant and the Municipality below, it is understood that no payment of any kind in excess of the fee allowed by Act 198, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certification application.


If the State Tax Commission determines after an exemption certificate has been issued that a payment of any kind in excess of the fee allowed by Act 198, as amended, has been made or promised, the State Tax Commission shall revoke the exemption certificate and may pursue other appropriate sanctions against the parties.

This requirement shall apply to all applications received by the State Tax Commission after December 31, 1997.

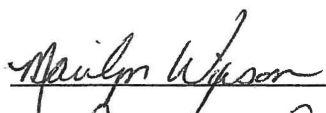
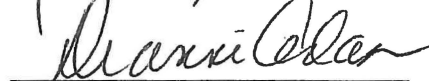
WITNESSES:

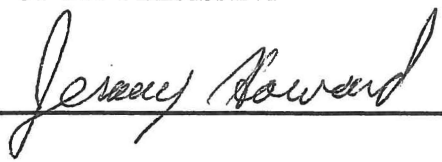
APPLICANT

By: DAVID M. STEVENS  
  
Title: SERVISOR V.P.  
Date: 8/29/2018

WITNESSES:

ACKNOWLEDGED BY  
CITY OF MT PLEASANT

By:   
Title: CITY CLERK  
Date: 8/29/18

**CITY OF MT PLEASANT**

Receipt: 557052

08/29/18

320 WEST BROADWAY

Cashier: sparrott

Received Of: AMERICAN MITSUBA CORPORATION

MT PLEASANT MI 48858  
(989) 779-5384

WWW.MT-PLEASANT.ORG

The sum of: 200.00

101-000.000-607.000

DEVELOPERS FEES

200.00

101-000.000-607.000

200.00

Total

200.00

CHECKS

2643

200.00

**PAID****AUG 29 2018****CITY OF  
MT. PLEASANT**

Signed: \_\_\_\_\_

**Resolution Approving Application of American Mitsuba Corporation for Industrial Facilities Exemption Certificate for a New Facility**

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on June 3<sup>rd</sup>, 1985, this City Commission by resolution established University Park as an Industrial Development District; and

WHEREAS, American Mitsuba Corporation has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility\* to be acquired and installed within the Industrial Development University Park; and

WHEREAS, before acting on said application, the City of Mt. Pleasant held a hearing on September 24<sup>th</sup>, at the Mt. Pleasant City Hall, at 7:00 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, construction of the facility and installation of new machinery and equipment had not begun earlier than six (6) months before September 10<sup>th</sup>, the date of acceptance of the application for the Industrial Facilities Exemption Certificate; and

WHEREAS, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in City of Mt. Pleasant; and

**WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Mt. Pleasant, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted.**

NOW, THEREFORE, BE IT RESOLVED BY the City Commission of the City of Mt. Pleasant that:

**1. The City Commission finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate number of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of City of Mt. Pleasant, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Mt. Pleasant.**

2. The application from American Mitsuba Corporation for an Industrial Facilities Exemption Certificate, with respect to a New Facility on the following described parcel of real property situated within the Industrial Development District, to wit:

PART OF SE 1/4 SEC 27, T14N, R4W, COM AT SE COR SEC 27, TH S 88D58M 47S W 85 FT, TH N 50 FT TO POB, TH W 114.50 FT, TH S 17 FT, TH W 1252.65 FT, TH

N 500 FT, TH N 10D03M00S W 284.58 FT TH N 52D36M 55S E 595.21 FT, TH S 64D00M43S E 1071.35 FT, TH S 03D14M00S W 282 FT TH S 316.22 FT TO POB.

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 12 years after completion.

AYES:


NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Mt. Pleasant, County of Isabella, Michigan, at a regular meeting held on September 24<sup>th</sup>.

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Clerk's Signature

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: BIDS AND QUOTATIONS

a. Master Plan Consultant

The attached memo from City Planner Jacob Kain outlines the bid process that was used for the Master Plan Consultant process. The recommendation from the Planning Commission is to authorize a contract with McKenna and Associates for the City Master Plan a cost not-to-exceed \$150,000 and authorize the Mayor to sign the appropriate contract documents.

Recommended Motion:

*Move to approve the recommendation from the Planning Commission to award the Master Plan Consultant Project to McKenna and Associates at a cost not-to-exceed \$150,000 and authorize the Mayor to sign the appropriate contract documents.*

b. Airport Snow Removal

Snow removal on the airport runways is a large job requiring large equipment and timeliness to allow for safe arrivals and departures. Although we've researched alternatives, contractual services have proven to best meet our needs in keeping the runways clear, safe and done so in a timely fashion. Director of Public Works John Zang recommends the City Commission award the contract for snow removal at the Mt. Pleasant Municipal Airport for the next three years to Pat McGuirk Excavating, Inc. of Mt. Pleasant, who has provided this service in years past, honored the same contract price from 2017-2018 and was the only responsive bidder.

Recommended Motion:

*Move to award the contract for 2018-2021 Airport Snow Removal to Pat McGuirk Excavating, Inc. of Mt. Pleasant for a total not-to-exceed amount of \$18,500.00 per year for 2018 - 2021 snowplowing seasons.*


NJR/ap



## MEMORANDUM

**TO:** Nancy Ridley  
City Manager

**CC:** William Mrdeza  
Community Services and Economic Development Director

**FROM:** Jacob Kain, AICP   
City Planner

**DATE:** September 7, 2018

**SUBJECT:** 2050 City Master Plan consultant recommendation

At their September 6, 2018 regular meeting, the Planning Commission moved 7-1 to recommend that the City Commission select McKenna & Associates for the 2050 City Master Plan project.

Responses to the request for proposals (RFP) for the project were due on July 24, 2018. Eight proposals were received and reviewed by an RFP committee composed of City Commissioner William Joseph, Planning Commissioners Lesley Hoenig and Corey Friedrich, Parks and Recreation Commissioner Pete Little, and Downtown Development Authority member Doug LaBelle II. The RFP committee determined that McKenna & Associates and Wade Trim had the experience and qualifications most suited to this project and recommended that they be invited for presentation to and interview by the Planning Commission. The Planning Commission interviewed those firms at a special meeting on August 15, 2018.

### REQUESTED ACTION:

The City Commission authorize hiring McKenna & Associates for the 2050 City Master Plan project at a cost not to exceed \$150,000.00; the Mayor shall be authorized to execute a contract for the same.

### Attachments:

1. Request for Proposals
2. McKenna & Associates proposal
3. Draft excerpt of minutes – September 6, 2018 Planning Commission meeting

**REQUEST FOR PROPOSALS  
CONSULTING SERVICES  
CITY MASTER PLAN  
CITY OF MT. PLEASANT**

**PURPOSE**

The City of Mt. Pleasant seeks a coordinated and comprehensive City Master Plan (hereafter *plan*) which provides a strategic vision for a planning period ending in 2050.

The desired plan will include three primary components:

- A Master Plan consistent with all requirements of the Michigan Planning Enabling Act (Act 33 of 2008);
- A parks and recreation plan which satisfies the requirements of the Michigan Department of Natural Resources including the comprehensive 5 year planning snapshot as required; and
- A special area plan for the Mission Street (U.S. 127 – Business Route) corridor.

Qualified firms are sought to provide services for this task.

**ABOUT MT. PLEASANT**

Mt. Pleasant is located near the geographic center of the Lower Peninsula of Michigan. The 2010 census population of Mt. Pleasant was 26,016. The City's central business district is listed on the state historic register of places. The land area of the City is 7.83 square miles, which is inclusive of the campus of Central Michigan University. Infill redevelopment opportunities exist throughout the City. The City also owns 296 acres of contiguous, vacant land with development potential that once housed a state hospital and earlier an Indian Industrial Boarding School.

[Central Michigan University](#) (2017 enrollment: 18,155) is located entirely within the City limits and [Mid Michigan Community College](#) (2015 enrollment: 5,177) has a campus located just outside the City. The reservation of the [Saginaw Chippewa Indian Tribe of Michigan](#) includes all areas of the City north of High Street. The City is located within [Isabella County](#) and is the service, shopping, and recreation hub of the region. The City is also wholly surrounded by the [Charter Township of Union](#), which is routinely one of the fastest growing municipalities in Michigan.

**BACKGROUND**

***Planning & Zoning***

The City adopted the current [Master Plan](#) in 2014. The plan is an update of a new plan adopted in 2006. The City previously adopted Master Plans in 1946, 1965, and 1987.

The 2014 Master Plan includes a Goals and Strategies chapter categorized in the following areas: Downtown; Neighborhood; Public Facilities and Services; Recreational and Cultural Activities and Facilities; Community Economic Vitality; Public Safety;

Mission Redevelopment Overlay Zone; and The Mount Pleasant Center. The plan also includes chapters on Future Land Use, Transportation, and Implementation.

The 2014 Master Plan also included adoption of a regional [non-motorized transportation plan](#) that was created as a partnership between the City, Charter Township of Union, Isabella County, and the Saginaw Chippewa Indian Tribe in 2011.

Until recently, the City operated under a zoning ordinance which dated to 1971 and was aligned with the goals of the 1965 Master Plan. The City initiated the process to create a new zoning ordinance in 2015. That process included a multi-day charrette called *Planapalooza* which was held in November 2016. The new [zoning ordinance](#) was adopted in January 2018. The zoning ordinance is a city-wide character- (form) based code which encourages mixed-use, urban style development. The zoning ordinance achieved much of the remaining work plan included in the 2014 Master Plan.

The City has been engaged in the Michigan Economic Development Corporation's [Redevelopment Ready Communities](#) (RRC) program since 2016. The City anticipates that certification as a Redevelopment Ready Community will occur within the next 6 to 12 months.

### ***Parks & Recreation***

The City currently has a stand-alone [Parks & Recreation Master Plan](#) which was last updated in 2015. The update was largely based upon a plan originally adopted in 2010.

The City operates eleven park properties totaling nearly 400 acres of land. The park system is largely centered on the Chippewa River, with five parks along the river connected for pedestrians and bicyclists via the GKB Riverwalk Trail/Access Adventure Trail, a four-mile paved trail.

The City is the largest provider of recreation programs in Isabella County. An extensive menu of youth and adult team and individual sports programs and special events are made available to both City and non-City. Among other recreation offerings are the PEAK after-school program and a City-sponsored farmers market.

### ***Mission Street***

Mission Street is a 3-mile-long north/south business corridor bisecting the City of Mt. Pleasant, effectively creating a barrier between primarily residential neighborhoods on the east side (including two elementary schools, a high school, and community hospital) and destinations such as downtown Mt. Pleasant, Central Michigan University, and residential neighborhoods to the west. Commercial uses line both sides of the corridor and significantly contribute to the economy of the community. The roadway and existing development pattern is largely auto-oriented and aesthetically unpleasing. Significant safety issues exist along the roadway for all users. A Downtown Development Authority tax capture district was established for the Mission Street and Pickard Avenue business



districts in 1990 and has funded a variety of projects aimed at improving aesthetics and safety. The corridor currently falls completely within the jurisdiction of the Michigan Department of Transportation and is designated as U.S. 127 Business Route for its entirety, and M-20 for the portion between High Street and Pickard Avenue.

The corridor began its prominence as a principle commercial district within the City post-World War II, with auto-oriented development rising out of corn fields in competition with the traditional downtown. This was partially in response to the growth of the community, Central Michigan University, and its initial designation as U.S. 27, a major north-south route through the center of Michigan. Almost immediately, the form of development created traffic and safety issues that have persisted to this date despite numerous interventions. These have largely been in the form of widenings, turn lane additions, signalizations, and land use changes that further ingrained the auto-oriented character of the corridor. Aesthetics have also been noted as a major concern along the corridor, as among other things unscreened parking areas dominate the majority of the corridor and visual clutter is abundant in the form of overhead utilities and large commercial signage.

In response to a plan by the Michigan Department of Transportation to redevelop a portion of South Mission Street into a limited-access boulevard in 2008 (which was ultimately not implemented), the City hired a consultant to suggest design improvements that could be made to enhance its role as a business corridor. That study noted that:

- The street as designed created safety issues for all modes and functionally created a barrier in the community. The lack of a well-developed street network in the area reduced alternative routes of travel to destinations. Mission Street is a main business corridor, yet stakeholder interviews revealed that it is generally avoided by locals, especially in the area of South Mission Street.
- The bypassing of Mission Street with the construction of the new U.S. 27 interstate in 1961 changed the main purpose of Mission Street from throughput and speed to access for pedestrians, cyclists, local deliveries, visitors, and motorists patronizing services, businesses, CMU, downtown, and general access within the City.
- The higher posted and observed vehicle speeds on Mission Street violate the business function, access function, and context of the street in the city. Design interventions are needed to reduce real travel speeds to those reasonable in this context, which is generally 30 mph or less.

This study prompted the City to adopt design guidelines and a flexible zoning overlay as well as utilized incentives from the DDA for the construction of grid streets to retrofit the

existing mega-block structure on South Mission Street. Six such streets and cross connections have been constructed to date.

The City's new zoning ordinance built upon the lessons learned from the previous approach and significantly increases the opportunities for mixed-use, urban forms of development along the corridor with the intent of transforming the corridor into a unique and vibrant place to live, work, and conduct commerce. However, those land use changes must be made in tandem with significant adjustments to the configuration of the roadway itself.

## **PROJECT MANAGEMENT**

The selected firm will work with the Planning Commission, Parks and Recreation Commission, Downtown Development Authority, other elected and appointed officials, and City staff to develop a plan that reflects the goals and vision of the community. Staff from the Departments of Planning & Community Development, Parks & Public Spaces, Sports & Recreation, and Economic Development will serve as the primary contacts for the selected firm throughout the project. The Planning Commission will be the primary entity responsible for overseeing development and review of the plan and will recommend adoption of the plan to the City Commission.

## **SCOPE OF WORK**

The plan shall clearly analyze current conditions and trends; identify the community's needs, wants, and vision for the year 2050; and provide clear, concise, consistent, actionable, and measurable goals, objectives, and policies which will enable the City to achieve that vision. The various components of the plan shall be coordinated and consistent with one another and shall be aligned toward the overall community vision. The plan shall also address sustainability, resiliency, and health in all components.

## ***Public Engagement***

The City views engagement as paramount to both a successful process and a successful final product. Therefore, the plan shall be based upon a significant and extensive public input process using a variety of traditional and non-traditional methods of engagement.

A comprehensive participation, communication and information strategy shall be proposed to ensure appropriate involvement of residents, business and property owners, boards and commissions, community partners, and staff. Public participation and engagement shall be consistent with the City's adopted [Public Participation and Engagement Strategy](#). The proposal should identify recommended methods of engagement including traditional methods such as web sites, social media, open houses, charrettes, and the like. Innovative methods of other public engagement strategies are strongly encouraged. It is essential that engagement represent a diverse cross-section of the community including groups that are typically underrepresented in

similar efforts or face barriers to participation. In particular, the City would like to engage young people in the community directly in the process of developing this plan.

The City desires a multi-day, reiterative charrette process as the principal method of obtaining public input for the plan. This process shall result in the identification of a vision for 2050 that is supported by the goals, objectives, and policies contained within the plan.

### ***Plan Elements***

The plan shall address all of the following:

- Current Conditions, Trends, and Projections. Inventory and report on current conditions within the community including population demographics; economic conditions; land use; transportation; housing; public safety; and parks and recreation. Projections shall be made to the plan horizon date of 2050.
- Vision for 2050. Identify the community's overall needs, wants, and vision for the year 2050.
- Land Use. Analyze existing land use patterns; identify opportunities and challenges; and establish goals, objectives, and policies related to land uses that advance the overall community vision. Produce a future land use plan which correlates future land uses to existing zoning district classifications and which includes a future land use map.
- Transportation. Analyze the existing transportation network, including the municipal airport; identify opportunities and challenges; and produce a comprehensive transportation plan that includes maps and specific goals, objectives, and policies to produce a robust, integrated multimodal transportation network.
- Housing. Analyze the existing housing stock; identify opportunities and challenges; and establish goals, objectives, and policies related to housing which reflect unique local conditions, provide for a variety of housing types, and meet anticipated future needs.
- Downtown. Analyze the City's central business district including infrastructure and programs; identify opportunities and challenges; and establish goals, objectives, and policies to produce a vibrant center for the community. Include a capital improvement schedule coordinated with the City's Capital Improvement Plan for 2021-2025.
- Economic Development. Analyze the City's economy; identify opportunities and challenges; and establish goals, objectives, and policies that will produce a diverse and growing local economy. This element shall fulfill the requirements of the RRC program as an economic development strategy.
- Public Safety. Analyze the City's public safety services; identify opportunities and challenges; and establish goals, objectives, and policies to support the health, safety, and welfare of the community.

- Parks and Recreation. Analyze the City's parks and recreation facilities and programs; identify opportunities and challenges; and establish goals, objectives, and policies to support the needs of the community. Provide all elements required to satisfy Michigan Department of Natural Resources guidelines including: an overview of City administration of Parks and Recreation including staffing structure, grant-funded projects, and budgets; an updated inventory of recreation areas and facilities both within the City and within the region with related maps; an improvement schedule coordinated with the City's Capital Improvement Plan and Parks and Recreation Commission goals for 2021-2025; an updated ADA Transition Plan which assesses the accessibility of current facilities and provides an updated universally accessible facility action plan with timelines and projected costs for recommended improvements meeting MDNR master plan requirements; and an updated greenways and blueways plan which evaluates the City's Riverwalk Trail, Chippewa River Corridor and local non-motorized plan and which makes recommendations on City trail improvements and additions. All such recommendations for greenways and blueways shall also be listed within the transportation component of the plan.
- Mission Street Special Area Plan. Analyze the Mission Street corridor, from Bluegrass Road north to the City limit, and Pickard Avenue from Mission Street east to the City limit; identify opportunities and challenges; and establish goals, objectives, and policies to transform Mission Street into a safe, vibrant, attractive, unique, multi-modal, mixed-use district. The proposed plan will build upon earlier efforts to improve the corridor and be consistent with the city's zoning ordinance as well as the future land use and transportation vision for the community as a whole. Extensive coordination with the Michigan Department of Transportation is expected to produce a plan that is viable.

## PROJECT SCHEDULE

The consultant should provide a schedule that identifies the timing of major tasks, beginning with the contract award and ending with adoption by the City Commission.

Major milestones and desired target dates are as follows:

September 2018:	Consultant selected
January – March 2019:	Principal public engagement / charrette
September 2019:	Draft plan released to public
January 2020:	Updated draft plan released to public
July 2020:	Plan adoption

## **SUBMITTAL SUMMARY**

Submittals should be provided in ten (10) identical hard copies (unless otherwise noted below) and one electronic copy and include the following items, along with other material to demonstrate consultant's expertise and capability:

1. A brief written description of the consultant's approach to the project.
2. The expertise of the team assembled by consultant to carry out the work.
3. A brief written description of the methods by which the project will be completed.
4. The proposed project budget.
5. A list of comparable projects undertaken by consultant and/or team members.
6. A copy of at least one adopted Master Plan previously created by the consultant (please submit one electronic and one hard copy total).

### ***Recommended Format for Submittals:***

1. *Description of approach:* Up to two pages describing the consultant's proposed overall approach to this project.
2. *Team expertise:* Brief description of general qualifications; the multi-disciplinary nature of the team assembled for this project; specific evidence of relevant experience creating master plans, parks and recreation plans, and corridor plans; and a listing of key personnel that would be available to work on this project.
3. *Project methods and milestones:* Brief description of the methods by which the project will be completed, including the number, nature, and duration of meetings/events and site visits included in the project cost.
4. *Project Cost:* The submittal should include the lump sum project cost with a breakdown illustrating the costs of various deliverables; an estimate of the amount of staff time required to complete the project, including the approximate time expected to be allocated to each staff member; and the firm's fee schedule for additional work.

Because the Mission Street Special Area Plan portion of the project is funded through a non-general fund funding source, the proposal shall break out costs specific to that project.

5. *Comparable projects:* Summary of comparable projects in progress or completed, with the following information for each:

- a. Reference name, with current contact information
  - b. Current status (drafting in progress; drafting completed; adopted)
  - c. Nature of public involvement in formulation of plan
  - d. Client type (clarifying role of private sector client, if any)
  - e. Size and scale of geographic area
  - f. Type of plan(s)
6. *Sample document*: Please include one or more sample documents selected from the list of comparable projects. The sample document should be one adopted by the subject unit of government.

***Evaluation of Submittals:***

Consultants responding to this RFP must demonstrate the following:

- Team expertise in preparing all of the following:
  - Master plans,
  - Parks and recreation plans,
  - Corridor plans, specifically plans for corridors under state jurisdiction in an urban context, and
  - Character-(form) based codes.
- Experience in building community consensus to support visionary plans.
- Experience developing character- (form) based codes.
- Strong graphic skills.
- Strong skills in written and oral communication.

The City will evaluate all submittals to determine which consultants have the experience and qualifications that are most suited for this project. The City may request personal interviews with the highest-ranked consultants or may request one or more prospective consultants to submit additional information. Interviews, if held, are expected to occur on August 15, 2018.

**PROJECT COST AND CONTRACT**

The City desires a professional services contract with a not-to-exceed fee for the required services. The contract will provide for monthly billing on a time and materials basis for the services provided. In addition, the contract will include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work completed to termination date.

**DELIVERABLES**

All items delivered as part of this project shall be the sole property of the City of Mt. Pleasant. The consultant shall be responsible for the submittal and execution of the following:

1. Progress Reports. Each month, the consultant shall provide a progress report on the project to the City Planner.
2. Draft Ordinances/Maps. All draft plan products shall be provided in both PDF and an editable electronic format that is compatible with the City's software (Adobe InDesign, for example). All draft map products shall be provided in both PDF and editable electronic format that is compatible with the City's Geographic Information Systems software (.shp, projection: NAD 83).
3. Meetings. The consultant will be responsible for meeting with City officials and staff on a regular basis. The number and frequency of the meetings will be determined in consultation with all parties before the project begins. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction and review progress.
4. Final Work Products. The final plan shall be provided in both PDF and an editable electronic format that is compatible with the City's software (Adobe InDesign, for example). All final map products shall be provided in both PDF and editable electronic format that is compatible with the City's Geographic Information Systems software (.shp, projection: NAD 83).

Specific details regarding the final deliverable document and map products will be detailed in the final contract.

### **SUBMITTAL INSTRUCTIONS**

To be considered, ten (10) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS – CITY MASTER PLAN and received by 1:30 p.m. on Tuesday, July 24, 2018 by mail or hand delivery to:

City Clerk's Office  
City of Mt. Pleasant  
320 W. Broadway  
Mt. Pleasant, MI 48858

Submittals arriving after the date and time will remain unopened and will be disqualified. Any submittal may be withdrawn by giving written notice to the City Clerk before the stated opening time.

Questions regarding the proposal may be directed by email to:

Jacob Kain, AICP  
City Planner  
City of Mt. Pleasant  
[jkain@mt-pleasant.org](mailto:jkain@mt-pleasant.org)

Questions must be received by June 25, 2018. Answers will be posted as they are received in the Bids and Quotes section of the City's website at [www.mt-pleasant.org](http://www.mt-pleasant.org) for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submittal. The names of firms and individuals submitting questions will not be disclosed.

### **RESERVATIONS**

The City reserves the right to accept any submittal, to reject any or all submittals, to waive defects in submittals in response to this request, and to select the submittal deemed to be in the best interests of the City. Issuance of this request for proposals does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.

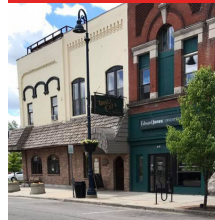


MCKENNA

PROPOSAL TO PREPARE

# City Master Plan

CITY OF MT. PLEASANT, MICHIGAN



JULY 24, 2018

Communities for real life.



July 24, 2018

Mr. Jacob Kain, AICP  
City Planner  
City of Mt. Pleasant  
320 W. Broadway  
Mt. Pleasant, MI 48858

**Subject: Proposed Partnership for Mt. Pleasant's City Master Plan**

Dear Mr. Kain:

Wow – what an opportunity for Mt. Pleasant leaders, residents, property owners, and stakeholder partners to continue the strong momentum of creating great places, an environment for increased investment, and high quality of life for generations to come! We are incredibly excited about the prospect of partnering and collaborating with your team on the 2050 City Master Plan (including Parks and Recreation Master Plan and Mission St. Special Area Plan) and hope that you'll find our team to be the most qualified, most energetic, and most forward-thinking (after all, planning is a hopeful and visionary endeavor!).

Mt. Pleasant has a rich history of planning and development success, and has put mechanisms in place, such as the 2016 Form-Based Code, to preserve that success for future generations. Your Boards and Commissions have been busy over the last decade preparing planning, development, and strategic goals, policies and frameworks, but now is the time for the rewritten Master Plan to synthesize all information, be the leading land use policy, and set forth a strong, coordinated implementation program for future land use, parks and recreation, and walkable urbanism.

The people and partners of Mt. Pleasant expect City leaders to maintain the City's record of excellence in community services. The City Master Plan is critically important to how the City evolves to meet the demands of its residents in coming years, especially in the context of the interwoven imperatives of sustainability, resiliency, and health.

#### **Focus on New Opportunities**

McKenna is the Michigan's leading planning and design firm. We work with private sector market realities and manage complex municipal redevelopment projects – public acquisition, demolition, grant and other funding, urban design, marketing, and disposition – and are continuously implementing smart redevelopment principles for Midwest municipalities and select private clients. Our partners Campbell Planning & Architecture and Seamless Collaborative are expert planners and designers and are frequent collaborators with McKenna (currently preparing the Sault Ste. Marie Form-Based Code with our team, including the facilitation of the design charrette).

Our team is comprised of considerate public engagement specialists with technical knowledge for increased effectiveness during the proposed four-day charrette. We also propose to prepare the Mt. Pleasant City Master Plan with a focus on implementation to empower the City to maintain excellence while introducing new opportunities. We will use best practices endorsed by the Michigan Economic Development Corporation's Redevelopment Ready Communities (RRC) program, with which we know Mt. Pleasant is currently engaged.



We believe it is advantageous for Mt. Pleasant to create a plan that speaks to potential developers (perhaps most importantly, in the short term at least, along the Mission St. corridor) clearly and effectively. Noting specific planning areas, design preferences, and consensus visions will ensure the City continues to grow intentionally and with respect to its many neighborhood and historic assets.

### **Example Plans**

In our submittal, we've included the following current / recent plan products:

- City of Eastpointe, MI Master Plan (scheduled for August, 2018 adoption by Planning Commission)
- City of Rochester, MI "Sustainable Rochester" Plan (adopted December, 2017)
- City of Birmingham, MI Parks and Recreation Master Plan (adopted March, 2018)
- Delhi Charter Township, MI "Realize Cedar" Corridor Master Plan Amendment (adopted October, 2016)

We have selected these plans because we believe they give an idea of the breadth and quality of our work and are closely aligned with the City Master Plan scope you've described in the Request for Proposals. As you'll also realize while reviewing these plans is that the McKenna team will deliver a graphically compelling, modern, succinct document that puts the information you need in the form that best suits your audience.

### **Why Our Team?**

The McKenna team has the right kind of experience and the proven approach the City of Mt. Pleasant needs to help work through this challenging but rewarding process; we know how to navigate complex processes in successful communities with world-class institutional partners pushing for continued excellence.

Together with the dedicated people of Mt. Pleasant, we will help you create an exciting, implementable vision that will benefit current and future generations for years to come.

Thank you for considering our team; we look forward to discussing our approach in greater detail during a project interview.

Respectfully submitted,

**McKENNA**

John R. Jackson, AICP, NCI  
President

Cc: Chris Khorey, AICP – McKenna Project Manager  
Campbell Planning & Architecture  
Seamless Collaborative



# Master Plan

MT. PLEASANT, MICHIGAN

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PREPARED 24 JULY 2018 BY

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Communities for real life.



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# Executive Summary



Mt. Pleasant’s traditional downtown is truly a gem, attracting residents and visitors alike because of its vitality, character, and form.

## PROJECT TEAM

Professionals assigned to provide services:

- Have successfully completed Master Plans, Parks and Recreation Master Plans, and Corridor Plans for communities across Michigan and the Midwest.
- Are experienced, certified public engagement specialists who frequently conduct charrettes as one team.
- Are skilled and dedicated to understanding the specific needs of Mt. Pleasant.
- Create attractive, graphically-rich reports, renderings, and materials.
- Are experienced, certified, public engagement specialists.

## MEETINGS

We propose a robust meeting program that strategically engages City experts (department heads) and the public and stakeholders through a four-day charrette. We propose:

- 11 City of Mt. Pleasant Department Head and McKenna project meetings
- 18 public meetings, including the four-day charrette

See the detailed “Mt. Pleasant Project Plan Chart” for a specific breakdown of proposed meetings.

## PROJECT COST

To prepare the Mt. Pleasant City Master Plan, which includes the preparation of a Parks and Recreation Master Plan and Mission St. Special Area Plan, the McKenna team proposes a project cost of \$150,000. We are able to adjust our proposed scope and fee to best meet your needs.



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# Description of Approach



Natural beauty abounds in Mt. Pleasant – the City Master Plan will address the role of open space in ensuring a resilient and sustainable community for generations to come.

## MASTER PLAN

Mt. Pleasant's Master Plan was prepared / last updated in 2014 and is in need of an update per the Michigan Planning Enabling Act AND to respond to current conditions and anticipated future conditions responsibly, sustainably, and resiliently. The City needs a plan that both serves as a redevelopment and infill guide – directing the form and function of the city – and a policy guide – that provides meaningful and substantive direction on development decisions for City officials.

Mt. Pleasant is a community with diverse stakeholder groups large and small within and adjacent to its municipal boundary, from Central Michigan University to the Saginaw Chippewa Indian Tribe of Michigan. The current Master Plan categorized special topic areas for organizing the Goals and Strategies chapter – downtown, neighborhoods, public facilities and services, recreational and cultural activities and facilities, public safety, Mission Redevelopment Overlay Zone, and the Mount Pleasant Center. As required by our state's planning statute, the plan also include chapters on Future Land Use, Transportation, and Implementation.

The current plan also took a deep dive on non-motorized transportation and includes a regional Non-Motorized Transportation Plan that was created in 2011 for the City, Charter Township of Union, Isabella County, and the Saginaw Chippewa Indian Tribe. Additionally, a key recommendation of the Master Plan was to develop form-based standards for the community. As a result, Mt. Pleasant leaders commissioned a Form-Based Code, the highlight of which was the 2016 "Planapalooza" charrette.

Put simply, much great work has been accomplished by the City in the last number of years; it's now time to advance the City Master Plan by:

- Incorporating and augmenting the previously-described planning efforts;
- Strategically including any missing elements from the Redevelopment Ready Communities (RRC) Best Practices, since the City is in the process of becoming certified;
- Applying fresh and forward-facing thought, analysis, and planning for each of Mt. Pleasant's diverse character areas;
- Interweaving sustainability, resiliency, and health throughout.

In fact, Mt. Pleasant's development pattern is congruous with many planning ideas of forward-thinking early suburban development. Frederick Law Olmsted and Ebenezer Howard's Garden City theory and Frank Lloyd Wright's Broadacre City theory described ideas for the preservation of country amenities as urban centers grew regionally.

As Mt. Pleasant rethinks, affirms, and/or creates its 2050 vision, it is vital to identify and to build on the community's strengths. Mt. Pleasant's neighborhoods remain intact and have – for the most part - not significantly deteriorated over time due to neglect or piecemeal development. Many of the uses that can impact and degrade the traditional street grid over time, like industrial uses and large scale commercial developments, are concentrated around the Mission St. corridor, which will be further analyzed as part of this effort. And while Mission St. corridor represents a connectivity barrier to residents, the City developed logically and intentionally – now is the time for residents and leaders to set a vision for the next 30 years. The McKenna team understands that for success in Mt. Pleasant, the City Master Plan must excel in four important areas:

1. The plan must be a "Living Plan" that inspires people to own the plan and work to implement the vision – the charrette will help this greatly!
2. The plan must integrate current and future planning, design, mobility, and future land use trends by expanding the recommendations of Mt. Pleasant plans that are currently "on the books" – and synthesize those prior efforts into this new City Master Plan document.
3. The plan must incorporate current thinking and planning imperatives contained in the State of Michigan's Redevelopment Ready Communities (RRC) Best Practices.
4. The plan must contain fresh, current thinking and targeted strategies on sustainability, resiliency, and health planning – this will ensure the document remains useful over its life.

### **A Living Plan – Mt. Pleasant**

The current planning and development plans prepared in the last decade by the City of Mt. Pleasant provide a strong starting point for this important effort. However, the McKenna team will view this Master Plan process as an opportunity to build on what's worked with a new and refreshed document. We know that there will be many relevant findings discovered in our analysis of the current planning and regulatory framework, as well as in current work being conducted that must be captured by the effort. Our team is adept in using modern communication methods – video, graphics, websites. We have the ability to tailor our deliverables to the target audience.

We are confident that Team McKenna, working with the City's dedicated leaders, professional staff, local neighbors, and business community, will successfully navigate the path to success. Let's get some work done!

### **Project Scope Details**

In response to the City's RFP's request for brevity, we have prepared a detailed Project Plan Chart for the Mt. Pleasant City Master Plan, condensing project tasks into one page.



## PARKS AND RECREATION MASTER PLAN



### Mt. Pleasant's Spray Park – a recreational and placemaking success enjoyed by town youngsters and families!

The current Mt. Pleasant Parks and Recreation Master Plan was last updated in 2015 and was largely based on the 2010 version of the same. Mt. Pleasant operates 11 park properties totaling nearly 300 acres of land – the GKB Riverwalk Trail / Access Adventure Trail being one of the system's crown jewels.

McKenna understands that development and enhancement of recreational opportunities and parks, trails and natural assets is a key element of Mt. Pleasant's quality of life and sustainability strategy. The City recognizes that its parks and recreation assets are critical to its future success and wishes to address diverse planning imperatives within this Parks and Recreation Master Plan. The plan will be used as a guiding document for future parks and recreation programming, asset acquisition / disposition / improvement, and quality of life improvements for residents and visitors with disabilities.

#### **Integrated Planning**

For consistency and efficacy, the City is incorporating its Parks and Recreation Master Plan into its overall Master Plan, which we think is prudent and encourages collaboration between City departments and diverse stakeholders. Additionally, Mt. Pleasant's leadership recognizes the importance of aligning the Parks and Recreation Master Plan with its Capital Improvement Plan and Parks and Recreation Commission goals for 2021 – 2025.

Our team collaborates with community parks and recreation professionals to ensure that Parks and Recreation Master Plans meet the requirements of the MDNR in order to qualify for State funding; thus, our approach is to organize the plan to clearly articulate how it addresses the components required by MDNR for grant funding. As a result, the Plan will serve two important functions:

1. The plan will serve as a key planning tool for the City's parks and recreation programming and investment;
2. The plan will meet the MDNR requirements for City eligibility for grant funding.

Combined, these two functions will enable the City of Mt. Pleasant to continue its pursuit of excellence in parks and recreation while affirmatively addressing its ADA Transition Plan responsibilities and providing for improved greenways and blueways planning – an overall comprehensive approach!



The GKB Riverwalk Trail, a superb local asset!

#### **Project Scope Details**

In response to the City's RFP's request for brevity, we have prepared a detailed Project Plan Chart for the Mt. Pleasant City Master Plan (including this Parks and Recreation Master Plan), condensing project tasks into one page.



## MISSION ST. SPECIAL AREA PLAN

A



The 2014 City Master Plan contained recommendations for new streets following a traditional grid – something the DDA has acted on over the ensuing years (Source: City of Mt. Pleasant, AECOM).

Mission Street bisects key character areas within Mt. Pleasant, effectively isolating many neighborhoods and local schools from the central business district, the university, and neighborhoods near downtown. Further, as is so common with Business Routes under Michigan Department of Transportation (MDOT) jurisdiction, the corridor character is excessively “unfriendly” to pedestrians, non-motorized users, and even real estate investors who put in the bare minimum and often realize lower returns than their counterparts who invest in mixed-use development. Mt. Pleasant leaders are seeking to create a more walkable, urban environment (promoting the concept of “walkable urbanism”) working closely with MDOT leaders and the Downtown Development Authority (DDA), whose tax capture district encompasses Mission St. and the Pickard Avenue business districts.

A study commissioned by the City in response to a 2008 plan by MDOT prompted municipal leaders to prepare and adopt design guidelines and a flexible zoning overlay – and to combine regulatory framework with financial incentives from the DDA for greater impact. Taking that one step further, the 2016 Form-Based Code for Mt. Pleasant has memorialized the form most desired by local leaders and has codified the requirement for mixed-use, urban forms of development.

### Corridor Planning Success

Our approach to corridor planning is holistic and comprehensive, focused on building / affirming relationships, such as the City's with MDOT. Without MDOT buy-in and support, the City's efforts to create a walkable urban district that authentically and organically develops over time will be for naught.

### Project Scope Details

In response to the City's RFP's request for brevity, we have prepared a detailed Project Plan Chart for the Mt. Pleasant City Master Plan (including this Mission Street Special Area Plan), condensing project tasks into one page.

## PUBLIC ENGAGEMENT



McKenna's approach to publicizing and designing public engagement led to a strong turnout for a design-based open house for the South Euclid, OH Master Plan.

The team that we have hand-picked for the Mt. Pleasant City Master Plan project is adept at facilitating complex public engagement strategies, including charrettes. On the following page is a sample of a four-day charrette schedule (our cost proposal includes the four-day charrette), which gives Mt. Pleasant leaders an introduction to the type of workflow and information sharing process that McKenna has found great success with on past projects, including the currently-in-progress Sault Ste. Marie Downtown Form-Based Code and the Livonia Master Plan. McKenna's planners and designers are well-skilled in public engagement that drills down to the core of key issues, respects participants' time and attitudes, and is entertaining and value-add for City leaders, residents, and property owners / key stakeholders. On top of that, it is critical to our team that charrettes be:

- Well-organized;
- Well-publicized (we'll provide you with a Communications Strategy / Plan consistent with your Public Participation and Engagement Strategy);
- Productive; and
- Welcoming to all.

We also understand that Mt. Pleasant leaders wish to engage youth in the process and will work with your team upon project kick-off to strategize the most effective way for them to participate during the four-day charrette. Regarding the Mission St. Special Area Plan, we have included two project meetings with MDOT to ensure that they are on-board with project direction, strategizes, and future land use, mobility, and transportation recommendations and strategies.

## Mt. Pleasant Example 4-Day Charrette Schedule

TIME	DAY 1	DAY 2	DAY 3	DAY 4
8:00AM – 12:00PM	<b>Steering Committee Workshop</b>	<b>Field Inventory / Site Analysis:</b> MP, P&R MP	<b>Steering Committee Synthesis:</b> Alternatives	<b>Team Synthesis:</b> Preferred Plans
1:00PM – 3:00PM	<b>Break Out 1 Master Plan:</b> Future Land Use, Mobility, Housing, Special Planning Areas, Design / Community Character	<b>Break Out 3 Mission St. Special Area Plan:</b> Future Land Use, Mobility, Design / Corridor Character	<b>Break Out 4 Master Plan:</b> Future Land Use, Mobility, Housing, Special Planning Areas, Design / Community Character	<b>Steering Committee Synthesis:</b> Preferred Plans
3:00PM – 5:00PM	<b>Break Out 2 Parks and Recreation Master Plan:</b> Parks Analysis, Vision, Operations, Best Practices	<b>Team Synthesis:</b> MP Alternatives, P&R MP Alternatives	<b>Break Out 5 Mission St. Special Area Plan:</b> Future Land Use, Mobility, Design / Corridor Character	<b>Team Synthesis:</b> Preferred Plans
6:00PM – 10:00PM	<b>Public Education Panel:</b> State of Mt. Pleasant – Goals and Community Profile	<b>Field Inventory / Site Analysis</b> + <b>Team Synthesis:</b> Mission St. Corridor Alternatives	<b>Public Open House Meeting:</b> Assess Alternatives	<b>Public Celebration:</b> Present Preferred Plans

### Project Scope Details

In response to the City's RFP's request for brevity, we have prepared a detailed Project Plan Chart for the Mt. Pleasant City Master Plan (including this Mission Street Special Area Plan), condensing project tasks into one page.

# Mt. Pleasant Project Plan Chart

INTEGRATE THROUGHOUT: Sustainability, Resiliency, and Health

ONGOING: Develop and implement comprehensive participation, communication, and information strategy for all projects				2018		2019			2020	
MASTER PLAN				Q4	Q1	Q2	Q3	Q4	Q1	Q2
SUMMARY WORK PLAN	STEP #	1	Affirm and Implement Project Communications / Promotions Program							
		2	Inventory, Assess, Analyze, and Project:	<ul style="list-style-type: none"><li>2050 Vision</li><li>Land Use</li><li>Transportation</li><li>Housing</li></ul>		<ul style="list-style-type: none"><li>Downtown</li><li>Economic Development</li><li>Public Safety</li></ul>				
		3	Finalize Goals, Objectives, and Strategies							
		4	Finalize Future Land Use and Future Transportation Plans							
		5	Develop Strategic RRC Planning Components							
		6	Craft Zoning Plan							
		7	Refine Plan Priorities and Implementation Strategy							
		8	Final Document Design							
PARKS AND RECREATION MASTER PLAN				Q4	Q1	Q2	Q3	Q4	Q1	Q2
SUMMARY WORK PLAN	STEP #	1	Affirm and Implement Project Communications / Promotions Program							
		2	Inventory, Assess, Analyze, and Project:	<ul style="list-style-type: none"><li>Parks and recreation facilities</li><li>Parks and recreation programs</li><li>Identify opportunities and challenges</li></ul>						
		3	Craft Goals, Objectives, and Policies	<ul style="list-style-type: none"><li>Consistent with Parks and Recreation Commission '21 – '25 Goals</li></ul>						
		4	Perform Inventory	<ul style="list-style-type: none"><li>Create narrative, tables, and maps</li><li>Highlight City and regional assets</li></ul>						
		5	Document, Assess and Develop Recommendations On:	<ul style="list-style-type: none"><li>City administration of parks and recreation</li><li>Staff structure</li><li>Grant-funded projects</li><li>Budgets</li></ul>						
		6	Develop Improvement Schedule (Action Plan) Consistent with CIP and Parks and Recreation Commission Goals ('21 – '25):	<ul style="list-style-type: none"><li>Park developments</li><li>ADA Transition Plan</li><li>Universally Accessible Facility Action Plan</li></ul>						
		7	Prepare Updated Greenways and Blueways Plan:	<ul style="list-style-type: none"><li>Riverwalk Trail</li><li>Chippewa River Corridor</li><li>Local Non-Motorized Plan</li></ul>						
			Final Document Design							
MISSION STREET SPECIAL AREA PLAN				Q4	Q1	Q2	Q3	Q4	Q1	Q2
SUMMARY WORK PLAN	STEP #	1	Affirm and Implement Project Communications / Promotions Program							
		2	Inventory, Assess, Analyze, and Project:	<ul style="list-style-type: none"><li>Land use, including off-street parking</li><li>Vacancy</li><li>Building type, size, character</li><li>Parcel size and character</li><li>Setbacks</li></ul>		<ul style="list-style-type: none"><li>Form-Based Code standards</li><li>Multimodal and mobility</li><li>Natural features</li><li>Infrastructure and utilities</li><li>Perform SWOT Analysis</li></ul>				
		3	Finalize Goals, Objectives, and Strategies							
		4	Finalize Design and Mobility Frameworks							
		5	Refine Plan Priorities and Implementation Strategy							
		6	Final Document Design							
CITY / MCKENNA MEETINGS				Q4	Q1	Q2	Q3	Q4	Q1	Q2
SUMMARY MEETING PLAN	MEETING #	1	Project Kick-Off with All Departments	<ul style="list-style-type: none"><li>Establish working relationship</li><li>Reach understanding of expectations</li><li>Discuss individual projects scopes; refine, as agreed upon</li></ul>	CPM					
		2	Public Engagement / Charrette Program Working Meeting	<ul style="list-style-type: none"><li>Review Charrette Plan</li><li>Assign tasks</li><li>Finalize Publicity Program</li></ul>	CPM					
		3	Project Introduction Meeting with MDOT		MSAP					
		4	Pre-Charrette Field Investigation	<ul style="list-style-type: none"><li>Tour character areas (MP)</li><li>Tour City parks and natural resources areas (P&amp;R)</li><li>Tour Mission St. project area (MSAP)</li></ul>	CPM					
		5	Charrette Results Working Meeting	<ul style="list-style-type: none"><li>Review Preferred Plans</li><li>Strategize for plan writing</li></ul>		CPM				
		6	Charrette Results Working Meeting with MDOT				MSAP			
		7	30% Draft Review				MP			
		8	50% Draft Review				P&R MSAP			
		9	70% Draft Review					MP		
		10	100% Draft Review					CPM		
		11	Public Comment Review	<ul style="list-style-type: none"><li>Analyze received input</li><li>Decide on revisions</li></ul>					CPM	
PUBLIC MEETINGS				Q4	Q1	Q2	Q3	Q4	Q1	Q2
SUMMARY MEETING PLAN	MEETING #	1-3	Project Kick-Offs	PC, P&RC, DDA		CPM				
		4	4-Day Charrette			CPM				
		5	30% Draft Review	PC			MP			
		6-8	50% Draft Reviews	P&RC, DDA, CC			P&R MSAP			
		9,10	70% Draft Review	PC + CC				MP		
		11-14	100% Draft Review	PC, P&RC, DDA, CC				CPM		
		15-18	Public Hearings + Adoption	PC, P&RD, DDA, CC						CPM



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KEY:

CPM Combined Projects Meeting  
MP Master Plan Meeting  
P&R Parks and Recreation Master Plan Meeting

MSAP Mission St. Special Area Plan  
PC Planning Commission  
P&RC Parks and Recreation Commission

DDA Downtown Development Authority  
CC City Commission



## Team Expertise



McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our work spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna's team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. Headquartered in Northville with offices in Detroit and Kalamazoo, Michigan, McKenna provides planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 40-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna's practice. McKenna's innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 20 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

### HEADQUARTERS

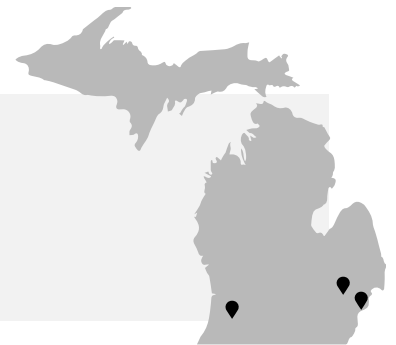
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## AREAS OF SERVICE

### Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

### Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

### Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

### Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



### On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

### Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration





## Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

## Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

## Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

## Urban Design

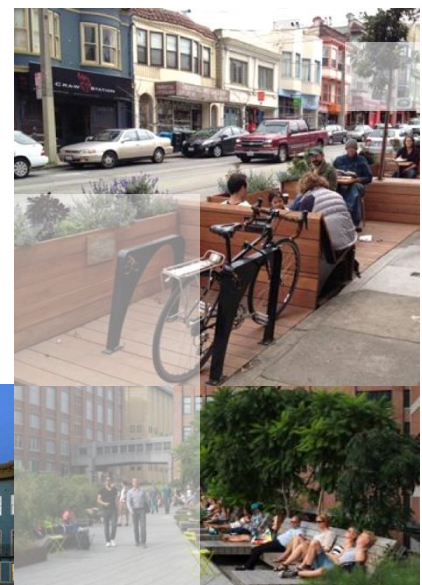
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

## Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

## Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

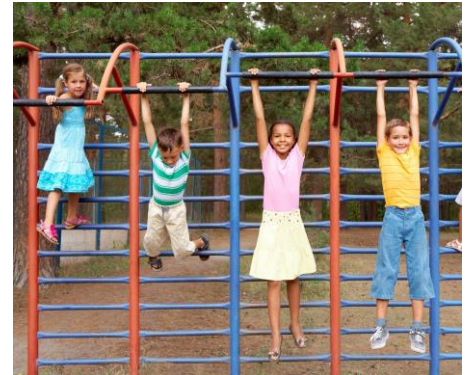


# Project Team

In this section, we highlight our team's organization philosophies, strengths and skills. Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes.
- Involvement of stakeholders in planning that affects them.
- Information rich decision making.
- Context-sensitive design solutions, such as form-based codes.
- Active living and active transportation.
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies
- Land use and resource conservation.
- Environmental preservation.
- Livable communities.
- Placemaking.
- Economic sustainability



*The McKenna team loves engaging youth during parks and recreation master planning processes!*

Our Mt. Pleasant team will customize our approach to the City Master Plan and reflect the local economy, environment and politics – indeed, our approach to master planning (including parks and recreation and corridor planning efforts) is sensitive to history, size, scale, population, demographics and diversity of culture and place.

## **John R. Jackson, AICP, NCI, President** **PROJECT DIRECTOR**

Mr. Jackson will be the Project Director, providing oversight and leadership to the Mt. Pleasant City Master Plan. John is an experienced professional urban planner and designer who has spent his career blending zoning and urban design to encourage the development of great places. He has proven success in implementing zoning and planning concepts such as form-based codes and “development ready” procedures that lead to significant private investment and active, walkable, and sustainable neighborhoods, parks, mixed-use corridors and downtowns. Mr. Jackson has assisted many communities in adopting streamlined review procedures that result in consistent high quality projects and form the basis for large and small scale investments.

He has prepared master plans, parks and recreation / greenway design plans, zoning ordinances, corridor plans and redevelopment plans for many communities, including Holly Township, Keego Harbor, Bad Axe, Oakland County, Frankenmuth, Rochester, Birmingham, Port Huron, St. Clair, and Grosse Pointe. In the process of preparing these master and parks and recreation plans, he has conducted successful public engagement sessions and has managed and facilitated small focus group meetings to large community workshops.

John's decades' worth of experience overseeing and managing complex public planning and engagement processes, and his attention to detail, will provide the quality control and vision necessary for delivering a great product. Further, his involvement on this team ensure that Mt. Pleasant has the attention of firm leadership.

**Chris Khorey, AICP, Principal Planner / Manager of West Michigan Operations**  
**PROJECT MANAGER**

Chris will serve as Project Manager for the Mt. Pleasant City Master Plan. Chris' attention to detail and laser-like focus on his planning and design projects will ensure a smooth, organized, and productive process leading to City leader satisfaction. Chris has worked with several communities to improve livability, walkability, economic viability, exciting and vibrant downtowns, and achieve other community objectives through innovative planning and zoning techniques, and educational campaigns. Chris also has prepared plans in accordance with RRC Best Practices.

Chris excels at providing constructive and reasonable development reviews intended to help applicants navigate the approval process. He has assisted communities develop creative and common sense master plans and zoning ordinances including form-based codes and lean-zoning ordinances. He has significant experience analyzing markets, including retail, housing, senior living, and office space in communities across the Great Lakes region. Chris' work has helped civic stakeholders successfully target development and reinvestment opportunities. Chris has further experience analyzing safety and operations standards for public transportation agencies, and is known for creating easy-to-understand planning documents; including layout, writing and graphic displays.

Chris holds a Master's degree in City and Regional Planning from the University of Pennsylvania and a Bachelor's degree from the University of Notre Dame.

**Sarah Traxler, AICP, NCI, Vice President**  
**PUBLIC ENGAGEMENT / RRC / IMPLEMENTATION**

Sarah Traxler will serve as an advisor on public engagement, RRC, and implementation strategies for the Mt. Pleasant City Master Plan. Ms. Traxler's experience with and understanding of key elements in creating better communities and public spaces has assisted in her management of numerous zoning code rewrites and substantial amendments, community redevelopment strategies and neighborhood plans. Sarah is certified by the National Charrette Institute and is highly effective in public engagement facilitation, having led dozens of engagement processes throughout her career. Additionally, Sarah has managed numerous grant programs that have leveraged streetscape, housing development and urban design resources in her client communities. Sarah has also directed a 33-acre regional commercial redevelopment project in an urban community from its inception to the site design, through financing and public improvements, including demolition, infrastructure provision, and new development.

Ms. Traxler has a Bachelor of Arts, with honors, from the University of California at Santa Cruz and a Master of Urban Planning from the Taubman College at the University of Michigan. She is a frequent speaker on community development and redevelopment topics.

**Paul Lippens, AICP, NCI, Director of Transportation and Urban Design**  
**MOBILITY / TRANSPORTATION / CHARRETTE MANAGER**

Paul will be responsible for recommendations relating to urban design and transportation and serve as the Charrette Manager. Paul specializes in planning and design of non-motorized and multimodal transportation systems, using strategies that reflect the values of people and their communities. He has led systems planning and design projects in Michigan, Illinois, and Indiana, and served as the lead and supervising planner on dozens of bicycle and pedestrian plans and studies. His interests examine

interconnections between transportation design, living ecosystems, and economies. Previously the Director of Planning at Active Transportation Alliance in Chicago, Paul is the primary author of *“Complete Streets, Complete Networks: a Manual for the Design of Active Transportation,”* winner of the APA-Illinois 2012 award for best practices. He also worked with the Chicago Department of Transportation and the Cook County Highway Department on “Complete Streets” policy implementation. Paul has engaged audiences and lectured on multimodal system design and policy implementation at national, regional and local conferences in Los Angeles, Chicago, and Toronto. He has guest lectured at DePaul University and at the University of Illinois at Chicago, where he served as Adjunct Professor in 2014 and recently presented on non-motorized planning and design at the Michigan Association of Planning Educational Conference at Mackinac Island.

Paul holds a Master of Urban Planning from the Taubman College at the University of Michigan and Bachelor of Arts in creative writing and music composition from Hampshire College.

### **Laura Haw, AICP, Principal Planner**

#### **PARKS AND RECREATION / URBAN DESIGN**

Ms. Haw will contribute to the Mt. Pleasant City Master Plan with her considerable experience related to parks and recreation planning and design and urban design. Laura’s talent, experience and understanding of the Michigan Department of Natural Resources (MDNR) requirements and investment priorities have led to many parks and recreation master planning successes. Most recently, in the last year alone, Laura has worked on recreation plans in the Village of Lake Orion, Village of Three Oaks, City of Hudson, City of Birmingham, City of Portage, and Hamburg Township, Michigan. In preparing these parks and recreation master plans and open space designs, she has conducted successful public engagement sessions, managing and facilitating small focus groups to large community workshops.

Specifically, Laura brings expertise in park and recreation facilities assessment, natural features inventory, deficiencies analysis, and action plan prioritization programming. She also has a wealth of experience in Phase II of Parks and Recreation master planning with MDNR grant applications. In addition, Laura has a deep knowledge of open space planning best practices, including greenways, low-impact design techniques, and gateways / wayfinding signage.

Laura holds two Bachelor of Arts degrees, with honors, from Michigan State University and a Master of Urban Planning from the Taubman College at the University of Michigan.

### **Carrie Leitner**

#### **ART DIRECTOR**

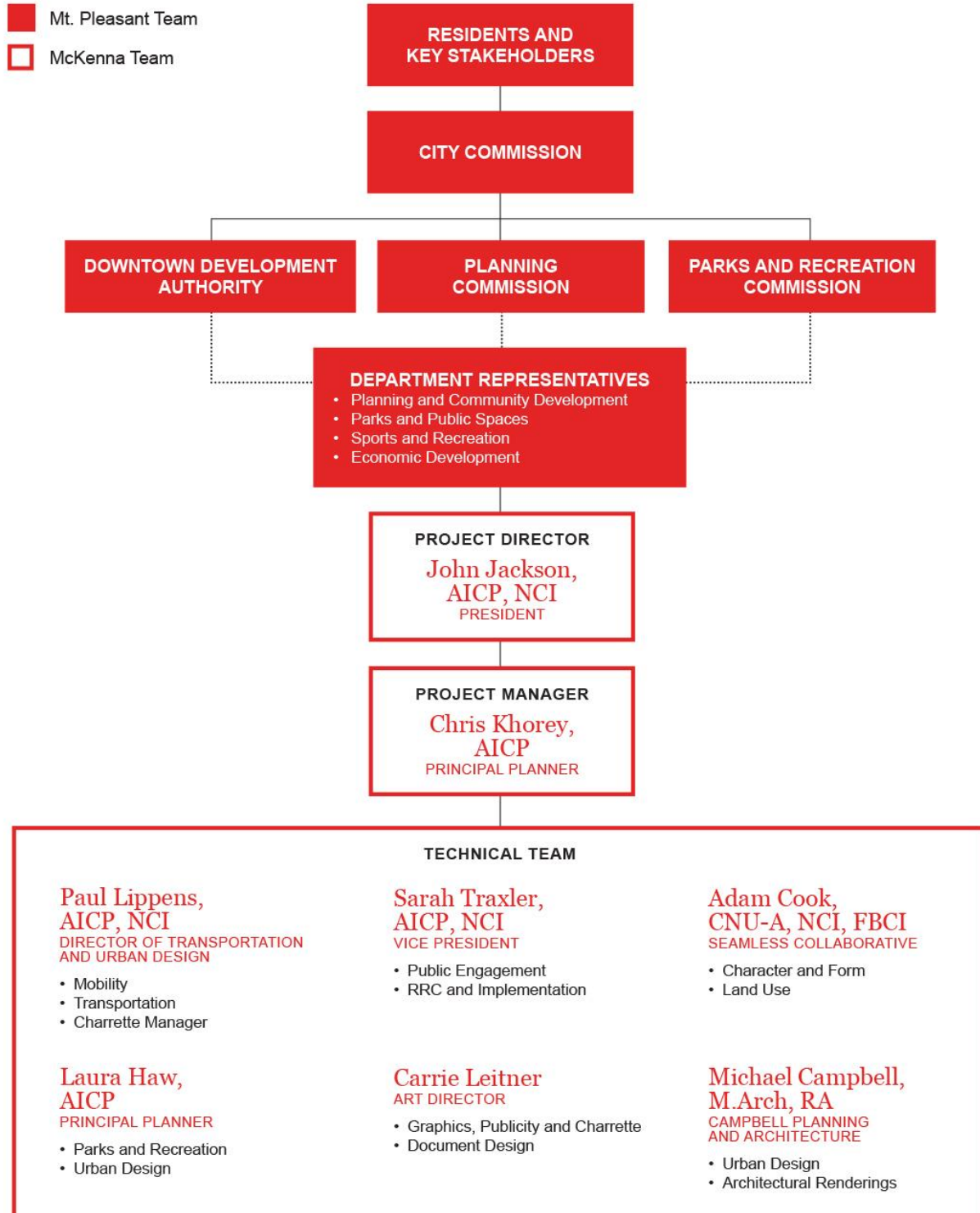
Carrie Leitner will employ her creative eye and graphic talents to designing a graphically-rich City Master Plan for Mt. Pleasant. Carrie’s graphic design expertise will ensure the graphic communication from websites to reports and other documents are polished and exceed standard expectations.

Carrie has 15 years of experience specializing in brand identity, advertising, brochures, direct mail, annual reports, book layouts, packaging and display art, such as banners, trade show booths, signage, vehicle graphics, and packaging. She has formal web development training and has handled numerous web projects from start to finish, including planning, designing and implementing. Carrie is also a fine artist with an excellent understanding of composition, balance, and color, and has a trained eye for detail.

Carrie holds a Bachelor of Fine Arts from The University of Michigan, is an accomplished sketch artist, and has also completed a series of web development and usability courses through Washtenaw Community College.



# Project Organizational Chart



# Awards and Accolades



McKenna has been honored by its peers and public with planning and design awards. We take pride in consistently delivering exceptional planning and personal service to public officials across the Midwest.

**2017 Award for Excellence in Transportation Planning**, Michigan Association of Planning.  
Delhi Charter Township (Ingham County), MI – Realize Cedar: Urban Design Framework.

**2016 Award for Excellence in Transportation Planning**, Michigan Association of Planning.  
City of Livonia, MI – Bike/Walk Livonia: A Future Transportation Plan.

**2011 Outstanding Implementation Project**, Michigan Association of Planning.  
City of Grosse Pointe, MI – Downtown Revitalization Program.

**2010 Site Design/Parks Award**, Michigan Recreation and Park Association.  
Van Buren Charter Township (Wayne County), MI – Riggs Heritage Park.

**2009 Outstanding Implementation Project**, Michigan Association of Planning.  
Buena Vista Charter Township (Saginaw County), MI – Town Center Project.

**2008 Merit Award, Outstanding Design**, American Society of Landscape Architects, Michigan Chapter.  
Brighton, MI – Green Oak Village Plan.

**2007 Planner of Year Award**, Michigan Association of Planning. Phillip C. McKenna, AICP, PCP.

**2007 Interactive Mapping Tool GIS for Everyone Award**, Improving Michigan's Access to Geographic Information Networks (IMAGIN). River Rouge, MI.

**2005 CAM Magazine Year End Special Issue**, Construction Association of Michigan in recognition of outstanding facility planning and design. Flat Rock, MI – Community Center Site Design and Boardwalk.

**2004 Innovative Park Resource Award**, Michigan Recreation and Park Association.  
Downriver (Southeast MI) Linked Greenways – Wayside Companion Trail Signage and Wayfinding Manual.

**2004 Outstanding Small Business Award**, Crain's Detroit Business. McKenna.

**2002 MRPA Master Plan Award**, Michigan Recreation and Park Association.  
Oakland County, MI, Orion Oaks County – Park Site (1,000 acre) Master Plan.

**2001 Award for Landscape Architectural Design**, Michigan Society of Landscape Architects.  
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

**2001 Outstanding Facility Design Award**, Michigan Recreation and Park Association.  
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

**2001 Award for Excellence in Comprehensive Planning – Large Jurisdiction**, Ohio Planning Conference.  
Dayton, OH – West View Development Opportunity Redevelopment Plan.

**1999 Outstanding Planning Project Award**, Michigan Association of Planning & Michigan Society of Planning Officials. Hamburg Township (Livingston County), MI – Open Space Development.

**1996 Outstanding Planning Project Award**, Michigan Association of Planning & Michigan Society of Planning Officials. Plymouth Charter Township (Wayne County), MI – Ann Arbor Corridor Plan Commercial Corridor.

*McKenna and its planners and designers have also been selected for other awards including Crain's Detroit Business 20-in-their-20's; Crain's Detroit Business "Coolest Places to Work"; and the Michigan Business and Professional Association's The 101 Best and Brightest Places to Work in Southeast and West Michigan.*

# Project Methods and Milestones



## Summertime fun in Mt. Pleasant's central business district.

For the sake of brevity, as requested in the City's RFP, we have prepared a detailed Project Plan Chart that provides:

- A coordinated approach to common project elements such as kick-off meetings, field investigation, charrette planning, and the like – that translates into efficiencies and economies of scale while ensuring that we comprehensively address all of the important tasks needed to be undertaken;
- Information on the tasks we propose for each of City Master Plan projects;
- A break-out of meetings by type, including internal City Department / McKenna meetings and public meetings; and
- Our proposed general schedule, by annual quarter, which will be refined and provided with more detail once we kick-off the projects with City professionals.

McKenna commits to preparing all necessary documents, handouts, charts, graphs, graphics, and renderings that contribute to an effective, professional planning and design process and end document(s). Specifically, our Project Plan Chart calls out task targets to be developed as part of this planning and design effort; though this may not be an exhaustive list (client satisfaction is our #1 priority – that means we “do what it takes” during a project to deliver the best experience), here are the products we will develop as part of the Mt. Pleasant City Master Plan process:

- Written monthly progress report to the City Planner.
- All agendas, materials, and summaries for working meetings between McKenna and City staff.

- Charrette and public meetings materials, including publicity fliers, electronic / digital media, public notices, maps, graphics, charts and boards that will be brought to the event (exclusive of promotional materials, such as a raffle giveaway present).
- All necessary maps, as agreed upon during project kick-off activities and per MPEA and MDNR requirements, in a format compatible with the City's GIS software.
- All written reports and narratives, and final City Master Plan document, in a graphically-rich and compelling format, in a format compatible with the City's software and able to be edited.
- Other incidental materials to "do what it takes" for project success!



# Project Cost

## PRELIMINARY PROPOSED FEES

Our comprehensive, high-quality, expert approach to preparing the Mt. Pleasant City Master Plan, including a Parks and Recreation Master Plan, Mission St. Special Area Plan, and robust public engagement, is proposed at a **lump sum project cost of \$150,000**. McKenna will work with the City to add or remove Work Program elements and/or adjust our project fee to best suit your needs, upon mutual agreement.

Project Plan	Cost of Each Deliverable	J. Jackson Project Director	C. Khorey Project Manager	S. Traxler Public Engagement	P. Lippens Transportation	L. Haw Parks & Recreation	C. Leitner Graphic Design	M. Campbell Architect	A. Cook Planner
Estimated Amount of Hours to Complete Each Task									
Master Plan	\$35,000	13	112	23	47	0	41	65	108
Parks and Recreation Master Plan	25,000	9	53	31	33	84	44	0	0
Mission Street Special Area Plan	20,000	7	43	8	54	0	24	46	46
City/McKenna Meetings (11)	20,000	7	106	17	27	34	0	0	15
Public Meetings (18)	50,000	18	160	63	67	84	59	38	38
<b>SUBTOTAL</b>	<b>\$150,000</b>	<b>54</b>	<b>473</b>	<b>142</b>	<b>228</b>	<b>202</b>	<b>168</b>	<b>149</b>	<b>208</b>

Below is our professional fee schedule, as requested in the Request for Proposals should additional services be requested by the City.

## MCKENNA PROFESSIONAL FEE SCHEDULE

Professional Classification	Rate Per Hour
President	\$150.00
Executive or Senior Vice President	\$140.00
Vice President	\$135.00
Director	\$125.00
Senior Principal or Manager	\$115.00
Principal	\$100.00
Senior	\$85.00
Associate	\$75.00
Assistant	\$65.00
Administrative Assistant	\$44.00

# Comparable Projects

CLIENT	PROJECT INFORMATION
<b>EASTPOINTE, MICHIGAN</b> Mary Van Haaren, Director Building and Community Economic Development  23200 Gratiot Ave. Eastpointe, MI 48021 (586) 445-3661	<b>Master Plan Update</b> <ul style="list-style-type: none"> <li>• Adoption scheduled for August, 2018</li> <li>• Managed by Mt. Pleasant team members Sarah Traxler and Laura Haw</li> <li>• Featured detailed monthly work sessions with Planning Commission</li> <li>• Beautifully-designed document</li> <li>• High client satisfaction</li> </ul>
<b>OXFORD, MICHIGAN</b> Hon. Sue Bossardet Village President  22 W. Burdick P.O. Box 94 Oxford, MI 48371 (248) 628-2543	<b>Master Plan Update</b> <b>Redevelopment / Area Plans</b> <b>Form-Based Zoning Standards</b> <ul style="list-style-type: none"> <li>• Multi-year planning program designed to completely reinvent Lapeer Road / M-24 corridor (MDOT Business Route)</li> <li>• Tactical / strategic planning and coding efforts</li> <li>• Managed by Mt. Pleasant Project Manager Chris Khorey</li> <li>• Resulted in private investment consistent with plans and code</li> </ul>
<b>BIRMINGHAM, MICHIGAN</b> Lauren Wood, Director Department of Public Services  851 S. Eton Birmingham, MI 48009 (248) 530-1702	<b>Parks and Recreation Master Plan</b> <ul style="list-style-type: none"> <li>• Adopted 2018</li> <li>• Managed by Mt. Pleasant team members Sarah Traxler and Laura Haw</li> <li>• Featured extensive public engagement in a challenging environment</li> <li>• Beautifully-designed document</li> <li>• High client satisfaction</li> </ul>
<b>ROCHESTER, MICHIGAN</b> Mr. Blaine Wing City Manager  400 Sixth St. Rochester, MI 48307 (248) 651-9061	<b>Master Plan and Sustainability Plan (“Sustainable Rochester”)</b> <ul style="list-style-type: none"> <li>• Managed by Mt. Pleasant team member Paul Lippens</li> <li>• Evaluation framework for proposed private development</li> <li>• Accelerated project schedule</li> <li>• Very large Steering Committee, expertly handled</li> <li>• Buy-in by development community</li> </ul>

McKenna has prepared hundreds of Master Plans, Parks and Recreation Master Plans, and Corridor Plans over our 40-year history and can provide additional information at Mt. Pleasant’s request.



**MCKENNA**

Communities for real life.

What we did:

**PLANNING**

Master Plan

Market Analysis

Downtown Planning

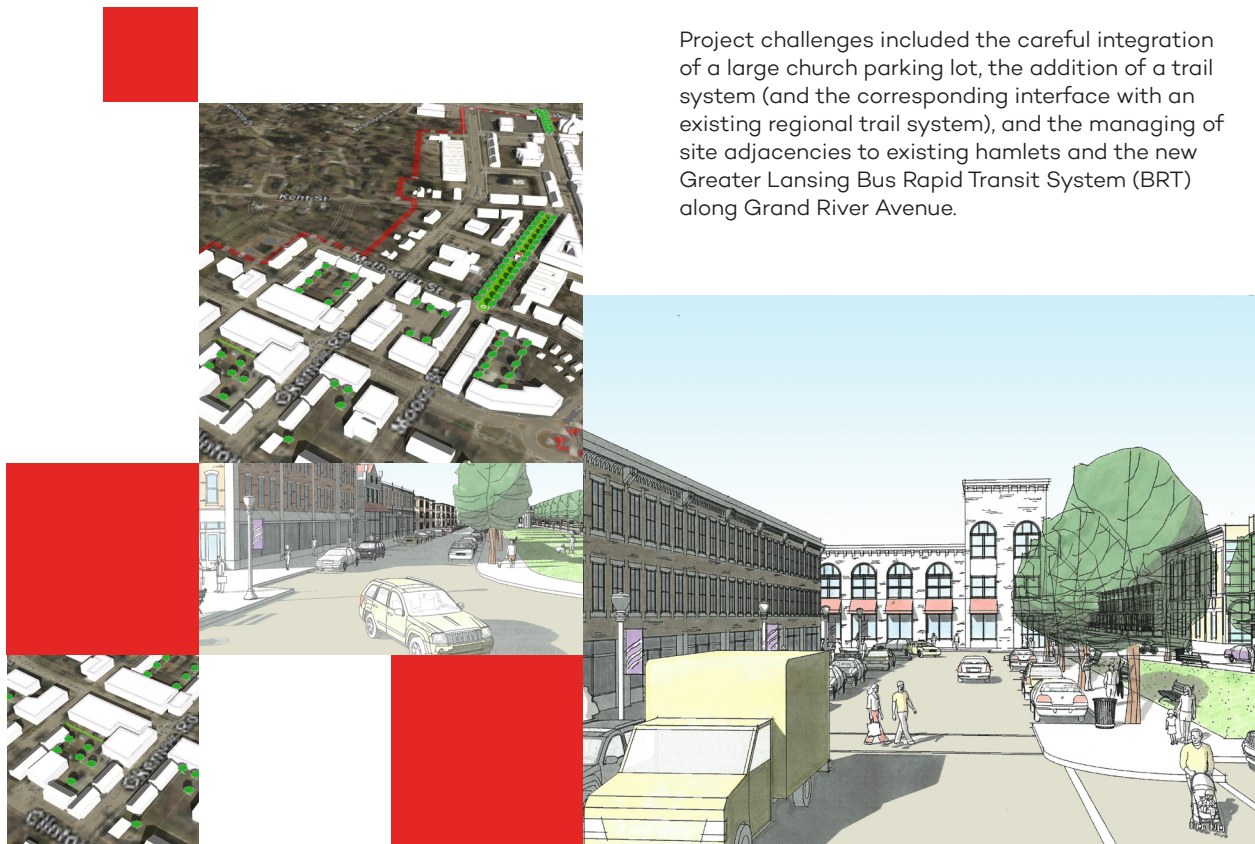
# Master Plan

**MERIDIAN TOWNSHIP, INGHAM COUNTY,  
MICHIGAN**

Meridian Township is an outer suburb of Lansing, Michigan located east of and adjacent to Michigan State University and the older, closer-in suburb of East Lansing. Aside from modest portions that have been annexed by the university and The City of East Lansing, Meridian Township has remained intact in its original six mile-wide by six mile-long configuration. While the western 2/3 of the township (closer to Lansing) has already been developed, the eastern 1/3 has so far remained mostly rural.

As part of the city's 2016 Comprehensive Plan update, McKenna generated sub-area plans and renderings for prime development opportunity areas located in the western 2/3 of the township. These areas have been targeted for more intensive, pedestrian-oriented development, with the objective of preserving the existing remote or rural character of the township as a whole

Project challenges included the careful integration of a large church parking lot, the addition of a trail system (and the corresponding interface with an existing regional trail system), and the managing of site adjacencies to existing hamlets and the new Greater Lansing Bus Rapid Transit System (BRT) along Grand River Avenue.





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What we did:

DESIGN

Master Plan

Community Empowerment

Suburban Retrofit

# Livonia Vision 21, the City's Comprehensive Master Plan

CITY OF LIVONIA, MICHIGAN

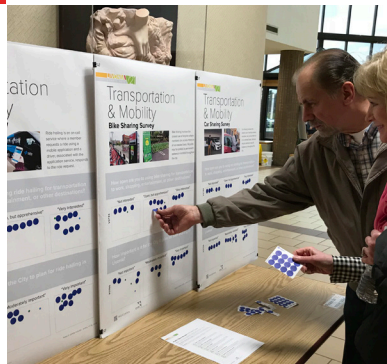
McKenna partnered with the City of Livonia to develop a truly action-oriented, community driven plan that would build on years of progressive municipal planning. The primary focus for this comprehensive master plan, *Livonia Vision 21*, was to identify priority steps for the next three (3) years that would continue to secure Livonia for the next 100-years.

*Livonia Vision 21* is not only the City's comprehensive policy document directing future decisions for land use, transportation, neighborhoods, infrastructure and open space, among other topics. It is also a community plan that resulted from McKenna's robust public engagement program and was strengthened by the involvement of community members throughout 2018.

Throughout the planning process, there were numerous opportunities for stakeholders to offer ideas and reactions with the 16 member appointed steering committee, administration and elected officials. Community engagement opportunities included online surveys, public meetings, presentations, and workshops. Exercises with the public focused on future land use, mobility, visual preference surveys, and missing middle housing and were designed to facilitate conversation about the most important aspects of the community. Outreach efforts also included an intense, two-day charrette in which three special planning areas for the City were creatively redesigned.

With significant public input, the *Livonia Vision 21* Plan positions Livonia for continued success and confirms the aspirations of residents, businesses and stakeholders.

LIVONIA V21  
STARTS NOW







MCKENNA

Communities for real life.

What we did:

**PLANNING**

Master Planning  
Public Engagement

# Master Plan

CITY OF EASTPOINTE, MICHIGAN

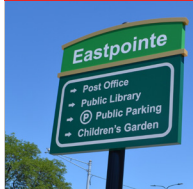
To better distinguish itself in the region, Eastpointe committed to creating a long-term vision for the future based on its assets of place, which also addresses the development challenges and pressures of today. To realize their vision, City leaders engaged McKenna to overhaul the previously adopted Master Plan, with a focus on identifying new opportunities for mixed-use and pedestrian developments, as well as recreation and non-motorized connections throughout the City.

A critical component to the new 2040 Master Plan was the identification and creation of Potential Intensity Change Areas (PICAs)—sub-areas within Eastpointe ripe for redevelopment particularly aligned with the community's goals and objectives. One such PICA recommendation was the reimagining of Kelly Road as The Parkway—a green, multi-modal transportation corridor that supports pedestrian scale and neighborhood serving commercial (i.e. food trucks), adaptable live/work spaces, public spaces for gathering and art, recreation paths to connect to major destinations and parks both along Kelly Road as well as within the large landscaped central median.

Eastpointe's goals and objectives were solidified through an extensive public engagement process, including a public open house, surveys, and focus groups with various stakeholders. The resulting Eastpointe 2040 Master Plan is a shared vision and blueprint for the community to maximize and prioritize its investments for long-term future successes.



**EASTPOINTE**  
Plan 2040





Communities for real life.

What we did:

**PLANNING**  
Master Planning

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# Master Plan

CITY OF GROSSE POINTE, MICHIGAN

The City of Grosse Pointe realized the need to set definite goals for the future to help direct redevelopment, protect the character of the community and provide guidelines for residential and commercial development in the City. The Master Plan represents the commitment of the City and its residents to maintain and improve the residential and commercial development standard, and continue to provide a pedestrian friendly community.





Communities for real life.

What we did:

**DESIGN**  
Urban Design

**PLANNING**  
Redevelopment  
Public Engagement

# Redevelopment Plans

VILLAGE OF OXFORD, MICHIGAN

When the Village of Oxford did a five-year review of its Master Plan, it determined that the overall vision of the Plan still reflected the community's vision – but something was missing.

Approximately a dozen sites around the Village were underdeveloped, incompatible with their surroundings, or antiquated. Instead of a full Master Plan update, Oxford decided to dedicate its planning resources to those specific sites.

McKenna worked with the Village to develop urban design visions and roadmaps to redevelopment for the sites. The designs were developed through an intensive and iterative process including an online survey, three public open houses, and in-depth workshops with the Village's Master Plan Committee and Planning Commission.

One of the key factors in implementing the plans was reform of the Village's Form Based Code, with increased diversity of building types and more focus on the character of individual streets and districts.

The final designs, along with the path to implementation provided for each one, were used to attract developers and partner with the private sector to make the vision of the plan a reality.



## 80-100 SOUTH WASHINGTON

WASHINGTON-ENSLEY



## 124-134 SOUTH WASHINGTON

EDISON ALLEY END



## 141-161 SOUTH WASHINGTON

WASHINGTON TRIANGLE







MCKENNA

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What we did:

**PLANNING**

Master Planning  
Downtown Planning  
Neighborhood Planning  
Public Engagement

# Sustainable Rochester Plan

CITY OF ROCHESTER, MICHIGAN

Rochester, one of Michigan's premier medium-sized cities located north of Detroit, is surrounded by fast-growing communities—and thus has been subject to extreme development pressure. Rochester's walkability, vibrant downtown, and traditional neighborhoods have made it the center of this highly attractive suburban area in metro Detroit.

The City's recently updated Master Plan identified a number of "potential intensity change areas"—sites likely to redevelop in the near future. Rochester experienced a building boom of mixed-use and residential development in its downtown consistent with the Master Plan. However, City leaders saw the need to gain a thorough understanding of the impact each of these projects would have on the character of the community, as well as impacts on the community's natural, historic, and man-made systems.

Rochester engaged McKenna to develop a sustainability tool that would establish key measurable indicators. McKenna analyzed and developed 20 Rochester-specific indicators including tree coverage, traffic, parking, stormwater, and financial impact. McKenna's analysis included a determination of the baseline for each indicator; then, working closely with the Interdisciplinary Working Committee through a robust public process, McKenna developed optimal levels for each indicator based on the objectives of the Master Plan. The McKenna team developed a scoring system, on which each new development is scored—ensuring that future development is sustainable and consistent with the established and envisioned character of the community. In addition, the City appointed McKenna to its Sustainability Directorship.

Rochester leaders are highly satisfied with the Sustainable Rochester process and resulting sustainability tool, and have directed McKenna to incorporate the program into the development review process for a comprehensive, coordinated approach to community planning and design excellence.







MCKENNA

Communities for real life.

What we did:

**PLANNING**

Parks and Recreation Planning  
Community Engagement

# Parks and Recreation Master Plan

CITY OF KALAMAZOO, MICHIGAN

With a robust system of 33 parks spanning throughout the City, Kalamazoo wanted a cohesive vision for its recreation system. The City engaged McKenna to not only update its 5-year Master Plan, but to go beyond the MDNR requirements with a 10-year vision, including not only the parks but also the connections between them and the neighborhoods surrounding them.

Building off the City's highly successful community empowerment program for its Master Plan, Imagine Kalamazoo, the parks and recreation plan ("Imagine Fun"), engaged residents at four "Field Day" events throughout the City, as well as through a statistically valid survey, interactive online forums, and neighborhood stakeholders meetings. The result was a plan that truly reflected residents' visions for improvements to their parks, both short-term actions and long-term aspirations.

The plan also integrated directly into the City's ongoing parks capital improvements program, allowing for simple and efficient implementation on a clear schedule.





MCKENNA

Communities for real life.

What we did:

**PLANNING**

Parks and Recreation  
Public Engagement

# Parks & Recreation Master Plan

CITY OF BIRMINGHAM, MICHIGAN

The City of Birmingham is one of Michigan's premier communities, and part of its reputation and tradition of excellence is its longstanding commitment to world-class parks design and recreation provision. The City engaged McKenna to prepare a rewrite of its Parks and Recreation Master Plan, which—in Michigan—is the basis for access to State and other grants and loans for acquisition, design, and development of parks. Additionally, the Parks and Recreation Board wished to reexamine its overall planning priorities, as well as specific plans for each of its 26 parks, which cover more than 230 acres or 10% of the City's total acreage.

McKenna designed a robust public engagement program; City leaders had desired to extensively engage residents, who are extremely passionate about Birmingham parks. Throughout the multi-pronged engagement process, which included a "Field Day" at the Fall Harvest Farmer's Market, a comprehensive online and paper survey, key stakeholder roundtable discussions, and public presentations, a significant number of residents indicated that the parks and recreation programs were key to their choosing to invest and stay in Birmingham.

McKenna's beautifully-designed, easy to interpret Parks and Recreation Master Plan document included all information required by the State, as well as best practice and strategic recommendations on features that the City wished to investigate for future development, including restrooms in public parks, green stormwater handling, and other special planning topics.

City leaders are highly satisfied with the process and resulting document, and are incorporating the plan features into their other robust planning and design priorities city-wide for a comprehensive, coordinated program of community planning and design excellence.





MCKENNA

Communities for real life.

What we did:

DESIGN

PLANNING

Streetscapes and Crossings

Public Engagement

# Complete Streets and Urban Design Evaluation

VILLAGE OF PAW PAW, MICHIGAN

The 2010 Village Master Plan, prepared by others, set a vision for making Paw Paw a model small town; one that is progressive, beautiful, and business friendly. Since the adoption of the Master Plan, several steps have been taken to implement the plan's recommendations for the downtown:

- Development and adoption of the Downtown Overlay District.
- Development of the Facades Guideline Booklet with support from the DDA.
- Completion of the Michigan Avenue Streetscape Plan.
- Three-Month Community Outreach Strategy.
- Michigan Avenue Pilot Project – trial period on design and engineering elements to a revised roadway configuration.

The Village needed to understand whether these efforts were successful, and asked McKenna to assess its efforts to implement the plan given that there are many users of Downtown Paw Paw, all with different interests. While the Master Plan implementation on the Michigan Avenue corridor addressed several challenges to pedestrian and bicycle access (including crossing design, on-street parking provision, and sidewalk access), evaluation of the recent change was necessary to measure effectiveness and whether community support remained. McKenna provided the Village with a concise and actionable evaluation that was grounded in current best practices for planning, zoning, placemaking, and multi-modal transportation design.

McKenna engaged Paw Paw residents, business owners, and their employees to conduct a substantive evaluation of the Master Plan implementation efforts. Our team reviewed the design objectives and functional elements, conducted community outreach, and delivered an actionable report that outlined short- and longer-term strategies to institutionalize the vision for downtown Paw Paw. Through online engagement and social media, a mini design charrette, and on-site evaluation, McKenna's efforts helped the Village advance its vision for downtown.







**MCKENNA**

Communities for real life.

What we did:

**PLANNING**

Form-Based Code

Public Engagement

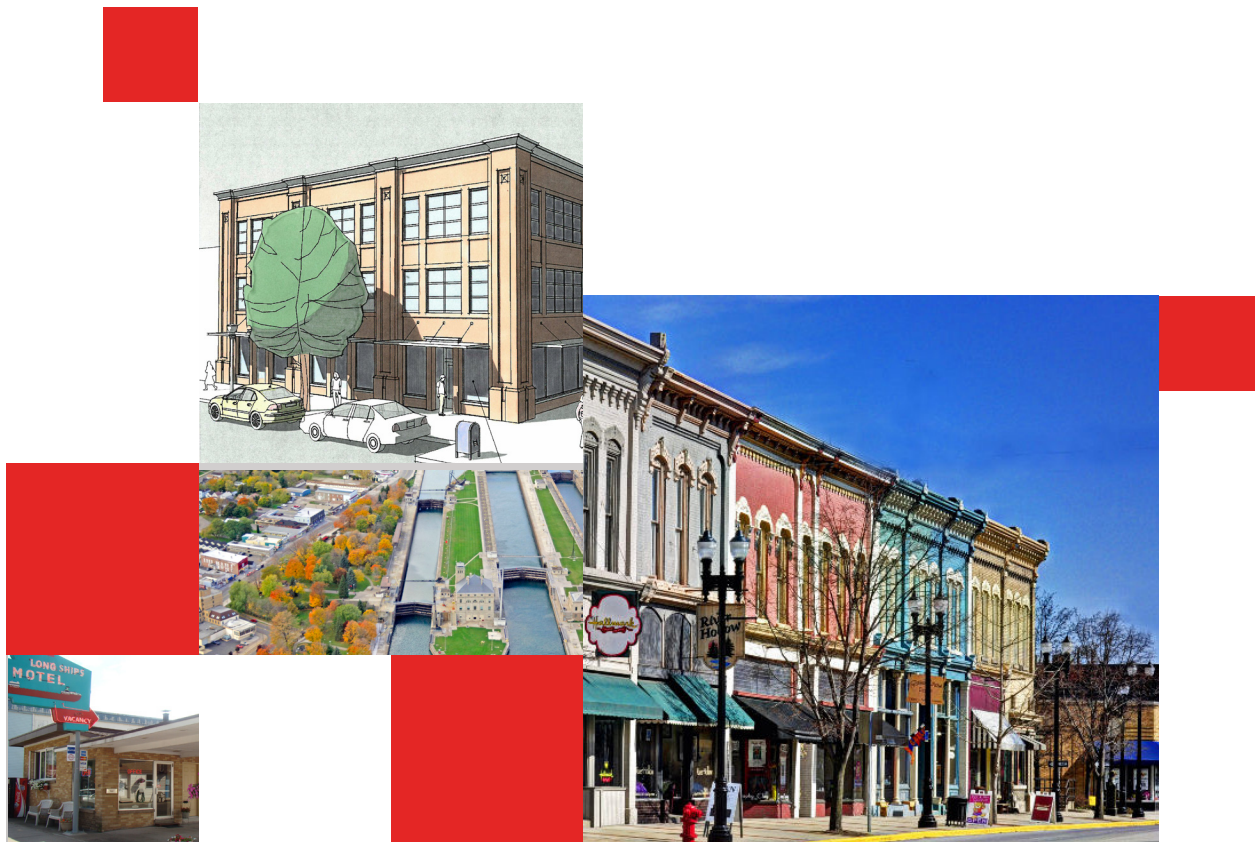
Charrette

# Downtown Form-Based Code

CITY OF SAULT STE. MARIE, MICHIGAN

The historic legacy community of Sault Ste. Marie brought in McKenna to devise a form based code to improve the walkability and vibrancy of its core. Engaging in a four-day charrette that included an overview of the historic development pattern of the City, McKenna devised a Form Based Code that capitalized on “the Soo’s” unique identity. The Charette developed a collaborative Regulating Plan for the Form Based Code area, in essence crowdsourcing the Zoning Map.

The Form-Based Code especially focused on unifying the City’s multi-centric downtown, promoting the redevelopment of important corridors to link nodes of activity. The Code included building types, and specific triggers for when each type of building should be built.





MCKENNA

Communities for real life.

What we did:

**DESIGN**  
Urban Design

**PLANNING**  
Downtown Planning

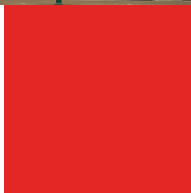
# North Evans Street Corridor Redevelopment

CITY OF TECUMSEH, MICHIGAN

Tecumseh, Michigan is blessed with a solid traditional downtown that provides a wide range of uses, experiences, and events that create a memorable sense of place. Downtown mixed use renovations and historic restoration projects contribute to the community's reputation for excellence.

North Evans Street leads people from the north into downtown Tecumseh and represented a tremendous opportunity to create a prominent mixed-use gateway. The corridor consisted of underutilized parking lots and commercial buildings that failed to convey the same sense of excitement and vitality as Downtown Tecumseh.

They say that "a picture is worth a thousand words"; working closely with representatives from the City and the DDA, McKenna Associates developed a creative vision for the redevelopment of North Evans Street. The concept was developed to show corridor property owners what could happen if they worked together with City technical assistance. The redevelopment concept includes a general site plan and three dimensional sketches showing how life in the corridor could drastically change with a little imagination and inspiration. The graphics illustrates a number of physical improvements including new gateway landscape treatments, mixed use redevelopment projects, recommended road profiles, non-motorized connections, crosswalks, and public art installations.





MCKENNA

Communities for real life.

What we did:

**PLANNING**

Transportation Planning  
Public Engagement

# Eton Road Corridor Plan

BIRMINGHAM, MICHIGAN

The City of Birmingham was confronted by redevelopment proposals for an area of the City located along Eton Road between Maple and Lincoln which was perceived by the private market to be underdeveloped. The area contained a variety of uses, most commonly older industrial. The City judged redevelopment proposals to be premature without a land use and transportation plan first in place and retained McKenna to create a master plan to guide the transformation.

As part of the process, McKenna developed a master plan amendment to set the vision for the area and a zoning ordinance amendment to implement the recommendations of the plan. The plan resulted in a vision for a mixed use corridor with a range of commercial, service, light industrial and residential uses. The plan called for high quality, cohesive development, compatible with existing uses in the corridor and adjacent single-family neighborhoods.

The area has since redeveloped according to the Eton Road Corridor Plan, which included detailed implementation, marketing, and design guidelines. Major features of the process included community input, a visioning workshop which employed a development potential map, and a land use and transportation evaluation matrix.

As a result of the plan, more than 300 residential dwelling units were built and five industrial buildings revitalized for a variety of uses in the Eton Road corridor. The area transformed from a first-generation industrial area to a vibrant, mixed use area in the decade following the adoption of the plan.



MAP 9  
Eton Road Sub-Area Plan





MCKENNA

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What we did:

**PLANNING**

Mobility Planning

Industrial Park Planning

Dead Mall Redevelopment

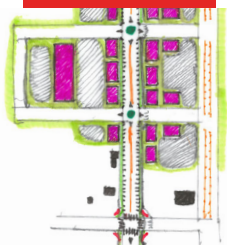
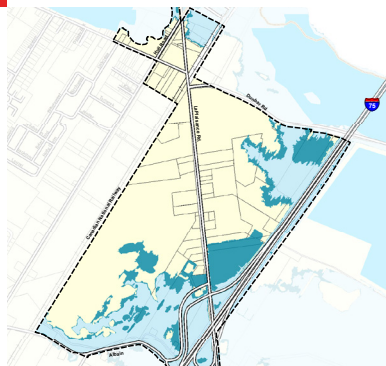
# LaPlaisance Road Corridor

MONROE CHARTER TOWNSHIP,  
MONROE COUNTY, MICHIGAN

For several decades, the LaPlaisance Road corridor in Monroe Charter Township (Monroe County) served as a regional shopping hub, featuring three outlet shopping centers. But as retail trends changed, the malls fell into disrepair, with skyrocketing vacancy rates and eventual foreclosure and abandonment.

The Township worked with McKenna to undertake a sub-area planning process in order to re-imagine what LaPlaisance Road could become. The corridor needed a new vision – one that took advantage of current economic trends, like the need for additional modern industrial space in the I-75 corridor, cutting edge techniques in planning and redevelopment, placemaking and non-motorized transportation.

The LaPlaisance Road Corridor Plan positioned the area to become an economically vibrant district, open to bicycles, pedestrians, cars and trucks. Most of all, the plan envisioned a memorable place that the Township could point to as its signature district.





**MCKENNA**

Communities for real life.

What we did:

**DESIGN**  
Urban Design

**PLANNING**  
Transportation Planning  
Corridor Planning  
Public Engagement

# Realize Cedar: Urban Design Framework

**DELHI CHARTER TOWNSHIP,  
INGHAM COUNTY, MICHIGAN**

McKenna worked with Delhi Charter Township on the award-winning Realize Cedar initiative to guide the design of a new downtown. The project included an innovative pop-up outreach events to reach residents where they were — local basketball games, riding the trails, shopping at the farmer's market, visiting the library, or watching music at Veterans' Memorial Park. Other outreach included digital display kiosks, online surveying and forums, local business presentations, and focus groups.

The project, which considered a roadway reconfiguration to reduce the number of lanes and create better biking, walking, and streetscape amenities, incorporated best practices for roadway operations and safety analysis. The transportation analysis followed the Federal Highway Administration process for the evaluation of Road Diets.

Ultimately, Realize Cedar is about facilitating the latent need for new housing and businesses. The Township now has a design framework to facilitate and evaluate new development at several key sites. The Urban Design Framework includes identity themes, materials standards, and signing guidelines for the entire corridor from Willoughby Road on the north and College Road on the south.







# John R. Jackson, AICP, CNU, NCI

## PRESIDENT

### EDUCATION

**Master of Urban Planning**  
Taubman College  
University of Michigan

**Bachelor of Environmental Design**  
Miami University, Oxford, OH

### HONORS

**Planning Excellence Award for Implementation of "Downtown Grosse Pointe Revitalization Program"**  
City of Grosse Pointe, MI, Michigan Association of Planning.

**Outstanding Planning Project Award for Open Space Development,**  
Hamburg Township (Livingston County), MI, Michigan Association of Planning and Michigan Society of Planning Officials.

### PROFESSIONAL EXPERIENCE

#### **Community Planning and Zoning**

Directed preparation of the master plans, urban design plans, and updated zoning ordinances. Provided day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

#### **Zoning**

Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character.

#### **Urban Design**

Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservations, site plan review, and streetscape design.

#### **Form-Based Zoning**

Prepared form-based and hybrid zoning ordinances for municipalities to promote quality predictable development.

#### **Agriculture and Open Space Preservation Planning**

Prepared strategies incorporating specific state and county programs for the preservation of viable agricultural businesses including transfer of development rights, purchase of development rights, and other incentive-based zoning techniques.

#### **Economic Development Planning and Management**

Provided planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA, and Brownfield mechanisms.

#### **Comprehensive Planning**

Prepared comprehensive plans for rural and urban communities based upon community goals and land capability. Prepared zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.



## PROFESSIONAL EXPERIENCE

### **Real Estate Development**

Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

### **Central Business District Planning**

Directed major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, placemaking, circulation and parking planning and redevelopment financing.

### **Commercial Corridor Redevelopment**

Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

### **Court Testimony**

Provided testimony in Wayne County Circuit Court case involving litigation of eminent domain issues. Provided expert witnessing in zoning litigation in Wayne County, Lapeer County, and Livingston County, Michigan.

### **Smart Growth Initiatives**

Have made numerous presentations regarding smart growth policies including a panel discussion sponsored by the Suburban Alliance.

### **Building Department Administration**

Manages Building Department operations for two Midwest cities including reporting to City Manager and supervising clerical staff. Supervises inspection and compliance staff issuing permits for building, electrical, plumbing, mechanical, rental and code enforcement and business licensure processes.

## MEMBERSHIPS

American Institute of Certified Planners  
American Planning Association  
Michigan Association of Planning  
Congress for the New Urbanism

Michigan Downtown Association  
Michigan Farmland and Community Alliance  
American Institute of Architects, Affiliate Member

## CERTIFICATIONS

### **Mplace Partnership Initiative Placemaking Curriculum**

Module 1: People, Places and Placemaking  
Module 2: Form Planning and Regulations  
Module 6: Applied Placemaking

### **National Charrette Institute**

Charrette Systems and Management and Facilitation

## ACTIVITIES & PUBLIC SERVICE

**Past Chair**, Michigan Association of Planning (MAP) Planners in Private Practice division

**Lecturer**, Michigan Association of Planning (MAP), Basic Training and Redevelopment Planning

**Lecturer**, Lapeer County Annual Planning Conference, Specific Planning, Zoning, Rural Preservation, and Economic Development Topics

**Co-Chair**, American Planning Association's Chicago Urban Innovation Project

**Co-Chair**, University of Michigan Urban Planning Student Caucus



# Christopher D. Khorey, AICP

WEST MICHIGAN MANAGER

## EDUCATION

**Master of City and Regional Planning**  
University of Pennsylvania

**Bachelor of Arts**  
University of Notre Dame

## HONORS

**Award for Excellence in Student Publications**  
University of Pennsylvania

## MEMBERSHIPS

American Institute of Certified Planners  
American Planning Association  
Michigan Association of Planning  
Congress of New Urbanism

## PROFESSIONAL EXPERIENCE

### Community Planning, Master Plans

Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

### Market Analysis

Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

### Zoning

Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

### Redevelopment Planning and Management

Develops neighborhood plans for CDBG target areas. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

### Facilitation and Public Engagement

Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.



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## PROFESSIONAL EXPERIENCE

### **Development Review**

Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.

### **Wireless Services**

Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations; assistance on assessments, leases and proposed buyouts.

### **Parks and Recreation Planning**

Completes Parks and Recreation Master Plans meeting MDNR requirements for a wide range of communities throughout Michigan. Targets grant programs for parks improvements and provides ongoing services to a Parks and Recreation Commission undergoing the implementation of their plan. Engages the public in the parks and recreation planning process through visioning sessions, online surveys, and presentations at public hearings.

### **Neighborhood Stabilization and Land Banking**

Conducted analysis of land bank program in declining industrial city, investigating efficiency and effectiveness of program in reducing blight and spurring redevelopment.

### **Transportation**

Provided consulting assistance on safety and operations for transit agencies in several major metropolitan areas; coordinates planning processes and grant applications for transportation enhancements, non-motorized pathways, and streetscapes.

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## PUBLICATIONS

**"Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan."**  
University of Pennsylvania, May, 2010



# Sarah Traxler, AICP, NCI

VICE PRESIDENT

## EDUCATION

**Master of Urban Planning**  
Taubman College  
University of Michigan

**Bachelor of Arts (with honors)**  
Sociology  
University of California at Santa Cruz

## HONORS

**Excellence Award for Implementation of the "Downtown Marketing and Strategic Plan"**  
Buena Vista Charter Township, Michigan Association of Planning.

**Outstanding Student Project Award for "New Directions for Vehicle City: a Framework for Brownfield Reuse"**  
Michigan Association of Planning.

**Raoul K. Wallenberg Scholarship Recipient**  
University of Michigan, Taubman College of Architecture and Urban Planning.

## PROFESSIONAL EXPERIENCE

### Comprehensive and Master Planning

Managed numerous master and comprehensive planning efforts for diverse Midwestern communities, including thoughtful public engagement, sustainable future land use analyses, corridor re-imagining, and housing typologies and planning, all with a focus on effective and easy-to-administer implementation strategies. Managed and prepared parks and recreation plans for diverse communities, focusing on the future of play, inclusive / universal design, and equity planning for the provision of parks and recreation in a contextualized manner.

### Redevelopment Planning and Management

Managed urban and suburban redevelopment projects including project planning, land acquisition, relocation, citizen participation, budgeting and finance, grantsmanship, public improvements, site design, zoning, strategic planning, land disposition, and scheduling. Successfully functions as project manager for municipality acquiring vacant, blighted 380,000 sq. ft. shopping mall using eminent domain. Prepared a brownfield reuse strategy for a Brownfield Redevelopment Authority. Created an inventory of probable brownfields; crafted reuse goals; developed criteria to target areas where brownfield redevelopment could best fulfill reuse goals; and created frameworks for reuse in areas with the highest redevelopment potential. Reuse strategy recipient of a state planning award.

### Zoning

Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character. Provided on-site administration of zoning and other land use and building regulations for a community of 25,000.

### Real Estate Development

Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.



## PROFESSIONAL EXPERIENCE

### Neighborhood Planning

Managed and prepared Neighborhood Plans for Michigan and Indiana communities. Plan elements include housing and commercial market analyses, placemaking strategies, capital improvement prioritization, funding recommendations and implementation matrices.

### Community Development

Managed annual Community Development Block Grant programs for three inner-ring suburbs (two entitlement communities and one Urban County program sub-recipient). Responsibilities included preparation of annual Action Plans, Environmental Review Records (ERRs), Consolidated Action Plan Evaluation Reports (CAPERs), applications to County for funding, and administration of projects, including Housing Rehabilitation. Administered Neighborhood Stabilization Program with \$1.65 M budget, including preparation of ERR, program and policy design, managing other consultants and project implementation.

## MEMBERSHIPS

American Institute of Certified Planners  
American Planning Association  
Michigan Association of Planning

International Council of Shopping Centers

## CERTIFICATIONS

### Mplace Partnership Initiative Placemaking Curriculum Trainer Certification

Module 1: People, Places and Placemaking  
Module 3: Neighborhoods, Streets and Connections  
Module 5: Collaborative Involvement  
Module 6: Applied Placemaking

### National Charrette Institute

Charrette Systems and Management and Facilitation

## ACTIVITIES & PUBLIC SERVICE

**Past board member**, Michigan Community Development Association

**Past board member**, Northville, MI Planning Commission

**Past board member**, Northville, MI Zoning Board of Appeals



## **SELECT PRESENTATIONS**

**“Neighborhood Planning for Michigan’s Sustainable Communities”**

Michigan Municipal League Annual Conference, Detroit, Michigan

**“Ethics for Community Planners”**

Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

**“Analysis of Impediments to Fair Housing Choice Panel”**

Michigan Community Development Association Annual Conference, Kalamazoo, Michigan

**“How to Foster Entrepreneurship and Employ Tactical Urbanism”**

Michigan Association of Planning Annual Conference, Traverse City, Michigan

**“Making Sense of the Census”**

Michigan Association of Planning Annual Conference, Grand Rapids, Michigan

**“Take Back Your Neighborhoods - Turning Foreclosures Around”**

Michigan Townships Association, Grand Rapids, Michigan

**“Using Eminent Domain to Spur Redevelopment”**

Michigan Townships Association, Grand Rapids, Michigan

**“NSP Collaborative Service Delivery”**

Michigan Community Development Association, Lansing, Michigan

**“Road Map to Redevelopment”**

Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

**“Give and Take: The Eminent Domain Debate”**

Brownfields 2008, Detroit, Michigan

**“Eminent Domain and Blight Rehabilitation”**

Michigan Association of Planning Annual Conference, Traverse City, Michigan

**“Eminent Domain in Michigan”**

Michigan Association of Planning Annual Conference, Detroit, Michigan

**“Conditional Rezoning: Is Your Community Ready?”**

Lapeer County (MI) Planning Conference, Lapeer, Michigan





# M. Paul Lippens, AICP, NCI

DIRECTOR OF TRANSPORTATION AND URBAN DESIGN

## EDUCATION

**Master of Urban Planning**  
Taubman College  
University of Michigan

**Bachelor of Arts**  
Hampshire College

## HONORS

**Award for Excellence in Transportation Planning for "Realize Cedar: Urban Design Framework"**  
Delhi Charter Township (Ingham County), MI, Michigan Association of Planning

**Award for Excellence in Transportation Planning for "Bike/Walk Livonia: A Future Transportation Plan"**  
City of Livonia, MI, Michigan Association of Planning

**Implementation Award, 2013**  
Illinois American Planning Association

**Best Practices Award, 2012**  
Illinois American Planning Association

## PROFESSIONAL EXPERIENCE

### Complete Streets Policy and Implementation

Award winning author of the Complete Streets, Complete Networks Design Manual, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also coauthored the Complete Streets Chicago: Design Guide - Chicago's, Complete Streets v2.0.

### Bicycle and Pedestrian Plans and Safety

Led award winning bicycle and pedestrian planning in Livonia, Delhi Township, Frenchtown Township, and Paw Paw (Michigan) Evanston, Midlothian, Palos Heights and Winfield (Illinois) and Lowell (Indiana), as well as sub regional bike plans in Chicago suburbs. Studied sidewalk gaps, and recommended bike lanes, sharrows, trails, and protected bikeways. Improved crossing safety and intersection design for people walking, biking, and taking transit. Made network recommendations which considered traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

### Trail Planning and Access Studies

Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago's world famous Lakefront Trail.



## PROFESSIONAL EXPERIENCE

### **Multi-Modal Transportation System Planning and Design**

Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

### **Signs and Wayfinding Systems**

Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana. Managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

### **Comprehensive and Subarea Planning**

Led Master Plan efforts for Garden City, Portland, Midlothian Township, Inkster, Paw Paw, Tecumseh, and Commerce Township. Engagement techniques included steering committees, local business interviews, field intercept surveys, focus groups and charrettes. Identified four goal areas by public process to guide the downtown economy, place, sustainability, and transportation. Additional planning examples include the Oak Park, IL Comprehensive Plan, the Evanston IL, Main Street Station Area TOD study, and a Downtown Vision Plan for Terre Haute, IN.

### **Housing and Energy Efficiency**

Created development visions for energy efficient affordable housing projects for the City County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an economic analysis of the feasibility of utilizing under-performing public land holdings to create more affordable housing.

### **Environmental Planning**

For Ann Arbor's "State of the Environment Report," created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

### **Urban Design**

Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

### **Community Development**

Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD's Integrated Disbursement and Information System (IDIS).

### **Ordinance and Regulatory Review**

Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.



## MEMBERSHIPS

American Institute of Certified Planners  
American Planning Association

Michigan Association of Planning  
Congress for New Urbanism

## CERTIFICATIONS

**National Charrette Institute**  
Charrette Systems and Management and Facilitation

## ACTIVITIES & PUBLIC SERVICE

**Adjunct Professor of Urban Planning & Policy**  
University of Illinois Chicago (2013)

**Board of Directors**  
Transportation Riders United (TRU)  
(January 2014 to Present)

**Planning Commissioner**  
City of Ypsilanti, MI (2006-2007)

## SELECT PRESENTATIONS

**"Planning for Tomorrow's Mobility"**  
MTPA Annual Conference, Grand Rapids 2017

**"Decoding Complete Streets"**  
MAMC Annual Conference, Kalamazoo, 2017

**"Hey Ho, Let's Go: Bike 2.0"**  
MAP Annual Conference, Kalamazoo, 2016

**"Bike 2.0, Getting There From Here"**  
MML Annual Convention, Mackinac Island, 2016

**"Promoting Your Community's Assets Through Wayfinding"**  
MAP Annual Conference, Detroit, 2015

**"Decoding Complete Streets"**  
MAP Annual Conference, Mackinac, 2014

**"Removing the Silos: Integrating Land Use & Transportation in Local Plans"**  
APA-CMA Conference, Chicago, 2013

**"Complete Streets Implementation"**  
APA National Conference Session, Chicago, 2013

**"The Boulevards and Beyond"**  
APA National Conference Session, Chicago, 2013

**"Complete Streets: Tools to Move from Idea to Practice"**  
Tuesdays at APA/Chicago, Chicago, 2012

**"Lessons in Completing Streets"**  
Complete Streets Forum, Toronto, 2012

**"Complete Streets Implementation in Chicagoland"**  
APA National Conference Session, Los Angeles, 2012

**"Creating Effective Bicycle Signage Systems"**  
The Change Institute, Rosemont, Illinois, 2010



# Laura Haw, AICP

PRINCIPAL PLANNER

## EDUCATION

### Master of Urban Planning

Physical Planning and Design  
Taubman College  
University of Michigan

### Bachelor of Arts (with honors)

International Development  
Michigan State University

### Bachelor of Arts (with honors)

Political Science / Pre-Law  
Michigan State University

## PROFESSIONAL EXPERIENCE

### Comprehensive, Sub-Area, and Corridor Planning

Preparation of master plans, sub-area plans, and corridor plans including data collection, documentation and analysis of existing conditions, character planning, goals and objectives, and recommendations / strategic matrices for future project prioritization, phasing, and implementation processes. Additional focus on downtown districts, feasibility analysis, catalytic impact assessment, and ease of development opportunities. Project highlights:

- Master Plans (Village of Vicksburg, Village of Franklin, City of Eastpointe)
- Downtown Development Authority/TIFA Plans (City of Bangor, Village of Vicksburg, Plymouth Township, and more)
- The Upper Westside Neighborhood Plan, City of Detroit
- 8 Mile Boulevard: Catalyzing the Corridor (8MBA reinvestment study for multiple jurisdictions)

### Parks and Recreation / Open Space Planning

Expertise in creating parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications. Additional practice in open space planning, including greenways (site analysis, traffic calming, optimal greenway layout, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and development of a vacant land re-activation rooted in green infrastructure and conversation. Project highlights:

- Parks and Recreation Plans and Designs (Village of Lake Orion, Village of Three Oaks, City of Hudson, City of Birmingham, City of Portage, and more)
- Vacant Land Toolkit (City of Detroit)
- Woodmere Greenway (UNI study, southwest Detroit)

### Lean Zoning

Experience in streamlining and re-structuring Zoning Ordinances to reduce red-tape, add clarity, and ensure quality building form. Preparation of text amendments to address new development trends, including elderly housing and accessory dwelling units, urban agriculture, non-traditional commercial uses, and planned unit developments.



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## PROFESSIONAL EXPERIENCE

### Non-Motorized Transportation Planning

Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

### Urban Design

Site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Creation of Planned Unit Developments (PUD) of luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism. Additional project highlights include the redevelopment of a vacant 62-acre site in south Chicago, IL into an active, mixed-use waterfront neighborhood and a 15 urban block redevelopment plan for Minneapolis, MN into a regional destination built upon the strengths of local businesses.

### Graphic Design / Document Layout

Expertise in document layout for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics. Photographic documentation of successful urban planning and design projects. Additional experience in creation of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and graphics for clients.

### Public Engagement

Organization and the facilitation of various public engagement functions, including community-wide public workshops, charrettes, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Experience in designing innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting to ensure interactive and meaningful public engagement. Additional capabilities in organizing and managing online public engagement platforms, including social media.

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## MEMBERSHIPS

American Institute of Certified Planners  
American Planning Association  
Michigan Association of Planning



# Carrie Leitner

ART DIRECTOR

## EDUCATION

**Bachelor of Fine Arts in Graphic Design**  
University of Michigan

**Internet Professional Curriculum Courses**  
Washtenaw Community College

## SOFTWARE EXPERTISE

Highly proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, Powerpoint).

## PROFESSIONAL EXPERIENCE

### **Document Design and Layout - Planning and Zoning**

Designed and produced simple and complex layouts for documents including community master plans, zoning ordinances, and urban design plans.

### **Downtown and Retail Corridor Branding**

Created brands and identities for private firms and Michigan downtowns and corridors. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, document design, banners, brochures, and wayfinding signage.

### **Art Director Municipal Projects**

Created initial design and messaging concepts for a multitude of high profile municipal clients, capital campaigns and annual giving initiatives.

### **Image Editing and Production**

Edited complex photographic and illustration graphics using Photoshop and Illustrator for zoning ordinances and master plans. Managed elaborate projects including color correction, recreation plan renderings, and branding for municipal electrical energy use education.

### **Illustration and Visualization – Zoning, Planning, and Design**

Produced graphic ideas quickly and successfully which conveyed the clients' vision. Rendered detailed zoning graphics, facade improvements, and corridor and neighborhood visualization using Adobe Photoshop.

### **Website Design and Implementation for Public Engagement:**

Planned website architecture to clearly deliver content for stakeholder use under simplified navigation. Designed website layout to include draft and adopted municipal documents.

### **Hand Renderings and Art Work**

Created privately-commissioned portraits in pencil and charcoal. Created the first annual Charlevoix (MI) Venetian Festival poster in oil pastel. Appeared in the Charlevoix Waterfront Art Fair exhibiting pen and watercolor paintings of local street scenes and building sketches. Rendered several site and landscape concept plans with pen and marker.

1508 Plymouth Rd. #54  
Ann Arbor, MI 48105

Tel.: 313.610.0969

Email: [acook@seamlesscollaborative.com](mailto:acook@seamlesscollaborative.com)

Twitter: [@fewlittleplans](https://twitter.com/fewlittleplans)

# Adam A. Cook CNU-A NCI FBCI

Experienced private-sector consultant specializing in urban planning, economics, design, and community development. Seeking to leverage my expertise in service to the public and private sectors, and in collaboration with other urbanist firms in a multidisciplinary, team environment.

## PROFESSIONAL EXPERIENCE

### Managing Principal

Seamless Collaborative  
Ann Arbor, MI  
2010 - present

Independent private sector consulting in Urban Planning, Urban Design, Market Analysis, Economics, and Community Development.

#### Representative Clients and Projects:

- |             |   |
|-------------|---|
| 2018        | Lead consultant, MEDC RRC Technical Assistance Program. Design and execution of comprehensive TA programs in four Michigan communities to produce developer RFQ packages for priority redevelopment sites. <i>Client: Michigan Municipal League</i>   |
| 2018        | Development of downtown Form-Based Code for Sault Ste. Marie, MI in collaboration with McKenna Associates (Northville/Detroit, MI) and Campbell Planning & Architecture PLC (Northville, MI). <i>Client: City of Sault Ste. Marie, MI</i>   |
| 2016 - 2018 | Development of downtown urban design plans and Placemaking strategies for Vassar, MI in collaboration with Campbell Planning & Architecture PLC (Northville, MI) and NúñezDesign, Inc. (Troy, MI). <i>Clients: Michigan Municipal League (Ann Arbor, MI); City of Vassar, MI</i>  |
| 2016 - 2017 | Preparation of Retail Target Market Analysis reports and development of retail strategies for twelve Michigan communities in collaboration with LandUse USA LLC (Laingsburg, MI). <i>Clients: Western Upper Peninsula Planning &amp; Development Region (MI); City of Monroe, MI</i>  |
| 2016        | Local consultant, Vernor Crossing CNU24 Legacy Charrette, Detroit, MI. In collaboration with Thadani Architects + Urbanists and Congress for the New Urbanism (Washington, DC). <i>Client: Southwest Detroit Business Association</i>   |
| 2015 - 2016 | Manager, Michigan Municipal League PlacePlans Implementation Grant program. Executed a statewide technical assistance program aiding five Michigan communities with development of place-based planning and development projects. <i>Client: Michigan Municipal League</i>  |
| 2013 - 2015 | Certified Trainer of MiPlace Partnership Placemaking Curriculum. Conducted single- and multi-day educational sessions in dozens of Michigan communities focused on Placemaking, urban economics, form-based codes, charrettes, regionalism, and place-based planning principles. <i>Clients: Michigan State Housing Development Authority (MSHDA) and MiPlace Partnership</i>   |
| 2013 - 2014 | Program assistance for Michigan Municipal League PlacePlans Program 2013-2014. Participated in selection of eight Michigan communities receiving technical assistance for place-based strategic planning and urban design projects. Retained external consultants and executed contracts; managed consultant workflows and consultant-client relations; managed multi-day design charrette in Detroit, MI. <i>Client: Michigan Municipal League</i> |
| 2014        | General Editor, Main Street Unionville (Ontario, Canada) Vision Plan Book. Composed primary text, conducted supplemental research, and organized print-ready content of a large-scale urban design plan for a designated Heritage District in Markham, Ontario, Canada. <i>Clients: Michael Morrissey (Toronto), Torti Gallas &amp; Partners (Silver Spring, MD), and City of Markham, ON</i>   |
| 2013        | Stakeholder intake, site analysis, and retail strategies for Main Street Unionville (Ontario, Canada) Precinct Master Plan study. Developed detailed guidance on local zoning by-laws adopted by City of Markham, ON. <i>Clients: Michael Morrissey, Torti Gallas &amp; Partners, and City of Markham, ON</i>   |



# Adam A. Cook CNU-A NCI FBCI

## PROFESSIONAL EXPERIENCE

### Planner

Kettren & Associates  
Milford, MI  
2010

Assisted principal planner consulting for a multi-jurisdictional authority on the planning of a bikeway and trail system in Hillsdale County, Michigan. Performed site research, stakeholder intake, and co-wrote grant applications.

### Graduate Research Assistant

Institute for Research on Labor,  
Employment, and the Economy  
University of Michigan  
Ann Arbor, MI  
2009 - 2010

Wrote detailed economic profiles and funding resource guides for distressed communities funded by the U.S. Economic Development Administration; supervised staff of five undergraduate research assistants; interfaced with community stakeholders regarding proposal development for potential funding opportunities; moderated stakeholder focus groups to develop needs assessment and visioning for job creation initiatives.

## PUBLICATIONS, PRESENTATIONS, AWARDS

- 2017 **Invited Speaker**, "Tactical Placemaking and Pop-Up Retail," Oakland County Main Street Focus Workshop, November 6, 2017, Pontiac, MI.
- 2016 Forrest, L., **Cook, A.** "PlacePlans Unlock Valuable Lessons." *The Review: The Official Magazine of the Michigan Municipal League* Mar.-Apr. 2016: 20-23.
- 2016 **Panelist**, "The Where, Why, and How of Missing Middle Housing Development," Building Michigan Communities Conference, April 25-27, 2016, Lansing, MI.
- 2015 American Institute of Architects, Detroit Chapter. **Architectural Honor Award** in Urban Design for Vernor Crossing PlacePlan, Detroit, MI, 2015. Co-awardees: Archive Design Studio and Michigan Municipal League.
- 2011 Research Assistant, *Principles of Urban Retail Planning and Development*, Robert J. Gibbs principal author, John Wiley & Sons, Inc., November 2011.
- 2010 Design credit, research and structural contributions to *Planning and Community Development: A Guide for the 21st Century*, Norman Tyler and Robert M. Ward principal authors, W.W Norton & Company, December 2010.

## CERTIFICATIONS

- 2016 National Charrette System (NCI) Management and Facilitation Certificate
- 2013 Form-Based Codes Institute (FBCI) Core Curriculum Certificate of Completion
- 2011 Congress for the New Urbanism, Accredited Membership (CNU-A)
- 2011 National Charrette System (NCI) System Certificate

## EDUCATION

- 2010 MSc.(ABD) Urban and Regional Planning, Eastern Michigan University, Ypsilanti, MI
- 2005 B.S. Mathematics; Economics, The University of Michigan-Dearborn, Dearborn, MI



seamless collaborative  
urbanism + design + economics

Adam A. Cook CNU-A NCI FBCI  
Principal Planner and Research Analyst

1508 Plymouth Rd. #54  
Ann Arbor, MI 48105  
Tel. 313.610.0969  
acook@seamlesscollaborative.com

## Sault Ste. Marie, MI Downtown Form-Based Code

Sault Ste. Marie Michigan USA, 2018

In Partnership With:  
McKenna Associates,  
Campbell Planning & Architecture

Client:  
City of Sault Ste. Marie, MI

Seamless Collaborative (SC), in partnership with McKenna Associates and Campbell Planning & Architecture, is currently undertaking the development of a Form-Based Code (FBC) for the downtown district. The FBC will supercede the use-based zoning ordinance that currently applies in this area. Seamless Collaborative is serving in the role of Charrette Manager, planning and overseeing a four-day design charrette to be held in early May 2018. SC is further responsible for stakeholder management and outreach, as well as compiling and analyzing background research. SC will assist the design team with drafting the FBC based on input received from the charrette, and will produce the textual elements of the code. SC will also assist with sourcing feedback from steering and stakeholder groups during the code revision and adoption process.

Contact:

Kelly Freeman, Community Development Director, City of Sault Ste Marie.  
Paul Lippens, Director, Detroit Studio, McKenna Associates

kfreeman@saultcity.com  
plippens@mcka.com





**seamless collaborative**  
urbanism + design + economics

Adam A. Cook CNU-A NCI FBCI  
Principal Planner and Research Analyst

1508 Plymouth Rd. #54  
Ann Arbor, MI 48105  
Tel. 313.610.0969  
acook@seamlesscollaborative.com

## Vernor Crossing Design Charrettes

Detroit, Michigan USA, 2014-2015

In Collaboration With:  
ArchiveDS and Thadani Architects & Urbanists

Clients:  
Michigan Municipal League,  
Congress for the New Urbanism,  
Southwest Detroit Business Association

Seamless Collaborative provided the Michigan Municipal League (MML) with program management consulting for the 2013-2014 PlacePlans technical assistance program. The Southwest Detroit Business Association (SDBA) was one of eight communities selected, applying for urban design assistance focused on a brownfield property at the intersection of Vernor Hwy. and Livernois Ave. in southwest Detroit. Seamless Collaborative assembled a project team headed by Detroit-based design firm ArchiveDS, and organized and managed a three-day design charrette in the summer of 2014. The resulting **Vernor Crossing Design Plan** won the **2015 Architectural Honor Award in Urban Design** from the Detroit Chapter of the American Institute of Architects (AIA). In 2016, Vernor Crossing was selected to be featured as one of four Congress for the New Urbanism (CNU) Legacy Charrettes in the Detroit area in anticipation of the 24th National Congress. Seamless Collaborative was selected to serve as local technical liaison for the charrette, led by Thadani Architects & Urbanists of Washington, DC, which further developed the 2014 plan.

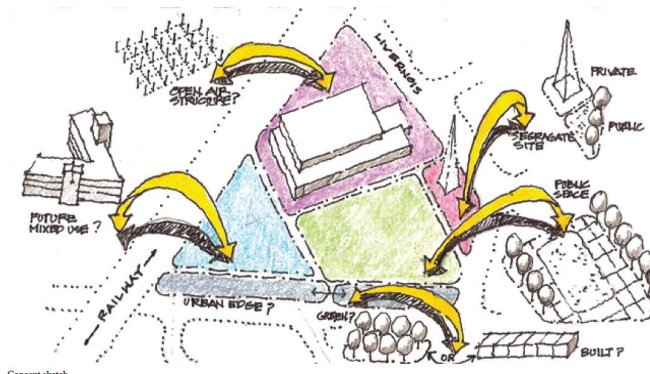
### Contacts:

**Luke Forrest**, Director of Civic Innovations, Michigan Municipal League.  
**Rob Dewaelsche**, President, Southwest Detroit Business Association.

lforrest@mml.org  
robertd@southwestdetroit.com



View of Vernor

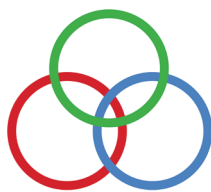


Concept sketch



**VERNOR CROSSING**  
**SOUTHWEST DETROIT**  
CNU 24 CONGRESS LEGACY CHARRETTE





**seamless collaborative**  
urbanism + design + economics

Adam A. Cook CNU-A NCI FBCI  
Principal Planner and Research Analyst

1508 Plymouth Rd. #54  
Ann Arbor, MI 48105  
Tel. 313.610.0969  
acook@seamlesscollaborative.com

## PlacePlans Implementation Grants

Michigan USA, 2015-2016

In Collaboration With:  
Campbell Planning & Architecture PLC,  
HamiltonAnderson Associates,  
and Kuntzsch Solutions

Clients:  
Michigan Municipal League;  
Cities of Allegan, Dearborn, Kalamazoo,  
Midland, and Sault Ste. Marie, Michigan

Seamless Collaborative (SC) managed the Michigan Municipal League's (MML) 2015 PlacePlans Implementation Grant program. Five Michigan communities which had previously received PlacePlans technical assistance were selected through a competitive process for funding to assist with on-the-ground implementation projects. For the City of Dearborn, Seamless Collaborative partnered with HamiltonAnderson Associates of Detroit to develop the **West Dearborn Living Street plan**. This design plan for a "living street", or woonerf, in Dearborn's west downtown, was the result of a yearlong stakeholder engagement process led by SC, involving City officials, the Ford Land Development Corporation, private developers, and representatives from nearby anchor institutions. In Sault Ste. Marie, Seamless Collaborative partnered with Campbell Planning & Architecture of Northville, Michigan and Kuntzsch Solutions of Lansing to create a **Developer Request for Qualifications (RFQ)** for three downtown sites. This unique RFQ involved an urban design process which Seamless Collaborative facilitated between City officials, local stakeholders, and the consultant team.

Contact:

Luke Forrest, Director of Civic Innovations, Michigan Municipal League. [lforrest@mml.org](mailto:lforrest@mml.org)

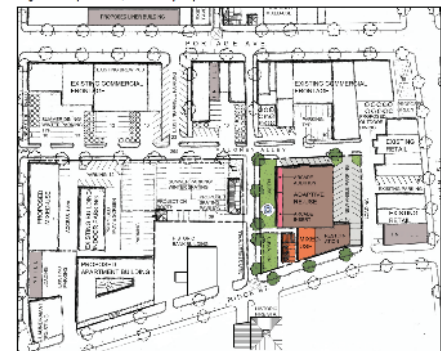
### Site Vision

To provide a general vision for the type of development that is desired by the City, property owner, and community members, a sample rendering and site plan have been developed (see Figures 13 and 14). **These images are for illustrative purposes only, the City and property owner are open to alternative approaches.**

Figure 13: Sample Site Rendering, East Mainway Alley



Figure 14: Sample Site Plan, East Mainway Alley



BIRD'S EYE VIEW: VIEWING EAST DOWN WEST VILLAGE DRIVE FROM OAKWOOD

**MICHAEL A. CAMPBELL, M.Arch, RA**  
 40640 8-MILE RD., NORTHVILLE, MI 48167  
 REGISTERED ARCHITECT IN MICHIGAN, PH. 248.747.4682

**EDUCATION**

**THE UNIVERSITY OF MICHIGAN – ANN ARBOR**  
 Taubman College of Architecture & Urban Planning  
 MASTER OF ARCHITECTURE  
 BACHELOR OF SCIENCE in Architecture

April 89  
 May 87

**THE UNIVERSITY OF COLORADO – BOULDER**  
 Leeds School of Business  
 MASTER OF BUSINESS ADMINISTRATION

May 82

**SMART CODE WORKSHOP**

09

**FORM-BASED CODE INSTITUTE WORKSHOP**  
 FORM-BASED CODES 101 & 201

09

**NATIONAL CHARRETTE INSTITUTE**  
 CERTIFIED CHARRETTE PLANNER

05

**CONVENTIONS AND SEMINARS**

Congress for the New Urbanism 02-06, CNU-MI 09, 11  
 Michigan Association of Planning - APA 01, 08

Fort Saginaw Mall – Redevelopment Plan Buena Vista Twp., MI  
 Concept Site Plans and Rendering 14

Village of Interlochen – Downtown Master Plan Interlochen, MI  
 Design Team 11

Michigan State Housing Development Authority  
 Blueprints for Michigan Downtowns Various Locations, MI  
 Lead Designer 10-11

Washtenaw County - Dept. Economic Development & Finance  
 Washtenaw Ave. Corridor Study Ann Arbor, MI  
 Lead Designer 10

City of Kentwood - Sub-Area Plans Kentwood, MI  
 Design Team Leader 10

Fisher's Station Form-Based Code Kentwood & Wyoming, MI  
 Co-author 10

Laurent Town Plan and Code McCook County, SD  
 Design Team 05

Metro Health Village Wyoming, MI  
 Lead Designer 04

Village of Coopersville - New Center Addition Coopersville, MI  
 Lead Designer - *Adopted into Master Plan 2003*

**NEDERVELD, INC. – GRAND RAPIDS, MI** 05-09  
 TOWN PLANNER AND ARCHITECT

Downtown Master Plan & Arch. Pattern Book Hudsonville, MI  
*2008 ALA Honor Award for Planning*  
*2008 APA Outstanding Planning Project Award*

Lacey Gateway - New Town Lacey, WA

Celadon New Town Grand Rapids Township, MI

Dexter Church of Christ Lima Township, MI

Banks of Saline Condominiums Saline, MI

Shaw's Landing - New Town Meridian Township, MI

Shaw's Landing Architecture Meridian Township, MI

Great American Sports Complex Port Sheldon, MI

**GIBBS PLANNING GROUP – BIRMINGHAM, MI** 99-03  
 DIRECTOR OF PLANNING

Eton Street Station - TOD Birmingham, MI

Macomb Town Center - New Town Macomb Township, MI

Downtown Retail Master Plans Ft. Collins, CO  
 Macon, GA

Third Ward Retail Master Plan St. Louis, MO

**ACTIVITIES**

Co-Authored *7-Steps for Form-Based Codes* w/CNU Michigan 10

CNU Michigan - Conference Presenter 09

Design/Build - Affordable Housing Prototype 08

Fenton, MI - Planning Commission 00-02

Model Township Master Plan (& web site creation) 97

Field Research - Stuttgart Rail Suburbs 94

Chicago Tribune Architecture Competition 93  
*Honorable Mention*

**PROFESSIONAL EXPERIENCE**

**LAWRENCE INSTITUTE OF TECHNOLOGY** 11-PRESENT  
 ADJUNCT PROFESSOR OF URBAN DESIGN

**THE ART INSTITUTE OF MICHIGAN** 09-PRESENT  
 ADJUNCT PROFESSOR OF INTERIOR DESIGN, ART FOUNDATIONS

**CAMPBELL PLANNING & ARCHITECTURE, PLC** 03-PRESENT

Michigan Municipal League – Place Plans Sault Ste. Marie, MI  
 Downtown Concept Site Plans and Renderings 15

America's Best Communities – Adaptive Re-use Three Rivers, MI  
 Historic Hospital Concept Floor Plans 15

City of Westland – Government Center Westland, MI  
 Concept Site Plans 14

**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





# THE CITY OF MT. PLEASANT, MICHIGAN

## CITY HALL

401 N. Main • 48858-1698  
(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

September 14, 2018

From: John Zang, DPW Director

Subject: 2018-2021 Airport Snow Removal Bid

### **Purchase\Contract Recommendation Summary**

#### Request:

The City Commission is requested to award the contract for the 2018-2021 Airport Snow Removal bid to Pat McGuirk Excavating, Incorporated, of Mt. Pleasant, for a not-to-exceed amount of \$18,500 per year for the 2018-2021 snowplowing seasons.

#### Reason for Purchase:

Snow removal at the airport is time sensitive and more complicated than snow removal on city streets. Clear runways are critical for airport operations. Salt and ice melt cannot be used on the runways or taxiways. Contractual services for snow removal have proven to provide timely and efficient snow and ice control. Light snowfall will be removed by City employees.

Bids were due August 28, 2018. Only one bid was received.

	<u>2018-2019</u> <u>Cost / Hour</u>	<u>2019-2020</u> <u>Cost / Hour</u>	<u>2020-2021</u> <u>Cost / Hour</u>
Road Grader and Operator	\$135.00	\$135.00	\$135.00
Loader and Operator	\$130.00	\$130.00	\$130.00

Vender Name and Address:  
Pat McGuirk Excavating, Inc.  
1302 S. Mission Rd.  
Mt. Pleasant, Michigan 48858

Method of Purchase:  
Contract

#### Reason for Selection:

Sole Bidder

The 2018-2021 bid pricing is the same amount as the 2017-2018 contract price.


At the meeting held Thursday, September 13, 2018, the Airport Advisory Board recommended approval of the contract.

#### Recommendation:

I recommend the City Commission award the 2018-2021 Airport Snow Removal bid to Pat McGuirk Excavating, of Mt. Pleasant, for a not-to-exceed amount of \$18,500 per year for the 2018-2021 snowplowing seasons.

COMMISSION LETTER #155-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER SETTING PRIORITIES ON THE FALL 2018 SAGINAW  
CHIPPEWA INDIAN TRIBAL 2% FUNDING REQUESTS FROM CITY  
DEPARTMENTS

The attached applications for Saginaw Chippewa Indian Tribal 2% funding were included in the September 10 City Commission packet. In addition, an additional request was received from the Mt. Pleasant Housing Commission for a state registered maintenance apprenticeship program which is included in this packet for the first time.

As the Commission is aware, in order to provide consistency among the City's requests, we have used the attached definitions for completing the field regarding applicant project priority. Based on those definitions an indication has been provided on the summary page of the priority level. I would suggest the priority level for the state registered maintenance apprenticeship program be changed to medium to be consistent with our definitions.

For your information, in addition to these requests, I have provided a letter of support and signed as project partner for a joint request with Union Township for upgrades to ball fields in both the City and Township in cooperation with the Little League organizations.

It is recommended the City Commission review the priority levels to confirm or change the indicated priority levels for all of the requests. In addition, it is recommended that each Commissioner be prepared Monday evening to identify their top five requests. A summary of the Commission's top five requests will be sent to the Tribal Council for their consideration.

NJR/ap

## **Priority Definitions**

### Critical:

- Project must be done to address failure of infrastructure OR
- Funding is needed to support essential program or it will not be able to continue

### High:

- Important project or program to meet current service or program needs

### Medium:

- Important project or program to meet future or new service or program needs

### Low:

- New project or program that would be nice to have



# SEMI-ANNUAL TWO PERCENT ALLOCATION CITY OF MT. PLEASANT REQUESTS FALL 2018

<u>DEPARTMENT/PROJECT NAME</u>	<u>AMOUNT REQUESTED</u>	<u>PRIORITY</u>
<i><b>City Manager</b></i>		
2020 United States Census Preparation	\$ 20,000	H
Mt. Pleasant Center Archaeological Surveys	\$ 50,000	C
<i><b>Finance</b></i>		
Web Redesign- ADA Accessible and Branding	\$ 50,000	M
<i><b>Community Services</b></i>		
Downtown Planter Replacement	\$ 71,300	H
Partners Empowering All Kids (PEAK)	\$ 123,000	C
<i><b>Public Safety</b></i>		
Bay Area Narcotics Enforcement Team(BAYANET)	\$ 98,460	L
Self-Contained Breathing Apparatus (SCBA)	\$ 172,835	H
<i><b>Public Works</b></i>		
1MG Drinking Water Reservoir Bypass	\$ 250,000	C
2019 Tree Planting Program	\$ 5,000	H
Airport Operational Funding	\$ 60,000	C
Airport Truck	\$ 35,000	M
Chemical Feed System	\$ 350,000	C
Crapo Street Storm Sewer Extension for Community Mental Health	\$ 109,000	C
East Digester Rehabilitation	\$ 279,500	H
Fuel Pedestal	\$ 6,500	C
Main Street Trash Cans	\$ 3,648	H
Mission Creek Dam Removal	\$ 192,000	C
Multi-Jurisdictional Storm Water Study	\$ 100,000	C
No Fee Brush Chipping	\$ 30,000	H
Pedestrian Lighting	\$ 79,000	H
Septage Receiving Station	\$ 175,000	M
Sidewalk Replacement	\$ 50,000	H
Sump Pump Disconnect Program	\$ 50,000	H
<i><b>Housing Commission</b></i>		
State Registered Maintenance Apprenticeship Program	\$ 412,200	C
<i><b>Total Requested</b></i>	<i><b>\$2,772,443</b></i>	

# Overview

**Project Name**  
2020 United States Census Preparation

**Total Requested**  
\$20,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[jhoward@mt-pleasant.org](mailto:jhoward@mt-pleasant.org)

**Applicant Email**  
Jeremy Howard

**Organization**  
City of Mt. Pleasant

**Address**  
320 West Broadway Street  
Mt. Pleasant , 48858

**Phone Number**  
9897795374

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Economic development
- Education
- Infrastructure
- Transportation

# Project Description

The decennial United States Census is the principal source of demographic information for the nation. The 2020 Census is quickly approaching and, as in past censuses, a substantial local effort will be required to ensure that every resident within the community is accurately counted. All state and federal revenue sharing allocations are based upon census data. The educational outreach must begin in 2019 for the 2020 Census. This 2% allocation will partially fund the comprehensive census promotion effort, including but not limited to newspaper, magazine, TV, radio, direct mail, online, and other promotional efforts, similar to those undertaken for the 2000 and 2010 Census.

## Benefit Description

The entire community and each local unit of government – including the Tribal government – benefits from an accurate and complete census count since state and federal government disbursements are based on that count. The data is frequently utilized to support grant applications; inform private business development, expansion, and location decisions; and support local government project and program planning to meet future community needs. The data is also used to establish the districts of elected officials and determine representation in federal, state, and county governments.

## Funding Requirements

Due to the nature of this project, the funding needs arise during a defined time period each decade.

## Project Timeline

2019-2020

## Budget Items

Name	Cost	Quantity	Total	Category
Television Advertising	\$2,000.00	1	\$2,000.00	Education
Radio Advertising	\$3,500.00	1	\$3,500.00	Education
Printed Materials	\$6,500.00	1	\$6,500.00	Education
Special Events	\$3,000.00	1	\$3,000.00	Education
Public Relations and Graphic Design Support	\$5,000.00	1	\$5,000.00	Education
AmountRequested	\$20,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Newspaper Advertising	\$7,000.00	1	\$7,000.00
Television Advertising	\$4,000.00	1	\$4,000.00
Radio Advertising	\$8,500.00	1	\$8,500.00
Printed Materials	\$6,500.00	1	\$6,500.00
Special Events	\$3,000.00	1	\$3,000.00
Office Support	\$6,000.00	1	\$6,000.00
Public Relations and Graphic Design Support	\$5,000.00	1	\$5,000.00
AmountMatched	\$40,000.00		

## Budget Summary

### Amount Requested

\$20,000.00

### Amount Matched

\$40,000.00



Total Amount

\$60,000.00

Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

# Overview

**Project Name**  
Mt. Pleasant Center Archaeological Surveys

**Total Requested**  
\$50,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Critical

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[apritchard@mt-pleasant.org](mailto:apritchard@mt-pleasant.org)

**Applicant Email**  
Addie Pritchard

**Organization**  
The City of Mt. Pleasant

**Address**  
320 W. Broadway Street  
Mt. Pleasant , 48858

**Phone Number**  
989-779-5323

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Economic development
- Environmental

# Project Description

The City of Mt. Pleasant acquired almost 300 acres of land in 2011 from the State of Michigan after the closure of the Mt. Pleasant Center. Since that time, the City has spent \$5.5 million demolishing Mt. Pleasant Center buildings and tunnels that were determined to have no contributing historical value by the State Historic Preservation Office, have no viable re-use and were creating an attractive nuisance. The demolition was funded primarily by City resources with assistance from state grants and one state loan.

Throughout the demolition process Tribal representatives were consulted and kept apprised of the progress. An archaeological monitor was present during the removal of some roads and parking lots as recommended by the State Historic Preservation Office and Tribal Historic Preservation Office.

Redevelopment of the City-owned land is expected to bring long-term benefit to the community including the creation of jobs and an increase of the of the City’s tax base.

The City is sensitive to the potential archaeological concerns of the Saginaw Chippewa Indian Tribe in relation to the former Mt. Pleasant Industrial Indian Boarding School (MIIBS). The City, Tribe and CMU have carried out two memorandums of understandings for archaeological field schools run by Dr. Surface-Evans at specific locations on the City-owned land. In consultation with Tribal representatives, a Discovery Plan was completed and followed during all demolition activities.

The City plans to conduct additional archaeological investigations on additional areas of the City-owned land. This request would provide partial funding toward those investigations.

## Benefit Description

The additional investigative work would benefit the Saginaw Chippewa Indian Tribe by either identifying areas that may need further archaeological study related to the prior MIIBS or give assurance that potential underground archaeological resources are not present. The benefit to both the City and Tribe would be to identify areas that are ready for redevelopment based on the clearance of archaeological concerns. This would allow for development if interested purchasers are identified to help attain the original goals of jobs and increased tax base. It would appropriately address any areas that may have underground archaeological significance prior to development occurring in those locations.

## Funding Requirements

Long-term funding is unknown at this point as the findings from the initial investigations will determine what, if any, additional archaeological surveys or work is recommended.

## Project Timeline

2018-2019

## Budget Items

Name	Cost	Quantity	Total	Category
Archaeological Surveys	\$50,000.00	1	\$50,000.00	Economic development
AmountRequested	\$50,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Archaeological Surveys	\$50,000.00	1	\$50,000.00
AmountMatched	\$50,000.00		

## Budget Summary

### Amount Requested

\$50,000.00

### Amount Matched

\$50,000.00

### Total Amount

\$100,000.00

## Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

---

# Overview

**Project Name**  
Web Redesign - ADA Accessible and Branding

**Total Requested**  
\$50,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Medium

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[dorlik@mt-pleasant.org](mailto:dorlik@mt-pleasant.org)

**Applicant Email**  
Darcy Orlik

**Organization**  
City of Mt. Pleasant

**Address**  
320 W. Broadway Street  
Mt. Pleasant , 48858

**Phone Number**  
989-779-5322

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Economic development
- Education
- Safety/Security

# Project Description

The Americans with Disabilities Act generally require that State and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities. \*

The City of Mt. Pleasant has collaborated with community partners to develop and launch a community-wide brand (also known as a place brand.) This project has progressed through several stages beginning with the Research and Analysis phase which included surveys, focus groups, and community forums. Based on this research’s findings, Mt. Pleasant’s future brand was defined and followed

by the creative development stage. The campaign is nearing its launch and will utilize a variety of print and digital communications. With this launch comes the opportunity to redesign the City of Mt. Pleasant website to not only include the new branding theme, but achieve compliance with Title II of the Americans with Disabilities Act (ADA).

\*Excerpted from U.S. Department of Justice, Civil Rights Division, Disability Rights Section

## Benefit Description

As we have witnessed, the Internet is dramatically changing the way we serve the public. The web is now used to provide citizens with government services information, tax information and online bill pay options.

Many people with disabilities rely on “assistive technology” to enable them to use computers and access the Internet. Sightless people who cannot see computer monitors may use screen readers – devices that speak the text that would normally appear on a monitor. Alterations in color schemes, contrast settings, and font sizes also assist individuals with low vision. People who have difficulty using a computer mouse can use voice recognition software to control their computers with verbal commands. Those with other types of disabilities may turn to other kinds of assistive technology. New and innovative assistive technologies are being introduced every day.\*\*

When these accessible features are built into web pages, websites are more convenient and more available to everyone – including users with disabilities. This City of Mt. Pleasant web redesign project would ensure all community members enjoy equal access to City services and programs.

\*\*Excerpted from U.S. Department of Justice, Civil Rights Division, Disability Rights Section

## Funding Requirements

Long-term funding is unknown at this time. The initial stage of this web redesign project would include identifying access barriers, developing an action plan for continual website assessment, and incorporating the community-wide brand.

## Project Timeline

Timeline for this web redesign project is 6-12 months.

## Budget Items

Name	Cost	Quantity	Total	Category
Web Redesign - ADA Accessible and Branding	\$50,000.00	1	\$50,000.00	Safety/Security
AmountRequested	\$50,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Web Redesign - ADA Accessible and Branding	\$5,000.00	1	\$5,000.00
AmountMatched	\$5,000.00		

## Budget Summary

### Amount Requested

\$50,000.00

### Amount Matched

\$5,000.00

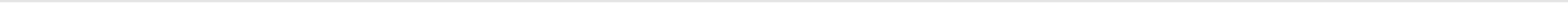
### Total Amount

\$55,000.00

# Uploaded Files

Name
No files have been uploaded.

There are no comments to display.





# Overview

**Project Name**  
Downtown Planter Replacement

**Total Requested**  
\$71,300.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org)

**Applicant Email**  
Michelle Sponseller

**Organization**  
City of Mt. Pleasant

**Address**  
320 West Broadway  
Mt. Pleasant , 48858

**Phone Number**  
9897795348

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Infrastructure

# Project Description

Downtown Mt. Pleasant has 19 built-in planters that are in a state failure, causing sidewalk heaving and brick paver damage. The planters, installed in the mid 1980’s, include electrical outlets for holiday lighting and irrigation along with trees and landscape materials. These planters vary in shape, height and location and are incorporated into other streetscape features such as brick pavers and sidewalks.

The City of Mt. Pleasant’s Downtown Development office desires to replace these damaged planters, trees and landscape materials with new ones that incorporate seating at a height level consistent with public seating as opposed to the very low level they are currently built at. Additionally, the new planters will have more suitable choices for such small contained areas with different tree and landscape plantings and may in some case include public art.

## Benefit Description

The benefits to the local government service area would be similar to those of the Tribal community and that the entire Mt. Pleasant community in that the replacement of the damaged planters, trees and landscape materials and repair by the enhancement of the aesthetic appeal of downtown civic spaces and elimination of tripping hazards for people of all abilities. Replacing the planters with trees of different varieties will assist with our efforts to establish a well-diversified and healthy tree canopy that future generations may enjoy for years to come. The aesthetic appearance of the community will improve as the low constructed, dilapidated planters will be removed and replaced with planters that incorporate seating for community members of all ages and physical abilities.

## Funding Requirements

Long-term funding needs consist of routine maintenance (pruning, fertilization, watering, etc.). Funds for this maintenance are budgeted annually as part of the Downtown Department budget.

## Project Timeline

Start of project is scheduled for summer 2019. Depending on funding, project may be need to be phased-in over a number of years. Desire is to complete within 2 years if possible.

## Budget Items

Name	Cost	Quantity	Total	Category
Project Mobilization	\$4,991.00	1	\$4,991.00	Infrastructure
Site Clearing, Demo and Excavation	\$950.00	1	\$950.00	Infrastructure
Pavement Removal	\$1,900.00	1	\$1,900.00	Infrastructure
Electrical	\$4,750.00	1	\$4,750.00	Infrastructure
Tree Removal	\$4,750.00	1	\$4,750.00	Infrastructure
Structure Removal	\$4,750.00	1	\$4,750.00	Infrastructure
Earthwork	\$450.00	1	\$450.00	Infrastructure
Aggregate Base	\$1,425.00	1	\$1,425.00	Infrastructure
Sidewalk Concrete	\$7,125.00	1	\$7,125.00	Infrastructure
Landscaping	\$23,750.00	1	\$23,750.00	Infrastructure
Project Contingency	\$16,459.00	1	\$16,459.00	Infrastructure
AmountRequested	\$71,300.00			

## Matching Funds

Name	Cost	Quantity	Total
Project Mobilization	\$4,998.00	1	\$4,998.00
Site Clearing, Demo and Excavation	\$950.00	1	\$950.00
Pavement Removal	\$1,900.00	1	\$1,900.00
Electrical	\$4,750.00	1	\$4,750.00
Tree Removal	\$4,750.00	1	\$4,750.00

Name	Cost	Quantity	Total
Structure Removal	\$4,750.00	1	\$4,750.00
Earthwork	\$450.00	1	\$450.00
Aggregate Base	\$1,425.00	1	\$1,425.00
Sidewalk Concrete	\$7,125.00	1	\$7,125.00
Landscaping	\$23,750.00	1	\$23,750.00
Project Contingency	\$16,459.00	1	\$16,459.00
AmountMatched	\$71,307.00		

## Budget Summary

### Amount Requested

\$71,300.00

### Amount Matched

\$71,307.00

### Total Amount

\$142,607.00

## Uploaded Files

Name
<a href="#">PlanterReplacementCostEstimates 2018-08-29.pdf</a>

There are no comments to display.

**City of Mt. Pleasant, CBD TIFA Board**  
 Conceptual Cost Opinion of Probable Costs for:  
**Downtown Landscape Permanent Planter Replacement**  
**17M0025**  
**6/29/2017**



**ROWE Professional Services Company**  
 127 S. Main St.  
 Mt. Pleasant, MI 48858  
 989-772-2138

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Mobilization, 10%	1	LS	\$ 525.00	\$ 525.00
SESC Measures	1	LS	\$ 100.00	\$ 100.00
Pavt, Rem	20	Syd	\$ 10.00	\$ 200.00
Electrical	1	LS	\$ 500.00	\$ 500.00
Tree, Rem, 6 inch to 18 inch	1	Ea	\$ 500.00	\$ 500.00
Misc Structures, Rem	1	LS	\$ 500.00	\$ 500.00
Earthwork	1	LS	\$ 50.00	\$ 50.00
Aggregate Base	10	Ton	\$ 15.00	\$ 150.00
Sidewalk, Conc, 4 inch	150	Sft	\$ 5.00	\$ 750.00
Landscaping	1	LS	\$ 2,500.00	\$ 2,500.00
<b>Subtotal=</b>				<b>\$ 5,775.00</b>

<b>Subtotal =</b>	<b>\$ 5,775.00</b>
<b>Contingency (30%)=</b>	<b>\$ 1,733.00</b>
<b>Total =</b>	<b>\$ 7,508.00</b>

**Comments:**

This cost estimate is for one planter and there are 19 scheduled to be replaced.

1. Unit Prices based on 2016 averages.
2. Cost opinion is intended to be used strictly as a budgeting tool.
3. Cost opinion does not include permits.
4. Cost opinion was not based on any topographic survey or geotechnical data.
5. Cost opinion does not include design or construction engineering.
6. Landscaping includes: Irrigation, topsoil, geotextile, plantings, and wall and cap options

# Overview

**Project Name**

Partners Empowering All Kids (PEAK)

**Total Requested**

\$123,000.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

Critical

**Reoccurring Need?**

This Request is Reoccurring

# Applicant Information

**Applicant Name**

[rlongoria@mt-pleasant.org](mailto:rlongoria@mt-pleasant.org)

**Applicant Email**

Ryan Longoria

**Organization**

City of Mt. Pleasant Parks and Recreation

**Address**

320 W. Broadway  
Mt Pleasant , 48858

**Phone Number**

9897795329

# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

# Project Partners

**Partnered With**

Mt. Pleasant Public Schools

**Authorizers**

[jverleger@mtpleasant.edzone.net](mailto:jverleger@mtpleasant.edzone.net)

**Status**

Review

**Address**

720 N Kinney Ave  
Mount Pleasant, Michigan 48858

**Phone**

(989) 775-2300

**Fax**

# Categories

- Education
- Peak
- Safety/Security

## Project Description

The PEAK program stands for Partners Empowering All Kids and is a partnership between the City of Mt. Pleasant, Mt. Pleasant Public Schools, Saginaw Chippewa Indian Tribe, and United Way of Gratiot and Isabella Counties. PEAK has worked collaboratively with the Saginaw Chippewa Indian Tribe and United Way of Gratiot and Isabella Counties on multiple special events. Events such as PEAK’s Super Summer Showcase is preceded by a “penny war” that the program uses to raise funds for United Way in order to teach children about community service and helping those in need. In addition, the PEAK program holds an annual community service day – held in partnership with the Saginaw Chippewa Indian Tribe and Central Michigan University’s Office of Native American Programs – that brings children, families and the community together in order to provide food and other household necessities for those in need in the Mt. Pleasant community. The PEAK program has put a renewed focus on enrichment opportunities through collaborative efforts, unique community partnerships and the importance and understanding of cultural diversity. PEAK is entering its 18th year of operation and has become a staple for children’s services that the community and school system relies on to keep area children safe, educated and enriched.

The PEAK After-School program operates at Renaissance Academy and all five Mount Pleasant Public School elementary schools (Fancher, Ganiard, McGuire, Pullen, Vowles) and Mount Pleasant Middle School every school day for over two hours – serving area children grades K-8. The PEAK Summer Camp program operates for 12 weeks during the summer at Ganiard Elementary, Vowles Elementary, McGuire Elementary and Mount Pleasant Middle School from 7:30 AM to 5:30 PM. Historically, PEAK has submitted separate 2% applications for the elementary school age group (grades k-6) and the middle school age group (grades 7-8). However, after extensive program evaluation in 2015, these groups have been combined in order to provide consistency and commonality across the PEAK program. This restructuring has provided the program with more financial and procedural oversight that has created more consistent programming and operation from top to bottom.

PEAK provides mentorship and enrichment programming for 200 elementary school students every day after school and for 300 students daily during PEAK Summer Camp through educational, recreational, physical and social-based programming in collaboration with Mt. Pleasant Discovery Museum, Central Michigan University’s recreational, educational and athletics programs, John Ball Zoo, The Jump Station, Therapy Dogs International and many other area businesses and organizations. We are currently working with CMU’s Office of Native American Programs and the Nijjkewehn Mentoring Program on a number of projects where we will continue to collaborate and work together for a stronger community through cultural understanding and inclusion. We have also been successful in implementing Native American cultural programming into our after-school curriculum though SCIT music and arts presentations and teachings. The goal of this programming is to increase cultural awareness of the community’s Native American population. An increased focus has also been put on MPPS involvement from principals, teachers and other administrative staff in areas of hiring, program development and expectations in order to lay a foundation for continued program growth and strength.

In addition to the general education students, PEAK also staffs Special Needs Assistants at each site in order to provide the same high-quality programming for students with educational, emotional and physical disabilities. It’s very important to the program and to the community that we are able to meet the needs of every child, regardless of their limitations. Inclusivity of all children is a major component of the PEAK program.

The PEAK staff consists of 45 highly-qualified individuals, most of which are CMU students majoring in general education, special education, recreation and other related fields. Another major component of the PEAK program is not simply to have staff, but to have qualified and trained staff who are capable of providing the children in the program with the care they need and deserve. In order to achieve this high-level of training and qualified staff, PEAK partners with the Children and Family Enrichment Child Advocacy Center of Isabella County, Michigan Department of Health and Human Services and other agencies to achieve the highest level of training possible.

One of the goals of the PEAK program is to ensure that every child is able to participate, regardless of their ability to pay. Scholarship assistance is available to ensure that every child has the opportunity to participate in the program and enjoy all the benefits – regardless of their ability to pay.

## Benefit Description

While there are literally thousands of studies and statistics to support the long-term benefits of quality after-school and summer programming for children, the simple answer to why PEAK is so important is that there are a great number of area children who simply do not have a place to go after school. For those who do have a place to go, many times that place is not safe and/or conducive to educational, physical and social growth. PEAK is able to provide students of all walks of life and backgrounds the opportunity to grow in ways that will set them up for future success by means of quality programming, positive role models and a safe and enriching environment. Quite simply, without the PEAK program, hundreds of children would have no place to go after school and would be put in dangerous positions and situations that would compromise their safety and the safety of others. PEAK provides the program participants, their parents and the community as a whole with a sense of security, knowing that their children are well cared for in an environment that will help develop good educational and social habits to ensure future growth and success.

In addition to the school day and summer camp curriculum, PEAK also puts a strong focus on teaching children the importance of



community and of giving back. Each summer, special events such as Community Service Day, Super Summer Showcase and the Penny War highlight the relationship with United Way and the community by having children generate monetary funds and thousands of food items and school supplies that they then give back to those who are in need. We feel that this is a benefit to the children by teaching to them the importance of giving back to those in need, while meeting critical needs in the community.

The increased focus on MPPS involvement will also help ensure that the PEAK program serves as an extension of what teachers are trying to accomplish during the school day. Consistent communication with teachers and parents of the children enrolled in the PEAK program allows PEAK to put a focus on and meet the most challenging aspects of the school curriculum. PEAK offers one-on-one tutoring and homework help that can be targeted to specific areas of the school day that children find most challenging. Through the relationship with CMU, PEAK hires CMU students in education, recreation and other related fields so that they can gain real-life experience to better prepare them for both their professional and personal life after graduation.

The PEAK program has been working very hard with members and organizations of the Tribe on implementing Native American cultural components into our after-school programming. We aim to increase cultural awareness and understanding of our local cultures in order to create more accepting, understanding and culturally-educated students. Cultural diversity is a part of the Mt. Pleasant community that we are blessed to have and we feel this should be celebrated by working directly with the Tribe and their affiliated organizations to create fun, engaging and culturally enriching opportunities for both the Tribe and our PEAK students.

We are currently working with the Nijikewehn Mentoring Program and hoping to team up with them to bring more cultural awareness and experiences to PEAK. In a combined effort, we would like our After School Programs to collaborate once a month at Mary McGuire Elementary School. This will be a time where kids in the PEAK program can work alongside kids in the Nijikewehn mentoring program and learn more about the history and culture of the Saginaw Chippewa Indian Tribe.

We plan field trips to the Ziibiwing Center for our Summer Camp PEAK sites, as well as the bbaamoseg gitiganing (all will walk about the plants that grow) exhibit and learning about plants used traditionally by the Anishinabe people. Through these experiences we hope increase the knowledge of the youth of our city and expose them to different cultural components and opportunities that are present right in Mt. Pleasant. If awarded, a portion of this grant will be used in order for us to attend this field trips and other field trips similar to it.

## Funding Requirements

The 21st Century Grant that was awarded in 2000 only covered the first five years of operation. Since then, the program has relied heavily on funding from outside sources in order to keep program fees low, without having to sacrifice the quality of care being offered to local school children. The Saginaw Chippewa Indian Tribe has been instrumental in allowing this program to exist in a manner that allows children of all economic and social backgrounds to participate – regardless of their ability to pay.

Historically, one-half of the PEAK program budget came in the form of Tribal 2% funds. Tribal support is extremely important to the overall quality and long-term health of the PEAK program and all the children and families it serves and over time, efforts have been made to control expenses program-wide. The remaining PEAK budget is made up of program fees, and support from entities such as United Way have provided the remaining funding needs. Program fees are kept at a minimum and are based on family income and a family’s ability to pay. Over \$60,000 is made available annually in form of scholarship assistance to ensure that every child is able to participate in PEAK – regardless of their ability to pay.

It has been the goal of PEAK to increase the amount of revenue generated from the PEAK K-8 program through fundraising and other available grants while decreasing the portion requested form the Saginaw Chippewa Indian Tribe. Without the continued support of the Saginaw Chippewa Indian Tribe through 2% allocations, the PEAK program would need to undergo a comprehensive evaluation in order to determine if this is a program that is economically feasible. Therefore, the PEAK program is requesting approximately 30 percent of the total funds needed to continue to provide the K-8 grade PEAK program to children and families in the community as it currently exists.

In the spring of 2018, \$50,000 was received through the distribution process. This request is for \$123,000 so that the total funding received approximates 30% of the program cost.

## Description of Reoccurring Need

PEAK is a program that operates year-round. Each Mt. Pleasant Public Schools and Renaissance Academy school day, PEAK is in operation, serving approximately 200 area school children. In addition, PEAK summer camps are in operation every day of summer (save holidays and weekends), serving over 300 Mt. Pleasant area youth.

## Project Timeline

PEAK is in operation year-round, every year.

## Budget Items

Name	Cost	Quantity	Total	Category
PEAK Operations	\$123,000.00	1	\$123,000.00	Peak



Name	Cost	Quantity	Total	Category
AmountRequested	\$123,000.00			

Matching Funds

Name	Cost	Quantity	Total
No Matching Funds items have been added.			
AmountMatched	\$0.00		

Budget Summary

Amount Requested

\$123,000.00

Amount Matched

\$0.00

Total Amount

\$123,000.00

Uploaded Files

Name
<a href="#">PEAKBudgetFall2018 2018-08-31.pdf</a>

There are no comments to display.

## PEAK Budget

<u>Expenditures</u>	<u>Amount</u>	
Staffing	\$	431,780.00
Special Needs Accomodation	\$	28,000.00
Scholarship Assistance	\$	31,380.00
Supplies	\$	48,760.00
Contracted Services/Facility Fees	\$	37,900.00
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>577,820.00</b>

<u>Revenues</u>		
Fall 2% funds received	\$	50,000.00
Fees and charges/fundraising (app. 70% of program cost)	\$	404,820.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>454,820.00</b>

<b>TRIBAL 2% REQUEST</b>	<b>\$</b>	<b>123,000.00</b>
(app. 30% of program cost)		

# Overview

**Project Name**

Bay Area Narcotics Enforcement Team - North Team

**Total Requested**

\$98,460.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

Critical

**Reoccurring Need?**

This Request is Reoccurring

---

# Applicant Information

**Applicant Name**

[ricem1@michigan.gov](mailto:ricem1@michigan.gov)

**Applicant Email**

D/F/Lt. Patrick Darrow

**Organization**

Bay Area Narcotics Enforcement Team

**Address**

804 High Street  
Mt. Pleasant , 48858

**Phone Number**

989-779-9697

---

# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

---

# Project Partners

**Partnered With**

Isabella County

**Authorizers**

[mmcavoy@isabellacounty.org](mailto:mmcavoy@isabellacounty.org)

**Status**

Accepted

**Address**

200 N. Main Street  
Mount Pleasant, Michigan 48858

**Phone**

989 772-0911

**Fax**

## Categories

- Baynet
- 

## Project Description

The Bay Area Narcotics Enforcement Team (BAYANET) is a multi-jurisdictional unit of narcotic investigators that was formed in 1981. BAYANET is responsible for conducting drug investigations in Bay, Clare, Gladwin, Isabella, Midland, and Saginaw Counties. The BAYANET North Team was formed specifically to dedicate services to Clare, Gladwin, and Isabella Counties. The North Team is comprised of personnel from municipal, county, state, and federal law enforcement agencies. The partnering agencies all come from within Isabella County. The highest percentage of investigations are initiated in Isabella County. The Bureau of Indian Affairs, Drug Enforcement Division, has recognized the work being done in Isabella County and in September of 2018 assigned a Special Agent to the North Team. Each law enforcement agency that contributes to the North Team is responsible for funding 100% of their officer's salary and benefits through their agencies fiscal budget. The teams' daily operation and leadership is obtained through the Michigan State Police, which allows the teams jurisdictional boundaries to be extended statewide. During the first six months of 2018 the North Team lost detectives from the Central Michigan University Police Department and the Saginaw Chippewa Tribal Police Department. This loss is due to employee turnover and the training of new employees. Both agencies remain committed to BAYANET and are hopeful to return detectives to the North Team in 2019.

The mission of the North Team is to conduct professional covert investigations into all criminal activities, focusing on the manufacture, sale, and distribution of illicit narcotics and controlled substances. The Saginaw Chippewa Indian Tribe has been an extremely generous supporter of the North Team. In the years that the team has been in operation there has been amazing successes. Statewide, it is a continuous endeavor to keep narcotics out of our communities, neighborhoods, and schools. The North Team is committed to do everything possible to continue to investigate, apprehend, and convict those distributing dangerous drugs. Although we are all very aware that dangerous drugs have no boundaries, borders, or demographics, we do have statistical data that those who deal and sell drugs continue to operate within the exterior borders of the Isabella Federal Reservation and target the Saginaw Chippewa Tribal Native American population heavily.

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## Benefit Description

The threat from the production, abuse, and trafficking of illegal drugs and the violence associated with the drug trade continue to negatively impact the quality of life for Michigan's 9.96 million residents. BAYANET has been in operation in Isabella and surrounding counties for the last 37 years. The work that is performed by the North Team is not possible by a single agency. The nexus of drug sales and distribution go outside the jurisdictional borders of Isabella County. The North Team has investigations throughout the State of Michigan and beyond, focusing on individuals from source cities that are supplying narcotics. The team is focused on conducting long term investigations to disrupt the flow of narcotics into the community. This team allows the best opportunity to protect citizens in every township, village, city, and the Isabella Federal Reservation. There is not one individual within Isabella County that does not benefit from this team. Our critical infrastructures such as K-12 schools, businesses, entertainment, and higher education are all impacted by BAYANET's ability to function at the highest level possible.

Statistical data is computed quarterly by BAYANET. Data collected through the third quarter of 2018 depicts 104 new investigations opened by the North Team, leading to the execution of 40 search warrants. The investigations are ongoing and have resulted in 73 arrests, totaling 206 arrest counts. Individuals are being prosecuted in federal, state, and tribal court. Approximately 77% of these arrests and 75% of the investigations occurred within the exterior borders of the Isabella Federal Reservation. In March of 2018 the North Team took an active role in the shooting investigation at Central Michigan University. In August of 2018 the North Team worked extensively with local agencies in Isabella and surrounding counties conducting surveillance of multiple breaking and entering suspects. The work done by the North Team aided in the execution of 5 search warrants, 8 suspects being arrested, the recovery of thousands of dollars stolen property, and the seizure of over 80 grams of crystal methamphetamine.

Michigan has become a source state for prescription opiates and hydroponic marihuana. The federal Centers for Disease Control reported that in 2017 an estimated 2,662 Michigan residents died from drug overdoses, an 8 percent increase from 2016, and exceeds the number of combined deaths from firearms and traffic. Opioids, including heroin account for a high percentage of the overdoses. The North Team is aggressively working to identify and target individuals that are trafficking heroin and over prescribing opioids to the citizens in our community. In 2019 the North Team will begin utilizing the Overdose Detection Mapping Application Program (ODMAP). The ODMAP is a smart phone application that can be used by all law enforcement agencies to provide and view real-time data, allowing for immediate assessment of emerging resources and needs to address community problems.

The Medical Marihuana Facility Licensing Act (MMFLA), Public Act 281 of 2016 , is being closely monitored by BAYANET. The licensing of marihuana grow facilities, processing and testing facilities, and dispensaries will have a significant impact on the community. The illegal flow of marihuana from this legalized drug trade can not be overlooked. The North Team will continue to work with the Michigan State Police Marihuana and Tobacco Investigation (MTI) Section to ensure a uniform statewide response to violations of this new law and existing medical marihuana laws. The North Team will be extremely beneficial on multiple levels when such enterprises open in our local

municipalities.

The North Team recognizes that education, treatment, and enforcement are key components to fighting opiate abuse. Law enforcement can't solve the problem on its own. The North Team takes an active role in educating the public through routine programs and presentations. To date for 2018, North Team detectives have done 7 drug presentations to community groups, took part in an open community panel discussion on opioids, and participated in the Mt. Pleasant Police Department's Youth Police Academy.

## Funding Requirements

The BAYANET North Team currently consists of five detectives and a Special Agent with the Bureau of Indian Affairs. The Michigan State Police provide a Detective Lieutenant, Detective Sergeant, and a Detective Trooper to the team. The Isabella County Sheriff's Department and the Mt. Pleasant Police Department each provide a detective. Detective's wages and benefits are funded by each individual agency, a combined annual cost of approximately \$890,000.00.

Undercover vehicles are provided to each detectives. Vehicle costs are absorbed by respective agencies. Due to the nature of the work done by the North Team, these vehicles are typically leased, so that they can be rotated on a routine basis. Annual costs for each vehicle is approximately \$9,000.00.

The City of Mt. Pleasant provides office space for the North Team. However, administrative costs to operate the office on a daily basis are funded through drug forfeitures. This amount is approximately \$53,460.00. Costs include: office supplies, cell phones, office phones, fax/copier, annual training, offsite evidence storage, and the costs associated with conducting long term investigations. BAYANET, like all agencies throughout Michigan, continues to see decreases in revenues generated through legal and ethical forfeitures.

## Description of Reoccurring Need

The North Team is dynamic unit with costs that have to be met on an annual basis. The costs include:

- 6 investigators
- 5 leased vehicles
- Office supplies
- 5 Cell phones
- Office phones, fax line, copier
- Annual training for high risk operations, meth and opiate response
- Offsite evidence storage
- Investigative funding for covert operations and equipment

The annual reoccurring costs to operate the North Team is \$988,460.00. The North Team is requesting the support from the Saginaw Chippewa Tribe in funding annual administrative and vehicle costs, \$98,460.00. This is over a 900 % return on investment. The generous gift of 2% money will assist the North Team in continuing to perform crucial investigations, fighting the drug epidemic that is plaguing the community.

## Project Timeline

The North Team would begin using the grant money immediately, with the intent to have the full distribution utilized within 1 year from the date received.

## Budget Items

Name	Cost	Quantity	Total	Category
Leased Vehicles	\$9,000.00	5	\$45,000.00	Baynet
Office Supplies	\$12,000.00	1	\$12,000.00	Baynet
Cell Phones	\$840.00	5	\$4,200.00	Baynet
Office Phones/Fax	\$2,160.00	1	\$2,160.00	Baynet
Annual Training	\$2,000.00	5	\$10,000.00	Baynet

Name	Cost	Quantity	Total	Category
Evidence Storage	\$5,100.00	1	\$5,100.00	Baynet
Investigative	\$20,000.00	1	\$20,000.00	Baynet
AmountRequested	\$98,460.00			

Matching Funds

Name	Cost	Quantity	Total
Matching Funds	\$890,000.00	1	\$890,000.00
AmountMatched	\$890,000.00		

Budget Summary

Amount Requested

\$98,460.00

Amount Matched

\$890,000.00

Total Amount

\$988,460.00

Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

# Overview

**Project Name**  
Self Contained Breathing Apparatus (SCBA)

**Total Requested**  
\$172,835.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[rbeltin@mt-pleasant.org](mailto:rbeltin@mt-pleasant.org)

**Applicant Email**  
Rick Beltinck

**Organization**  
City of Mt Pleasant Fire Department

**Address**  
804 E High St  
Mt Pleasant , 48858

**Phone Number**  
989-779-5152

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Project Partners

**Partnered With**  
Union Township

**Authorizers**  
Andrew Laughlin [laughlin.drew@gmail.com](mailto:laughlin.drew@gmail.com)

Mark Stuhldreher [mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)

**Status**  
Accepted

**Address**  
2010 S Lincoln Road  
Mount Pleasant, Michigan 48858

**Phone**  
989-772-4600



**Fax**  
989-773-1988

## Categories

- Safety/Security

## Project Description

The Mt. Pleasant Fire Department seeks funding to replace 32 of our front line Self Contained Breathing Apparatus (SCBA). Our current cache of SCBA and all associated equipment are all over 15 years old and do not meet the current standards set in place with the 2013 Edition of NFPA 1981. In 2002 all of the fire departments in Isabella County purchased the same SCBA (2% Grant); to provide a safer fire ground for our firefighters, consistency across departments, to utilize the advanced technology present at the time and to keep the price low by purchasing in bulk. Now 15 years later those departments including our own are struggling to keep up with the acceptable standards currently in place. We are currently experiencing maintenance issues with some of our harnesses and face pieces. When we do have maintenance issues, the parts for our existing SCBA are becoming increasingly difficult to obtain. Occasionally we are forced to cannibalize the spare SCBA that we did have on hand to keep as many operational as possible.

## Benefit Description

Currently the Mt. Pleasant Fire Department is available to assist the Tribal Community in any fire or rescue situation. The purchase of new SCBA would enable us to maintain our level of response and enhance our ability to provide mutual aid to the Tribal community by maintaining our capabilities. In addition, the Mt. Pleasant Fire Department has a great working relationship with all of the departments that exist in Isabella County. We provide mutual aid (including some automatic aid) with the 9 fire departments that surround our jurisdiction and the communities they serve. The Mt. Pleasant Fire Department is also the centerpiece of all specialty teams in the county, making up the majority membership in Trench Rescue, Confined Space Rescue, High-Angle Rescue and on the Hazardous Materials Team. Although the main focus of this request is to obtain new SCBA for firefighter safety on the fire ground, many of these disciplines would be benefited with the acquisition of the new NFPA 1981, 2013 Edition SCBA's. In all, the City of Mt. Pleasant, Tribal Community, Union Township, Central Michigan University and the rest of Isabella County has estimated population of over 100,000 people which we serve. All of the people who live, work or visit our community could benefit from this new personal protective equipment.

## Funding Requirements

The maintenance and operation of the Self Contained Breathing Apparatus (SCBA) would be maintained by the Mt. Pleasant Fire Department.

In the fall of 2017 this project received a partial request through a 2% allocation from the Saginaw Chippewa Indian Tribe for \$61,625. This is a request for consideration to fund the remaining \$172,835.00 to complete the project.

## Project Timeline

Purchase will be made once all funds are received.

## Budget Items

Name	Cost	Quantity	Total	Category
SCBA, Harness, Face Piece and Bottles	\$5,533.00	21	\$116,193.00	Safety/Security
SCBA Face Pieces	\$732.00	16	\$11,712.00	Safety/Security
SCBA Bottles	\$988.00	32	\$31,616.00	Safety/Security
RIT Packs with Bottle	\$2,394.00	2	\$4,788.00	Safety/Security
10 minute Escape Packs	\$1,421.00	6	\$8,526.00	Safety/Security
Amount Requested	\$172,835.00			

## Matching Funds

Name	Cost	Quantity	Total
No Matching Funds items have been added.			
AmountMatched	\$0.00		

Budget Summary

Amount Requested

\$172,835.00

Amount Matched

\$0.00

Total Amount

\$172,835.00

Uploaded Files

Name
<a href="#">2018SCBAQuote 2018-08-30.pdf</a>

There are no comments to display.



**Douglass Safety Systems LLC \*\***  
**2655 N. M-30**  
**Suite #6**  
**Sanford, MI 48657**

Phone 800-316-3255

# Quotation

**Quote Number**  
32050

**Quote Date:**  
Jan 3, 2018

**Customer ID**  
M042

**Quoted to:**

**MT PLEASANT FIRE DEPT.**  
**ATTN: ACCTS PAYABLE**  
**320 W. BROADWAY ST.**  
**MT PLEASANT, MI 48858-3599**

Shipping Terms	Quote Good Thru	Payment Terms	Sales Rep
NOT INCLUDED	2/2/18	Net 30 Days	JR001-SR

Quantity	Item	Description	Unit Price	Extension
32.00		#DEL-3-03-21-31-40-50-B-G - Avon Deltair 4500 psi, 45 Min Carbon Cylinder, Med Dbl Curve Maske w/ Head Harness, PASS/VAS, Buddy Breather and Mask Bag.	5,533.92	177,085.44
32.00		#CYL-03 - Avon - Spare 4500 psi, 45 Minute Carbon Cylinder.	988.20	31,622.40
16.00		#AIR-02-B - Avon - Deltair Spare Medium Double Curve Facemask w/ Head Harness and Mask Bag.	732.00	11,712.00
6.00		#E3-02-05-01-02-01-04-01 - Avon - ARAP E 10 Minute Escape, Kevlar Harness, Med Dbl Curve Mask w/ Head Harness, Airswitch, Hansen HK Airline	1,421.54	8,529.24
2.00		#H3-03-08-02-G - Avon - Rescuer Combo, True North Bag, 60 Min Carbon Cylinder, 6ft Charging Hose Mask Socket and Buddy Breather Socket and Plug	2,394.37	4,788.74
			Subtotal	\$ 233,737.82
			Sales Tax	
			Freight/Handling	
			Total	\$ 233,737.82

Page:

1

# Overview

**Project Name**  
1MG Drinking Water Reservoir Bypass

**Total Requested**  
\$250,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Critical

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[jhockemeyer@mt-pleasant.org](mailto:jhockemeyer@mt-pleasant.org)

**Applicant Email**  
Jamie Hockemeyer

**Organization**  
City of Mt. Pleasant

**Address**  
320 W. Broadway  
Mt. Pleasant , 48858

**Phone Number**  
9897795427

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental
- Infrastructure
- Safety/Security

# Project Description

This project is to construct a robust solution to allow the City of Mt. Pleasant Water Department to bypass the 1.0 million gallon (1MG) drinking water reservoir that has been in-service since the mid-1960's. Existing infrastructure design and operation does not allow drinking water to be pumped to the community serviced by the City of Mt. Pleasant Water Department in the event that the 1MG reservoir is compromised. In addition, reservoirs need to be drained, cleaned, and inspected periodically to determine condition and provide data for future needed repairs and associated funding specified in the Capital Improvement Plan (CIP) in order to prolong the service life of this critical infrastructure. Bypass construction design was completed in spring 2018 with the assistance of a local

engineering firm (ROWE Professional Services Company) and the project bid for construction was sent out in June 2018. Only one bid was received and the project was put on hold to re-evaluate due to the construction cost far exceeding estimates obtained by both city staff and our contracted engineering firm.

## Benefit Description

The benefits of completing this project include: 1) ability to distribute safe and abundant drinking water to the community in the event the 1MG reservoir is compromised, 2) provides the opportunity to drain, clean, and thoroughly inspect the 1MG reservoir periodically, and 3) allows water department staff to collect information to update the Capital Improvement Plan to prolong the service life of the reservoir.

## Funding Requirements

N/A

## Project Timeline

Project completion Spring or Fall 2019

## Budget Items

Name	Cost	Quantity	Total	Category
1MG Drinking Water Reservoir Bypass Construction	\$250,000.00	1	\$250,000.00	Infrastructure
AmountRequested	\$250,000.00			

## Matching Funds

Name	Cost	Quantity	Total
1MG Drinking Water Reservoir Bypass Construction	\$250,000.00	1	\$250,000.00
AmountMatched	\$250,000.00		

## Budget Summary

### Amount Requested

\$250,000.00

### Amount Matched

\$250,000.00

### Total Amount

\$500,000.00

## Uploaded Files

Name
<a href="#">1MG Bypass Construction Bid Recieved 2018</a>

There are no comments to display.

City of Mt. Pleasant, Division of Public Works  
Mt. Pleasant, Michigan

The Isabella Corporation  
2201 Commerce Dr.  
Mt. Pleasant, MI 48858

2018 1MG Tank By-Pass Line Project

One bid received

ITEM	DESCRIPTION	UNIT	UNIT COST		TOTAL
1	By-pass base bid, per specifications	LSUM	\$	477,250.00	\$ 477,250.00
2	Lump sump contingency allowance, tank cleaning	LSUM	\$	20,000.00	\$ 20,000.00
3	Additional by-pass pumping, per day	DAY	\$	1,850.00	\$ 1,850.00

# Overview

**Project Name**  
2019 Tree Planting Program

**Total Requested**  
\$5,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tbow@mt-pleasant.org](mailto:tbow@mt-pleasant.org)

**Applicant Email**  
Tammy Bow

**Organization**  
City of Mt Pleasant

**Address**  
1303 N Franklin Ave  
Mt Pleasant , 48858

**Phone Number**  
9897795401

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental

# Project Description

The City of Mt. Pleasant's Street Department plants approximately 100-150 trees of various species each year throughout the city in an effort to maintain a diverse population of street trees. This diversification is necessary to sustain a healthy tree canopy and prevent loss of a single species to disease and/or pests. Over the last several years, the City has removed hundreds of dead or dying trees that were damaged by disease, pests, storm damage or age. Past Tribal 2% funding has allowed us to increase the quantity of replacement trees purchased and planted. This request for funding would allow the City to plant additional trees in 2019 to replace trees that have been removed.

# Benefit Description



The entire Mt. Pleasant community will benefit from tree planting in a number of ways. First, planting trees and maintaining a healthy inventory enhance the aesthetic appeal of the area, specifically the streets, parks, and neighborhoods, and help to make Mt. Pleasant a desirable place to live, work, and play. The community's overall appearance will improve as more diseased and dying trees are removed and replacement trees are planted.

Healthy trees also prevent erosion, thereby reducing the amount of soil and other, potentially harmful, substances from washing into to the Chippewa River via the storm sewer system. Trees help cool urban areas by providing shade and reduce the amount of UV-B sunlight exposure for people of all ages.

## Funding Requirements

Long-term funding needs consist of routine maintenance, such as pruning, fertilizing, and watering. Funding for tree maintenance is budgeted annually as part of the City's Street Department budget.

## Project Timeline

This project will begin in the spring of 2019.

## Budget Items

Name	Cost	Quantity	Total	Category
Tree Purchase	\$5,000.00	1	\$5,000.00	Environmental
AmountRequested	\$5,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Tree Purchase- Matching Funds	\$11,000.00	1	\$11,000.00
AmountMatched	\$11,000.00		

## Budget Summary

### Amount Requested

\$5,000.00

### Amount Matched

\$11,000.00

### Total Amount

\$16,000.00

## Uploaded Files

Name
<a href="#">2018SpringTreeBidBidTab_2018-08-23.pdf</a>
<a href="#">2018SpringTreeBidPurchaseOrder_2018-08-23.pdf</a>

There are no comments to display.

**CITY OF MT. PLEASANT, MICHIGAN  
2018 TREE BID**

Schichtel's Nursery, Inc.  
7420 Peters Rd.  
Springville, NY 14141

**DIVISION I - STREET R.O.W.**

	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
'Golden Glory' Cornelian Cherry Dogwood	15	EA	\$ 128.00	\$ 1,920.00
Royal White Redbud	15	EA		\$ -
Summer Splendor Tatarian Maple	15	EA		\$ -
'Gerling' Red Maple	15	EA		\$ -
Newport Flowering Plum	15	EA	\$ 116.00	\$ 1,740.00
Crimson Spire™ Oak	15	EA		\$ -
Purple Robe Locust	15	EA		\$ -
Red Horse Chestnut	15	EA		\$ -
<b>TOTAL - DIVISION I</b>				<b>\$ 3,660.00</b>

**DIVISION II - DOWNTOWN**

Carpinus betulus 'Fastigiata' (Pyramidal European Hornbeam)	1	EA	\$ 128.00	\$ 128.00
<b>TOTAL - DIVISION II</b>				<b>\$ 128.00</b>

**ALTERNATE BID - DIVISION I**

Cercis Canadensis 1-1/2"	15	EA	\$ 128.00	\$ 1,920.00
Acer tataricum 'Hot Wings'	15	EA	\$ 128.00	\$ 1,920.00
Acer Rubrum 'Red Pointe'	15	EA	\$ 105.00	\$ 1,575.00
Crimson Spire Oak 1-1/2"	15	EA	\$ 98.00	\$ 1,470.00
Purple Robe Locust 1-1/2"	15	EA	\$ 98.00	\$ 1,470.00
Crimson Spire Oak Potted	15	EA	\$ 98.00	\$ 1,470.00
<b>TOTAL - ALTERNATE DIVISION I</b>				<b>\$ 9,825.00</b>

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**TOTAL - ALL DIVISIONS** **\$ 13,613.00**

**CITY OF MT. PLEASANT, MICHIGAN  
2018 TREE BID**

Bay Landscaping, Inc.  
1630 SE Boutell Rd.  
Essexville, MI 48732

**DIVISION I - STREET R.O.W.**

	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
'Golden Glory' Cornelian Cherry Dogwood	15	EA		\$ -
Royal White Redbud	15	EA		\$ -
Summer Splendor Tatarian Maple	15	EA	\$ 85.00	\$ 1,275.00
'Gerling' Red Maple	15	EA	\$ 90.00	\$ 1,350.00
Newport Flowering Plum	15	EA	\$ 84.00	\$ 1,260.00
Crimson Spire™ Oak	15	EA		\$ -
Purple Robe Locust	15	EA		\$ -
Red Horse Chestnut	15	EA	\$ 125.00	\$ 1,875.00
<b>TOTAL - DIVISION I</b>				<b>\$ 5,760.00</b>

**DIVISION II - DOWNTOWN**

Carpinus betulus 'Fastigiata' (Pyramidal European Hornbeam)	1	EA	\$ 80.00	\$ 80.00
<b>TOTAL - DIVISION II</b>				<b>\$ 80.00</b>

**ALTERNATE BID - DIVISION I**

Golden Glory Dogwood 1-1/4"	15	EA	\$ 66.00	\$ 990.00
Redbud 1-3/4"	15	EA	\$ 100.00	\$ 1,500.00
Crimson Spire Oak 1-1/2"	15	EA	\$ 85.00	\$ 1,275.00
Purple Robe Locust 1-1/4"	15	EA	\$ 73.00	\$ 1,095.00
<b>TOTAL - ALTERNATE DIVISION I</b>				<b>\$ 4,860.00</b>

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<b>TOTAL - ALL DIVISIONS</b>				<b>\$ 10,700.00</b>
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**CITY OF MT. PLEASANT, MICHIGAN  
2018 TREE BID**

Chestnut Ridge Nursery  
7160 Serpentine Drive  
Orchard Park, NY 14127

**DIVISION I - STREET R.O.W.**

	<b>QTY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
'Golden Glory' Cornelian Cherry Dogwood	15	EA	\$ 99.00	\$ 1,485.00
Royal White Redbud	15	EA		\$ -
Summer Splendor Tatarian Maple	15	EA		\$ -
'Gerling' Red Maple	15	EA		\$ -
Newport Flowering Plum	15	EA		\$ -
Crimson Spire™ Oak	15	EA		\$ -
Purple Robe Locust	15	EA		\$ -
Red Horse Chestnut	15	EA	\$ 99.00	\$ 1,485.00
<b>TOTAL - DIVISION I</b>				<b>\$ 2,970.00</b>

**DIVISION II - DOWNTOWN**

Carpinus betulus 'Fastigiata' (Pyramidal European Hornbeam)	1	EA	\$ 85.00	\$ 85.00
<b>TOTAL - DIVISION II</b>				<b>\$ 85.00</b>

**ALTERNATE BID - DIVISION I**

Eastern Redbud	15	EA	\$ 87.00	\$ 1,305.00
Hotwings Tatarian Maple	15	EA	\$ 83.00	\$ 1,245.00
Brandywine Red Maple	15	EA	\$ 80.00	\$ 1,200.00
Crimson Pointe Plum	15	EA	\$ 75.00	\$ 1,125.00
Urban Pinnacle Bur Oak	15	EA	\$ 84.00	\$ 1,260.00
Purple Leaf Catalpa	15	EA	\$ 58.00	\$ 870.00
<b>TOTAL - ALTERNATE DIVISION I</b>				<b>\$ 7,005.00</b>

**TOTAL - ALL DIVISIONS** **\$ 10,060.00**

City of Mt. Pleasant  
 Division of Public Works  
 1303 North Franklin Ave.  
 Mt. Pleasant, MI 48858  
 Phone: (989) 779-5401 Fax: (989) 772-6250

# PURCHASE ORDER

**TO:**  
 Bay Landscaping, Inc.  
 1630 Boutel Road  
 Essexville, MI 48732

**SHIP TO:**  
 City of Mt. Pleasant – Division of Public Works  
 1303 North Franklin Ave.  
 Mt. Pleasant, MI 48858

Phone: (989) 893-0000

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT
4-2-18	Matt Weaver (989) 779-5409	Delivered	Essexville, MI

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
<b>STREET R-O-W</b>				
12	EA	Golden Glory Dogwood, bare root 1-1/4"	66.00	792.00
13	EA	Redbud, 1-3/4"	100.00	1300.00
12	EA	Summer Splendor Tatarian Maple	85.00	1020.00
15	EA	'Gerling' Red Maple	90.00	1350.00
15	EA	Newport Flowering Plum	84.00	1260.00
12	EA	Crimson Spire Oak, 1-1/2"	85.00	1020.00
15	EA	Purple Robe Locust, 1-1/4"	73.00	1095.00
12	EA	Red Horse Chestnut	125.00	1500.00
6	EA	Pyramidal European Hornbeam	80.00	480.00
6	EA	Ivory Silk Japanese Tree Lilac, 1-3/4" bare root	97.00	582.00
<b>TOTAL</b>				<b>\$ 10,399</b>

<b>Tax Exempt ID G38-6004717</b>  Please enter this order with the prices, terms, specifications, and delivery method as per the bid requirements.  Please notify us immediately if you any questions or are unable to ship as specified.	<b>DELIVERY CHARGE</b>	<b>\$ 300.00</b>
	<b>SALES TAX</b>	<b>EXEMPT</b>
	<b>TOTAL</b>	<b>\$10,699</b>
Authorized by    John Zang, Director of Public Works		

# Overview

**Project Name**  
Airport Operational Funding

**Total Requested**  
\$60,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Critical

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[bbrickner@mt-pleasant.org](mailto:bbrickner@mt-pleasant.org)

**Applicant Email**  
Bill Brickner

**Organization**  
Mt. Pleasant Airport

**Address**  
5453 E. Airport Rd  
Mt. Pleasant , 48858

**Phone Number**  
9897722965

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Economic development
- Safety/Security
- Transportation

# Project Description

This funding request is to provide funds to support the basic operation of the airport. Appropriate staffing levels to cover operational needs have, in the past, been covered in part by using airport fund balance. This fund has been used up.

In order to provide the necessary funds for the basic operation of the Mt. Pleasant Municipal Airport, the City has had to contribute \$80,000 per year from the General Fund. Because of State revenue sharing reductions and increased cost pressures, the City continues to face a budget challenge such that the increasing needs of the airport compete with other City services.

The Saginaw Chippewa Tribe has provided funding for airport operations on a regular basis. Without ongoing funding from Tribal 2% allocations, the service levels at the airport could not be maintained.

## Benefit Description

The airport is an economic driver for economic development and business growth. The Mt. Pleasant Airport is a major gateway to the Tribal community’s casino and resort operations. Many entertainers appreciate the convenience and service that they experience at the airport when coming to perform at the resort. The additional funding from the Tribe would provide the funding needed, since the fund balance has been depleted. The ability to provide essential services to the Tribal community’s visitors and business associates may be effected without adequate funding.

## Funding Requirements

Exploring partnerships to share costs, oversight and management with potential partners including Isabella County, Townships, CMU, and the Saginaw Chippewa Indian Tribe..

## Project Timeline

Annual operations

## Budget Items

Name	Cost	Quantity	Total	Category
Airport Operational Funding	\$60,000.00	1	\$60,000.00	Transportation
AmountRequested	\$60,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Airport Fuel Sales	\$141,500.00	1	\$141,500.00
Airport Hangar Rent	\$16,500.00	1	\$16,500.00
Airport Facility Rent	\$8,630.00	1	\$8,630.00
Airport Land Lease	\$9,600.00	1	\$9,600.00
General Fund Contribution	\$81,600.00	1	\$81,600.00
AmountMatched	\$257,830.00		

## Budget Summary

### Amount Requested

\$60,000.00

### Amount Matched

\$257,830.00

### Total Amount

\$317,830.00

## Uploaded Files



Name
No files have been uploaded.

There are no comments to display.

---

# Overview

**Project Name**

Airport Truck

**Total Requested**

\$35,000.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

Medium

**Reoccurring Need?**

Not Reoccurring

---

# Applicant Information

**Applicant Name**

[bbrickner@mt-pleasant.org](mailto:bbrickner@mt-pleasant.org)

**Applicant Email**

Bill Brickner

**Organization**

Mt. Pleasant Airport

**Address**

5453 E. Airport Rd  
Mt. Pleasant , 48858

**Phone Number**

9897722965

---

# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

---

# Categories

- Economic development
- Safety/Security
- Transportation

---

# Project Description

This funding request is to provide funds to replace the pickup truck, taking advantage of a Ford Motor Company purchase and buy back program. The airport uses a 4x4 pickup for snow removal, ramp, taxiway, runway, and lighting inspection and repair. The pickup is an integral part of the airport operation, and the current vehicle is entering the end of its useful life.

---

# Benefit Description

The airport is an economic driver for economic development and business growth. The Mt. Pleasant Airport is a major gateway to the Tribal community’s casino and resort operations. A reliable pickup truck will help to insure safe winter time operations when plowing is required. The airport plows 31 acres each snow fall, and can not use salt or any corrosive material to keep surfaces free from ice and snow. The pickup will also aide in the maintenance and inspection of the entire airport.

## Funding Requirements

City will be responsible for all future maintenance

## Project Timeline

Truck will be purchased as soon as funds are available.

## Budget Items

Name	Cost	Quantity	Total	Category
Truck	\$35,000.00	1	\$35,000.00	Transportation
AmountRequested	\$35,000.00			

## Matching Funds

Name	Cost	Quantity	Total
No Matching Funds items have been added.			
AmountMatched	\$0.00		

## Budget Summary

### Amount Requested

\$35,000.00

### Amount Matched

\$0.00

### Total Amount

\$35,000.00

## Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

# Overview

**Project Name**  
Chemical Feed System

**Total Requested**  
\$350,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Critical

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tmiddleton@mt-pleasant.org](mailto:tmiddleton@mt-pleasant.org)

**Applicant Email**  
Timothy Middleton

**Organization**  
City of Mt Pleasant

**Address**  
1301 N Franklin  
Mt Pleasant , 48858

**Phone Number**  
9897795451

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental
- Infrastructure
- Safety/Security

# Project Description

The intent of this project is to replace and upgrade our existing chemical feed and containment system with a more safe and efficient system. It will incorporate news tanks in a specially designed structure along with new feed pumps, flow and level monitoring, and integration into our computer controlled operational system.

The wastewater treatment plant uses four chemicals to aid in the removal and settling of nutrients in the waste treatment process. Ferrous chloride, sodium hypochlorite, sodium sulfite and an anionic polymer. Upgrading the current system will provide the following benefits. It will -

-Increase Safety- The new containment system will prevent corrosive vapors from being introduced into the plant atmosphere and eliminate a highly restrictive and poorly ventilated working space where ferrous chloride is stored. This will greatly reduce the amount of

exposure that employees are subject to.

-Increase Efficiency- The current system tries to proportionally dose chemicals against flow. Because the system has no mechanism for providing feedback of what the resulting concentration is plant staff must always be overfeeding ferrous chloride and sodium hypochlorite to ensure that NPDES parameters are being met. The new system will allow for significantly better resolution and control over the amount of chemical being fed and result in significant financial savings in reduced chemical usage.

-Extend the longevity of the plant and related equipment- The existing system has a clearly defined history of causing corrosion within the plant reducing the life of electronic equipment and corroding metal fixtures. Moving the system into its own dedicated area will eliminate the damage being caused by those highly corrosive vapors.

-Reduce our environmental footprint- By gaining better control of feed rates we will be introducing less excess chemical into the receiving stream.

-Increase process resiliency- The upgrade will give the staff real time data on the process and alert the staff, whether on duty or off, if a chemical feed is to low or high. This will help to minimize the chance of introducing partially treated effluent to the receiving stream.

## Benefit Description

Because the project enhances and improves our ability to protect the Chippewa River it affects everyone in its downstream watershed including the Tribe, the City of Mt Pleasant, Union Township, and every other local government unit between here and the Great Lakes. It will help to control costs for the local rate payers and assist in keeping the Mt Pleasant community an overall attractive place to live.

## Funding Requirements

Long term operational costs will be funded by normal water and sewer rates. The current system upgrade is in the existing capital improvement plan but only partially funded based on recent bid proposals. We are currently researching value-oriented alternatives to portions of the project to help reduce the overall cost.

## Project Timeline

Currently in motion. Anticipated completion of early spring if sufficient funds are available.

## Budget Items

Name	Cost	Quantity	Total	Category
Chemical Feed System	\$350,000.00	1	\$350,000.00	Infrastructure
AmountRequested	\$350,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Chemical Feed System	\$350,000.00	1	\$350,000.00
AmountMatched	\$350,000.00		

## Budget Summary

### Amount Requested

\$350,000.00

### Amount Matched

\$350,000.00

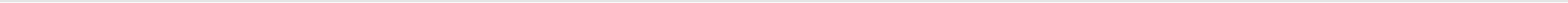
### Total Amount

\$700,000.00

# Uploaded Files

Name
<a href="#">BudgetInformationforChemBuilding_2018-08-23.docx</a>

There are no comments to display.



## Budget Information

Bids received on 7/24/18 for this project came in at the following amounts.

\$1,628,000.00

\$1,323,300.00

\$1,495,700.00

We are requesting \$350,000.00 to help offset the cost of this project and will match those funds in their entirety plus whatever difference is required to complete the project.



# Overview

**Project Name**

Crapo Street Storm Sewer Extension for Community Mental Health

**Total Requested**

\$109,000.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

Critical

**Reoccurring Need?**

Not Reoccurring

---

# Applicant Information

**Applicant Name**

[tbow@mt-pleasant.org](mailto:tbow@mt-pleasant.org)

**Applicant Email**

Tammy Bow

**Organization**

City of Mt Pleasant

**Address**

1303 N Franklin Ave  
Mt Pleasant , 48858

**Phone Number**

9897795401

---

# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

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# Categories

- Environmental
- Infrastructure

---

# Project Description

In June 2017, the City of Mt. Pleasant and surrounding areas received over 10" of rain in a 24-hour period, which caused a severe flash-flood event. Because of the extreme amount of rainfall, the City's storm sewer system exceeded capacity. During this event, the Community Mental Health for Central Michigan (CMHCM) building, located at 301 South Crapo Street, was flooded. The building has experienced ongoing flooding issues due to unrestricted offsite storm water and onsite drainage issues.

Currently, no storm sewer line exists in this area of South Crapo Street. In coordination with adjacent property owners, CMHCM has developed a regional storm water management plan that would provide a private shared regional detention pond and improved drainage for the site and surrounding properties that encompasses approximately 20 acres in the city. This project would include installation of a new 18" storm sewer on South Crapo Street that would provide an outlet for the proposed regional storm water

detention system. The 18" storm sewer was originally planned for 2022, but has been moved up to 2019 to coincide with CMHCM's project to assist with protection of this area. This project, in conjunction with the CMHCM project, would improve drainage and storm water detention in the surrounding areas.

## Benefit Description

This project would benefit both the Tribal community and community at large. The storm sewer addition would improve the City's storm sewer infrastructure on South Crapo Street and reduce the potential for future flooding at the CMHCM building and surrounding areas. The addition of the regional detention pond would have a positive effect on the capacity of the storm sewer system and reduce the negative impact of a storm water surge on the Chippewa River.

## Funding Requirements

There are no long-term funding requirements for this project.

## Project Timeline

The project will begin in the spring or summer of 2019.

## Budget Items

Name	Cost	Quantity	Total	Category
Crapo Street Storm Sewer Extension	\$109,000.00	1	\$109,000.00	Infrastructure
AmountRequested	\$109,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Community Mental Health Contribution	\$356,000.00	1	\$356,000.00
AmountMatched	\$356,000.00		

## Budget Summary

### Amount Requested

\$109,000.00

### Amount Matched

\$356,000.00

### Total Amount

\$465,000.00

## Uploaded Files

Name
<a href="#">CrapoStreetStormSewerExtensionCostEstimate_2018-08-29.pdf</a>

There are no comments to display.

Estimate of Probable Construction Cost for:  
City of Mt. Pleasant  
Crapo 18" Storm Sewer Extension



City of Mt. Pleasant  
**Division of Public Works**  
1303 N. Franklin Ave.  
Mt. Pleasant, MI 48858  
Ph. 989-779-5401

December 2017

NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Preconstruction Audio/Video Recording	1	LS	\$ 1,000.00	\$ 1,000.00
2	Minor Traf Devices	1	LS	\$ 1,500.00	\$ 1,500.00
3	Curb and Gutter, Rem	435	LFT	\$ 7.00	\$ 3,045.00
4	Pavt, Rem	245	SYD	\$ 5.00	\$ 1,225.00
5	Sidewalk, Rem	200	SYD	\$ 9.00	\$ 1,800.00
7	Erosion Control, Filter Bag	1	EA	\$ 500.00	\$ 500.00
8	Dr Structure Cover, STM, Modified	5	EA	\$ 500.00	\$ 2,500.00
9	Dr, Structure, 48 Inch dia	5	EA	\$ 2,000.00	\$ 10,000.00
10	Sewer, CI A, 12 Inch, Tr Det B	30	LFT	\$ 45.00	\$ 1,350.00
11	Sewer, CI A, 18 Inch, Tr Det B	435	LFT	\$ 50.00	\$ 21,750.00
12	HMA, 13A (w/ bit curb)	40	TON	\$ 85.00	\$ 3,400.00
13	Sidewalk Ramp, Conc, 6 Inch	200	SFT	\$ 6.00	\$ 1,200.00
14	Sidewalk, Conc, 4 Inch	1700	SFT	\$ 5.00	\$ 8,500.00
15	Connect to Existing Catch Basin	1	LS	\$ 1,000.00	\$ 1,000.00
16	Subbase, CIP	2,175	CYD	\$ 10.00	\$ 21,750.00
17	Aggregate Base, 8 Inch	870	SYD	\$ 7.00	\$ 6,090.00
18	Restoration, Modified	9	STA	\$ 600.00	\$ 5,400.00
19	Testing (Allowance)	1	LS	\$ 1,500.00	\$ 1,500.00
20	Contractor Staking	1	LS	\$ 1,500.00	\$ 1,500.00

Subtotal	\$ 95,010.00
Contingency (10%)	\$ 9,501.00
Engineering (5%)	\$ 4,750.50
<b>Total</b>	<b>\$ 109,261.50</b>

# Overview

**Project Name**  
East Digester Rehabilitation

**Total Requested**  
\$279,500.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tmiddleton@mt-pleasant.org](mailto:tmiddleton@mt-pleasant.org)

**Applicant Email**  
Timothy Middleton

**Organization**  
City of Mt Pleasant

**Address**  
1301 N Franklin  
Mt Pleasant , 48858

**Phone Number**  
9897795451

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental
- Infrastructure
- Safety/Security

# Project Description

The east digester is a biological process in which settled sludge from the primary clarifiers is reduced through anaerobic digestion into a highly concentrated bio-solid. This material is then beneficially re-used by local farmers as a fertilizer to return nutrients such as nitrogen, phosphorous, and carbon to the soil. In the same process methane gas is formed which is captured and used in place of natural gas to heat the plant and maintain the process temperature inside the digester. The east digester was constructed in 1957 and the lid was replaced in a 1984 upgrade. During a recent inspection the interior coatings were found to blistering and delaminating from the walls and cap structure. Additionally, the exterior brick fascia and cement chime are cracking and crumbling causing portions of structure to fall and accelerating water and freezing damage to the overall body of the digester. It is our intent to blast and coat the interior portions of the vessel and have the floating cover either repaired and recoated or simply replaced. The outside brickwork and

concrete will be repaired or replaced as necessary and sealed to extend the overall life of the digester. This project will be slated to take place in conjunction with a digester cleaning in 2020 reducing the overall cost of moving sludge. The cost is based on an engineers probable estimate.

## Benefit Description

The digestion process benefits the Isabella community and environment as a whole by reducing the amount of waste that is transferred to the environment, creates a reusable and environmentally sustainable product, and captures a significant portion of methane as a renewable energy source reducing our total carbon footprint.

## Funding Requirements

No long term funding requirements

## Project Timeline

Will be coordinated with a digester cleaning in 2020

## Budget Items

Name	Cost	Quantity	Total	Category
East Digester Rehab	\$279,500.00	1	\$279,500.00	Infrastructure
AmountRequested	\$279,500.00			

## Matching Funds

Name	Cost	Quantity	Total
East Digester Rehab	\$279,500.00	1	\$279,500.00
AmountMatched	\$279,500.00		

## Budget Summary

### Amount Requested

\$279,500.00

### Amount Matched

\$279,500.00

### Total Amount

\$559,000.00

## Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

# Overview

**Project Name**

Fuel Pedestal

**Total Requested**

\$6,500.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

Critical

**Reoccurring Need?**

Not Reoccurring

---

# Applicant Information

**Applicant Name**

[bbrickner@mt-pleasant.org](mailto:bbrickner@mt-pleasant.org)

**Applicant Email**

Bill Brickner

**Organization**

Mt. Pleasant Airport

**Address**

5453 E. Airport Rd  
Mt. Pleasant , 48858

**Phone Number**

9897722965

---

# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

---

# Categories

- Economic development
- Safety/Security
- Transportation

---

# Project Description

This funding request is to provide funds to replace the fuel point of sale pedestal The point of sale pedestal is used for all fuel sales, programming prices, and is an aide in fuel monitoring. The manufacturer of the point of sale pedestal has informed us that in June of 2019, parts and service will no longer be available for this unit. Should this unit go down after that time, fuel would not be available for customers at the airport.

---

# Benefit Description

The airport is an economic driver for economic development and business growth. The Mt. Pleasant Airport is a major gateway to the Tribal community’s casino and resort operations. The funding would help to insure safe airport operations by having reliable equipment to supply pilots with fuel for their travels.

## Funding Requirements

Other funding is available for the estimated \$12,000 installation, and a portion of the purchase price of the new unit. Airport will provide all needed maintenance after installation.

## Project Timeline

Spring 2019

## Budget Items

Name	Cost	Quantity	Total	Category
Fuel Pedestal	\$6,500.00	1	\$6,500.00	Transportation
AmountRequested	\$6,500.00			

## Matching Funds

Name	Cost	Quantity	Total
No Matching Funds items have been added.			
AmountMatched	\$0.00		

## Budget Summary

### Amount Requested

\$6,500.00

### Amount Matched

\$0.00

### Total Amount

\$6,500.00

## Uploaded Files

Name
<a href="#">QTestimate 2018-08-29.pdf</a>

There are no comments to display.





4909 Nautilus Court North, Suite 109  
Boulder, CO 80301  
ph: 303-444-3590 Fax: 303-444-8736

Quote No.

QT Pod Fueling Terminals

Representative

Name Matt Duncan Phone: 303-962-3413  
Position Sales Fax: 303-444-8736  
Department Sales Division E-mail: mduncan@qtpod.com

Dates

First Contact  
Quote Issued 5/9/2018  
Accept/Reject

Product/Service Name	Quantity	Price	TOTAL
QT Pod Model M4000 Self-Serve Fueling Terminal 1 hose control, wired ethernet capability Trade-in credit for M3000 return ( good until Sept 1 2018) Options DPI Relay Module - for 2nd hose position	1	\$14,995.00	\$14,995.00
	1	(\$3,495.00)	(\$3,495.00)
	1	\$450.00	\$450.00
SHIPPING	1	\$295.00	\$295.00
Sub Total			\$12,245.00

Client

Customer Bill Brickner Company Mt. Pleasant Airport  
Address  
City State  
ZIP Email bbrickner@mt-pleasant.org  
Phone Fax

Status

☒ Established Client ☐ New Client ☐ Prospective Client

Notes

\*Quote valid for 60 days from issuance.  
Price does not include installation

Office Use Only

Prices are subject to change without notice.

# Overview

**Project Name**  
Main Street Trash Cans

**Total Requested**  
\$3,648.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[mweaver@mt-pleasant.org](mailto:mweaver@mt-pleasant.org)

**Applicant Email**  
Matt Weaver

**Organization**  
City of Mt. Pleasant

**Address**  
1303 N Franklin Street  
Mt. Pleasant , 48858

**Phone Number**  
9897795409

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Infrastructure
- Safety/Security

# Project Description

The scope of this project includes replacing the metal trash cans that were installed along Main Street, from High Street to Illinois St. These cans are currently in poor shape and without a liner. The City's contracted refuse hauler is responsible for emptying the cans. Without a liner, the driver is required to reach in and pull out all refuse by hand. We would like to install new can that have an additional plastic liner to make this process faster, cleaner and safer.

# Benefit Description

The entire community will benefit from the installation of new cans with liners along Main Street. Not only with the can liners allow the refuse hauler to complete his route more quickly and efficiently, but they also allow for a more aesthetic look.

## Funding Requirements

No long term funding required

## Project Timeline

Spring 2019

## Budget Items

Name	Cost	Quantity	Total	Category
Main Street Trash Cans	\$179.00	16	\$2,864.00	Infrastructure
Can liners	\$49.00	16	\$784.00	Infrastructure
AmountRequested	\$3,648.00			

## Matching Funds

Name	Cost	Quantity	Total
No Matching Funds items have been added.			
AmountMatched	\$0.00		

## Budget Summary

### Amount Requested

\$3,648.00

### Amount Matched

\$0.00

### Total Amount

\$3,648.00

## Uploaded Files

Name
<a href="#">CartKaTomRestaurantSupply_2018-09-04.pdf</a>

There are no comments to display.

What are you looking for today?

SEARCH

- Restaurant  
Equipment
- Kitchen  
Supplies
- Flatware  
& Serveware
- Cleaning  
& Janitorial
- Restaurant  
Furniture
- Disposable  
& Consumables
- Shelves  
& Carts
- Business  
Type
- Brands

# Shopping Cart

[Login](#) to retrieve saved shopping carts or to save your current shopping cart

Continue Shopping

## Checkout

### Your Cart Contains:

Product ID: 007-FGH9NBK

Rubbermaid FGH9NBK  
22-gal Outdoor  
Decorative Trash Can -  
Metal, Black

Quantity: 

16

Update

Unit of Measure: Each

Item Total: \$2,864.00

Product ID: 007-3550

Rubbermaid  
FG355000GRAY 12.12-  
gal Round Rigid Trash  
Can Liner, Plastic - Gray

Quantity: 

16

Update

Unit of Measure: Each

Item Total: \$784.00

Would you like to [Finance](#) your equipment

Subtotal

\$3,648.00

Commercial

Zip Code

Calculate

Your E-Mail Address

LOGIN

 Checkout

OR

Check out with 

OR



You Might Want These Too!



- San Jamar Euro One Size Dispenser w/ Rim, 4-24-oz Cups
- Witt 21-gal Square Rigid Trash Can Liner, Plastic - Black
- Summit Undercounter Medical Freezer - Locking, 115v
- Rubbermaid 35.5-gal Square RigidTrash Can Liner, Plastic - Gray

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# Overview

**Project Name**  
Mission Creek Dam Removal

**Total Requested**  
\$192,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Critical

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tbow@mt-pleasant.org](mailto:tbow@mt-pleasant.org)

**Applicant Email**  
Tammy Bow

**Organization**  
City of Mt Pleasant

**Address**  
1303 N Franklin Ave  
Mt Pleasant , 48858

**Phone Number**  
9897795401

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental
- Infrastructure

# Project Description

The Mission Creek Dam was built in the 1950's or 1960's on what is now the former Mt. Pleasant Center Property, located north of West Pickard Street and east of Bamber Road. Mission Creek is a tributary of the Chippewa River. The lake created by the dam was drained years ago and the gates were removed shortly after the dam construction.

In June 2017, the City of Mt. Pleasant and the surrounding areas experienced severe flooding. Because the dam spillway has insufficient capacity to handle the inclement weather, the floodwaters overflowed the top of the dam and the embankment was severely damaged. The downstream slope of the embankment eroded, which exposed a mixed collection of debris and soil material. the Michigan Department of Environmental Quality has declared the dam is in unsatisfactory condition and must be repaired or removed.

Removal of the dam will have a significant and positive effect on notable ecological features of the area, and will increase connectivity, water quality, material transport, hydrology, and geomorphology. By removing the dam, 100% of the watershed upstream of the barrier will be reconnected. The natural river channel processes will be restored and the river will be a natural waterway, enabling aquatic wildlife to thrive.

## Benefit Description

This project would benefit the entire community. If the Saginaw Chippewa Tribe chooses to participate in the project, we would be working together to protect the Chippewa River.

## Funding Requirements

If future funding is required, the City will provide those funds.

## Project Timeline

The engineering and MDEQ permitting work would begin in the spring of 2019. The dam would be removed in the fall of 2019.

## Budget Items

Name	Cost	Quantity	Total	Category
Contract with Construction Company	\$163,920.00	1	\$163,920.00	Infrastructure
Surveying and Engineering Costs	\$25,580.00	1	\$25,580.00	Infrastructure
Permit Fees	\$2,500.00	1	\$2,500.00	Infrastructure
AmountRequested	\$192,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Dam Removal Costs - Matching Funds	\$193,000.00	1	\$193,000.00
AmountMatched	\$193,000.00		

## Budget Summary

### Amount Requested

\$192,000.00

### Amount Matched

\$193,000.00

### Total Amount

\$385,000.00

## Uploaded Files

Name
<a href="#">MDEQDamSafetyInspectionReport_2018-08-22.pdf</a>

There are no comments to display.



# DAM SAFETY INSPECTION REPORT

MISSION CREEK DAM  
DAM ID 230

MISSION CREEK  
ISABELLA COUNTY  
SECTION 9, T14N, R04W

**OWNER/OPERATOR:** City of Mount Pleasant  
Department of Public Works  
1303 North Franklin Street  
Mt. Pleasant, Michigan 48858-4682

**HAZARD POTENTIAL  
CLASSIFICATION:** Low

**INSPECTION DATE:** October 18 and 25, 2017

**REPORT DATE:** October 31, 2017

**INSPECTED AND PREPARED BY:**



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James T. Pawloski, P.E.  
Michigan Registration No. 34034  
Dam Safety Program  
Water Resources Division  
Department of Environmental Quality  
2100 West M-32  
Gaylord, Michigan 49735  
989-370-1528



## **INTRODUCTION**

The purpose of this inspection is to evaluate the structural condition and hydraulic capacity of this dam pursuant to the requirements of Part 315, Dam Safety (Part 315), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). This inspection was conducted by the Department of Environmental Quality (DEQ) in response to a request by the dam owner, the City of Mount Pleasant. The report is limited to a discussion of observations based on a visual investigation and review of any previous inspection reports, plans, and data that are available. This report should not be considered an in depth engineering investigation.

All references to “right” and “left” in this report are based on the observer facing downstream.

## **CONCLUSIONS AND RECOMMENDATIONS**

The Mission Creek Dam is in unsatisfactory condition. This means that the dam has recognized deficiencies that require immediate or emergency attention. The spillway has insufficient capacity to handle the design flood event. The dam embankment was severely damaged in a rainstorm that caused the dam to be overtopped by flood waters in late June, 2017. In addition, the dam has a number of maintenance items that require attention. The following recommended actions are listed by priority.

1. The owner should decide whether to repair or remove the dam. Either activity will require permits from the DEQ.
2. If repair is anticipated, then a comprehensive geotechnical assessment of the dam will be necessary in order to develop repair recommendations for the embankment. Additional spillway capacity will also be required.
3. If removal of the dam is contemplated, then a thorough removal plan will need to be developed.
4. Remove trees and brush from the upstream and downstream faces of the embankment by December 31, 2018.
5. Remove debris deposited from flood event as soon as resources allow.
6. A written Operations and Maintenance Plan (O&M Plan), outlining procedures for dam upkeep and operation, should be prepared for this dam by December 31, 2018.

The low hazard potential rating for this dam is appropriate.

## **PROJECT INFORMATION**

The Mission Creek Dam is an earth fill dam with a structural height of approximately twelve feet. The embankment is approximately 220 feet long. According to file records, the dam was constructed in 1950 and was probably used as a recreational facility for a nearby State Hospital. The dam has a concrete box culvert spillway with a concrete riser and stop logs (the principal spillway). There is also an auxiliary concrete chute spillway. The dam is currently operated in a drawn down condition, but creates an impoundment with a surface area of approximately 7 acres under flood conditions.

Previous inspection reports and design documents were unavailable.

## **SITE INVESTIGATION**

The following discussion of the physical condition of the dam and appurtenances is based on observations and photographs obtained on the date of this inspection.

### **EMBANKMENT**

The overall condition of the dam embankment is unsatisfactory. The entire embankment is covered with dense brush and mature trees, as shown in several of the attached photographs. Trees and brush are generally not permitted on embankment surfaces for a number of reasons: 1) Extensive root systems can provide seepage paths for water; 2) Trees that blow down or fall over can leave large holes in the embankment surface that will weaken the embankment and can lead to increased erosion, threatening embankment stability; 3) Brush obscures the surface of an embankment and limits visual inspection, provides a haven for burrowing animals, and retards the growth of grass vegetation; and 4) Tree and brush growth adjacent to concrete walls and structures may eventually cause damage to the concrete. For these reasons, all trees and brush should be removed by December 31, 2018 (if the decision is to maintain and repair the dam).

In addition, the embankment was severely damaged by overtopping floodwaters during a rainstorm in late June, 2017. The damage is shown in Photographs 9 through 13. If the decision is to repair the dam, then a thorough geotechnical engineering assessment of the embankment is appropriate. This assessment should include soil borings, slope stability analyses, and embankment repair recommendations.

### **SPILLWAYS**

The principal spillway is in fair condition, as shown in Photographs 3 through 8. The structure appears to be fair condition, even though much of the embankment surrounding the structure on the downstream slope was eroded away during the June 2017 event. There was no evidence of significant cracks or settling of any features of the spillway. Normal streamflow was moving through the spillway unimpeded. The spillway did not contain any stop logs during the flood event. Therefore, the pond was drawn down some time prior to June 2017.

The auxiliary spillway also appears to be in fair condition. There are some obstructions throughout, as shown in Photographs 14 through 16, but the structure is in otherwise serviceable condition.

## **STRUCTURAL STABILITY**

The dam embankment was severely damaged by overtopping flood waters in late June 2017. The downstream slope of the embankment was eroded away, exposing a significant length of the principal spillway outlet. The erosion exposed a mixed collection of debris and soil material, which apparently were used as fill on the downstream slope of the dam during construction. For these reasons, the embankment of the dam is considered to be unstable. If reconstruction is anticipated, then a comprehensive geotechnical investigation and analysis should be completed to determine the current embankment stability and any recommended design requirements for repair of the embankment.

The existing spillways both appear to be in serviceable condition. The principal spillway is currently operating as a culvert, since no stop logs are in place. No structural stability analyses were performed on either spillway.

## **HYDROLOGY AND HYDRAULICS**

The contributing drainage area to Mission Creek at the dam is approximately 2.7 square miles. The design discharge for this dam is the flood of record, which is estimated to be 900 cubic feet per second (cfs). The total volume of runoff from the design flood event is estimated to be 490 acre-feet of water.

The total existing spillway capacity, in the current configuration, is estimated to be 210 cfs. Obviously, this is not adequate hydraulic capacity to handle the flood event that occurred, since the dam was overtopped during a flood event in late June, 2017. If repair of the dam is contemplated, then additional spillway capacity will be required. A summary of the hydraulic analysis is included in the appendix.

## **OPERATION AND MAINTENANCE**

It is clear from observation of this dam that operations and maintenance have been given little attention in the recent past. If the dam is anticipated to be repaired, then a written O&M Plan, outlining procedures for dam upkeep and operation, should be prepared for this dam prior to placing it back in service. This plan should include provisions for monitoring the water level in the impoundment, operating any controls during flood events, and normal operation and maintenance. This plan should be reviewed annually and updated to reflect changes in operation and maintenance procedures.

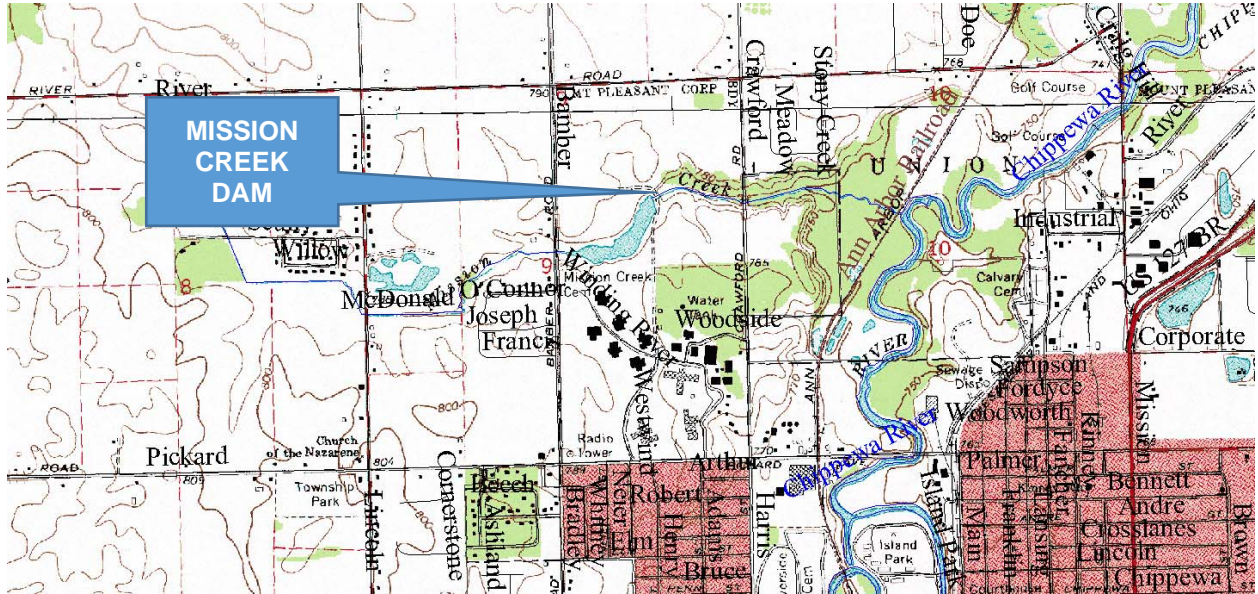
## **EMERGENCY ACTION PLAN**

The Mission Creek Dam is a low hazard potential dam. Therefore, an Emergency Action Plan is not required.

## **APPENDICES**

A location map and inspection photographs are included with this report.

**MISSION CREEK DAM**  
**DAM ID NO. 230**





**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 1 – Embankment viewed from right abutment**



**Photograph 2 – Embankment viewed from left abutment**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 3 – Principal spillway entrance**



**Photograph 4 – Closer view of principal spillway headwall**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 5 – Closer view of principal spillway headwall**



**Photograph 6 – Downstream face of principal spillway headwall**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 7 – Principal spillway culvert looking downstream**



**Photograph 8 – Outlet end of principal spillway viewed from downstream**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 9 – Erosion on downstream slope adjacent to principal spillway**



**Photograph 10 – Erosion on downstream slope adjacent to principal spillway**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 11 – Erosion on downstream slope adjacent to principal spillway,  
viewed from right**



**Photograph 12 – Erosion on downstream slope adjacent to principal spillway,  
viewed from embankment crest, looking downstream**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 13 – Debris on downstream slope**



**Photograph 14 – Entrance to auxiliary spillway**



**MISSION CREEK DAM  
ISABELLA COUNTY  
DAM ID NO. 230**



**Photograph 15 – Interior view of auxiliary spillway**



**Photograph 16 – Outlet end of auxiliary spillway**

## HY-8 Analysis Results

### Crossing Summary Table

Culvert Crossing: Mission Creek Dam

Headwater Elevation (ft)	Total Discharge (cfs)	Principal Spillway Discharge (cfs)	Auxiliary Spillway Discharge (cfs)	Roadway Discharge (cfs)	Iterations
89.12	0.00	0.00	0.00	0.00	0
89.56	5.00	4.99	0.00	0.00	6
89.82	10.00	9.99	0.00	0.00	5
90.23	20.00	19.99	0.00	0.00	5
91.02	45.00	44.97	0.00	0.00	3
91.79	75.00	74.98	0.00	0.00	3
92.40	100.00	100.02	0.00	0.00	3
95.65	200.00	200.02	0.00	0.00	6
97.06	300.00	230.34	0.00	69.56	6
97.53	400.00	239.43	3.24	157.21	4
97.91	500.00	246.65	7.94	245.34	4
98.25	600.00	252.69	13.17	334.10	4
98.56	700.00	257.83	18.67	423.46	4
98.85	800.00	262.51	24.58	512.57	3
99.13	900.00	266.87	30.64	602.20	3
96.42	217.08	217.08	0.00	0.00	Overtopping



# Overview

**Project Name**  
Multi-Jurisdictional Storm Water Study

**Total Requested**  
\$100,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Critical

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tbow@mt-pleasant.org](mailto:tbow@mt-pleasant.org)

**Applicant Email**  
Tammy Bow

**Organization**  
City of Mt Pleasant

**Address**  
1303 N Franklin Ave  
Mt Pleasant , 48858

**Phone Number**  
9897795401

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Project Partners

**Partnered With**  
Union Township

**Authorizers**  
Andrew Laughlin [laughlin.drew@gmail.com](mailto:laughlin.drew@gmail.com)

Mark Stuhldreher [mstuhldreher@uniontownshipmi.com](mailto:mstuhldreher@uniontownshipmi.com)

**Status**  
Accepted

**Address**  
2010 S Lincoln Road  
Mount Pleasant, Michigan 48858

**Phone**  
989-772-4600

**Fax**

989-773-1988

**Partnered With**

Isabella County

**Authorizers**

[mmcavoy@isabellacounty.org](mailto:mmcavoy@isabellacounty.org)

**Status**

Accepted

**Address**

200 N. Main Street  
Mount Pleasant, Michigan 48858

**Phone**

989 772-0911

**Fax**

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## Categories

- Environmental
- Infrastructure

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## Project Description

This project is a joint, multi-jurisdictional effort to determine storm water infrastructure capacity and needs. The study will show vulnerabilities that will allow jurisdictions to address infrastructure shortcomings and work cooperatively to fix storm water systems that cross jurisdictional boundaries.

In June 2017, Governor Rick Snyder declared a State of Emergency for Isabella County as a result of flooding in the area. Although the storm caused millions of dollars in damage to our area, it did not show all of the infrastructure inadequacies. Each affected agency or municipality began to deal with the issues in the their own way. Officials from numerous jurisdictions met to determine if a more unified and collaborative approach to addressing storm water issues could be accomplished. It was decided that an engineering study was needed to determine the capacity of the collective system, the current condition of the infrastructure, and how the collective system could be improved.

The following jurisdictions have tentatively agreed to the concept of a joint engineering analysis of storm water drainage infrastructure: Charter Township of Union, Isabella County Drain Commission, Isabella County Road Commission, Michigan Department of Transportation, Central Michigan University, Saginaw Chippewa Indian Tribe, and the City of Mt. Pleasant.

The jurisdictional representatives met on February 8, 2018. There was a unanimous consensus to proceed with an engineering study. The City will send out a Request for Proposals for the study. The cost is expected to be approximately \$120,000 based on a preliminary estimate obtained from an engineering firm. Actual costs will be known after proposals are received. Division of the costs among the participating jurisdictions will be determined by the cost allocation of the study (yet unknown.) The match amount of \$20,000 represents the City's initial commitment for participating in the study.

The proposed engineering analysis of data will include identifying watershed areas, analysis of drainage system capacities, and identification of choke points (subject to frequently flooding) in the current storm system. The study will identify areas requiring immediate attention due to infrastructure condition. The study also would give engineering-based recommendations for system improvements, changes, and controls.

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## Benefit Description

This project will benefit the entire community. As mentioned above, seven jurisdictions plan to participate in the joint engineering analysis. The scope of those who will benefit is immense. This combined effort will help unify the area's storm water systems, creating a cohesive water management plan that recognizes the interaction of systems that carry water across jurisdictional boundaries. These governmental agencies recognize the interconnection of the systems and the need to work cooperatively to avoid flooding the neighboring municipality or jurisdiction.

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## Funding Requirements

There would be no future maintenance costs for this project.

## Project Timeline

This project would begin in April or May 2019. The City would expect it to be completed within five or six months.

## Budget Items

Name	Cost	Quantity	Total	Category
Storm Water Study	\$100,000.00	1	\$100,000.00	Infrastructure
AmountRequested	\$100,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Storm Water Study - Matching Funds	\$20,000.00	1	\$20,000.00
AmountMatched	\$20,000.00		

## Budget Summary

### Amount Requested

\$100,000.00

### Amount Matched

\$20,000.00

### Total Amount

\$120,000.00

## Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

# Overview

**Project Name**  
No Fee Brush Chipping Program

**Total Requested**  
\$30,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tbow@mt-pleasant.org](mailto:tbow@mt-pleasant.org)

**Applicant Email**  
Tammy Bow

**Organization**  
City of Mt Pleasant

**Address**  
1303 N Franklin Ave  
Mt Pleasant , 48858

**Phone Number**  
9897795401

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental

# Project Description

In the spring of 2017, the City offered a pilot program for free curbside brush chipping to the first 400 residents who applied using \$30,000 previously set aside for storm-related brush collection. 276 residents used the service. Unfortunately, the pilot program was discontinued early due to the June flood event. The remaining program funds were redirected to a city-wide flood damaged item collection held on July 1, 2017. Survey results from city residents who participated in the pilot program were positive about the impact it had on their properties. Tribal 2% funds of \$30,000 were received for the 2018 program.

Tribal 2% funding would allow the City to offer the program again in 2019. Free brush chipping would be offered to as many residents as possible until funds are depleted. It is anticipated that 300 households can be served in 2019 with this collection and the City match.

## Benefit Description

The Tribal community and community at large will benefit as residents will have a no-cost means to dispose of tree branches easily and in a timely manner. The brush will be hauled the City's Street Department crews to the Public Works yard and chipped. The wood chips will be used in the park system and around newly planted trees.

## Funding Requirements

Initial funding for pilot program was provided by monies set aside 11 years ago for storm-related brush collection. In 2018, the Tribal 2% process contributed approximately \$30,000 to this effort. The City is seeking Tribal 2% funds of \$30,000 for 2019.

## Project Timeline

This program will be held in the spring and fall of 2019.

## Budget Items

Name	Cost	Quantity	Total	Category
No Fee Brush Chipping Program	\$30,000.00	1	\$30,000.00	Environmental
AmountRequested	\$30,000.00			

## Matching Funds

Name	Cost	Quantity	Total
No Fee Brush Chipping Program - Matching Funds	\$5,000.00	1	\$5,000.00
AmountMatched	\$5,000.00		

## Budget Summary

### Amount Requested

\$30,000.00

### Amount Matched

\$5,000.00

### Total Amount

\$35,000.00

## Uploaded Files

Name
<a href="#">2017FreeBrushChippingProgramCosts_2018-08-29.pdf</a>

There are no comments to display.

<b>2017 Free Brush Chipping Program Costs</b>	
Number of Brush Piles Chipped	276
Street Department Salaries/Benefits	\$10,293.32
Administrative Costs (estimated)	\$ 1,500.00
Equipment Rental (Motor Pool equipment used by the Street Dept.)	\$ 6,919.76
Fuel	\$ 1,064.13
Total Costs for Free Brush Chipping Program	\$19,777.21
Cost per Brush Pile	\$71.66

# Overview

**Project Name**

Pedestrian Lighting

**Total Requested**

\$79,000.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

High

**Reoccurring Need?**

Not Reoccurring

---

# Applicant Information

**Applicant Name**

[jflachs@mt-pleasant.org](mailto:jflachs@mt-pleasant.org)

**Applicant Email**

Jennifer Flachs

**Organization**

City of Mt. Pleasant

**Address**

320 W. Broadway Street

Mt. Pleasant , 48858

**Phone Number**

(989) 779-5406

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# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway

Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

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# Categories

- Infrastructure
- Safety/Security

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# Project Description

The scope of this project includes the installation of decorative pedestrian lights in residential neighborhoods in the City to provide illumination of the public sidewalks. In recent years, the City has installed lighting on the north and south streets in the residential area north of the Central Michigan University campus. This increased lighting has increased safety in the area. Two percent funding would allow for the installation of pedestrian lights in this same area on the east and west streets. The total cost of the project is \$159,000.

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# Benefit Description



This project will benefit the entire community by providing illuminated walkways and increasing nighttime safety in City neighborhoods. Dark areas along the sidewalk can be a result of trees, buildings, and lack of lighting. Vision is negatively affected when walking, biking, or driving in areas that are dark, then light, and then dark again. A driver’s vision is negatively impacted by the dark areas because they are unable to see potential side hazards or pedestrian crossing areas. With the installation of additional lighting in the residential area north of campus pedestrians, bicyclists, and drivers will benefit by traveling through a continuously lighted area. Residents and visitors alike will have a safe, comfortable pathway in which to travel to housing, local businesses, shops and community events.

## Funding Requirements

There will be additional installation, maintenance, and operational costs as lighting is installed to additional neighborhood blocks in the future. The City budget will cover the operational costs.

## Project Timeline

Summer 2019

## Budget Items

Name	Cost	Quantity	Total	Category
Pedestrian Lighting	\$79,000.00	1	\$79,000.00	Infrastructure
AmountRequested	\$79,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Capital funds for lighting	\$80,000.00	1	\$80,000.00
AmountMatched	\$80,000.00		

## Budget Summary

### Amount Requested

\$79,000.00

### Amount Matched

\$80,000.00

### Total Amount

\$159,000.00

## Uploaded Files

Name
<a href="#">Bid Tab</a>

There are no comments to display.

City of Mt. Pleasant, Michigan  
Division of Public Works  
**2018 Pedestrian Lighting Project**

		County Line Power, LLC				C & R Electric LLC		J. Ranck Electric, Inc.	
		5652 N. Meridian Rd.				6960 E Blanchard Rd		1993 Gover Parkway	
		Hope, MI 48628				Shepherd, MI 48883		Mt. Pleasant, MI 48858	
No.	Description	Quan.	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Connect to Existing Meter	1	EA	\$ 1.00	\$ 1.00	\$ 300.00	\$ 300.00	\$ 4,350.00	\$ 4,350.00
2	Install Light Wiring	1675	LFT	\$ 2.50	\$ 4,187.50	\$ 4.00	\$ 6,700.00	\$ 5.00	\$ 8,375.00
3	Install 1" Electric Conduit	1675	LFT	\$ 6.25	\$ 10,468.75	\$ 2.00	\$ 3,350.00	\$ 6.75	\$ 11,306.25
4	Install Hand-hole	20	EA	\$ 175.00	\$ 3,500.00	\$ 150.00	\$ 3,000.00	\$ 175.00	\$ 3,500.00
5	Furnish Light Pole, Fixture, and Accessories	20	EA	\$ 3,500.00	\$ 70,000.00	\$ 3,825.00	\$ 76,500.00	\$ 3,630.00	\$ 72,600.00
6	Install Pole and Light Complete	20	EA	\$ 350.00	\$ 7,000.00	\$ 367.50	\$ 7,350.00	\$ 750.00	\$ 15,000.00
7	Restoration	150	SYD	\$ 10.00	\$ 1,500.00	\$ 4.00	\$ 600.00	\$ 3.50	\$ 525.00
TOTAL BID				\$	96,657.25		\$ 97,800.00	\$	115,656.25

		Block Electric Company			
		PO Box 63			
		Weidman, MI 48893			
No.	Description	Quan.	Unit	Unit Price	Total Price
1	Connect to Existing Meter	1	EA	\$ 2,000.00	\$ 2,000.00
2	Install Light Wiring	1675	LFT	\$ 3.00	\$ 5,025.00
3	Install 1" Electric Conduit	1675	LFT	\$ 10.00	\$ 16,750.00
4	Install Hand-hole	20	EA	\$ 500.00	\$ 10,000.00
5	Furnish Light Pole, Fixture, and Accessories	20	EA	\$ 3,900.00	\$ 78,000.00
6	Install Pole and Light Complete	20	EA	\$ 1,900.00	\$ 38,000.00
7	Restoration	150	SYD	\$ 20.00	\$ 3,000.00
TOTAL BID				\$	152,775.00

# Overview

**Project Name**  
Septage Receiving Station

**Total Requested**  
\$175,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
Medium

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tmiddleton@mt-pleasant.org](mailto:tmiddleton@mt-pleasant.org)

**Applicant Email**  
Timothy Middleton

**Organization**  
City of Mt Pleasant

**Address**  
1301 N Franklin  
Mt Pleasant , 48858

**Phone Number**  
9897795451

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental
- Infrastructure
- Safety/Security

# Project Description

The city of Mt Pleasant is currently considering the implementation of a septage receiving station. The city wastewater treatment plant currently accepts septage from within the county which provides a place for septage haulers to dump waste at all times of the year. Waste that is brought to the plant goes directly into the headworks where it is screened and the sent through the plant for treatment. Accumulated screenings are collected in the basement where they are stored in open top barrels and brought to the surface once a week by the operators. The debris brought in by the haulers regularly blinds our screen causing influent to be diverted to the retention basin which causes alarms and requires the retention basin to be pumped out regularly and cleaned more often. The screened influent proceeds into the plant for treatment. Based on other projects we estimate the cost to be \$350,000.00. The benefits would include:

-Increased operating hours- A septage receiving station could operate independently of the plant and allow septage haulers to haul before and after the normal operating hours of the plant.

-Additional revenue- The plant currently accepts septage only from Isabella county but with a receiving station would able to expand the radius from which it can accept septage.

-Better nutrient treatment- Installation of a septage receiving station would allow the septage to be metered through the plant in a steady stream as opposed to slug loads which are hard to treat and have a much greater potential of causing effluent violations.

-More accurate data- The septage receiving station would incorporate a meter for accurate flow measurement and invoicing.

-Environmental stewardship- By receiving septage the plant is able to treat the septage much more thoroughly prior to returning the bio-solids to the soil rather than having septic tank sludge directly applied to fields.

-Increased Safety- By removing rags and debris at the surface it would minimize the amount of solid materials that staff must handle and move up from the basement and to the storage area.

-Increased efficiency- Because the new system would be automated it would eliminate the need for haulers to obtain tickets from the DPW, less paperwork for the lab, decreased traffic through the building, less nuisance alarming, and less wear and tear on some equipment.

## Benefit Description

Building a septage receiving station would benefit residents of the Tribe, City and surrounding communities by providing a twenty-four hour a day location to accept hauled septage waste.

## Funding Requirements

No long term funding requirements required.

## Project Timeline

Septage receiving will be reviewed for placement into our Five Year Capital Improvement Plan this fall. Timing will be dependent on available funding.

## Budget Items

Name	Cost	Quantity	Total	Category
Septage Receiving Station	\$175,000.00	1	\$175,000.00	Infrastructure
AmountRequested	\$175,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Septage Receiving Station	\$175,000.00	1	\$175,000.00
AmountMatched	\$175,000.00		

## Budget Summary

### Amount Requested

\$175,000.00

### Amount Matched

\$175,000.00

### Total Amount

\$350,000.00

## Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

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# Overview

**Project Name**  
Sidewalk Replacement

**Total Requested**  
\$50,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[jflachs@mt-pleasant.org](mailto:jflachs@mt-pleasant.org)

**Applicant Email**  
Jennifer Flachs

**Organization**  
City of Mt. Pleasant

**Address**  
320 W. Broadway Street  
Mt. Pleasant , 48858

**Phone Number**  
(989) 779-5406

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Infrastructure

# Project Description

There are approximately 80 miles of sidewalk within the city limits. Of this total, 23 miles of sidewalk Should be replaced. In addition, the sidewalk ramps in various locations need to be upgraded to meet the requirements of the Americans with Disabilities Act. Many of the older ramps do not have raised plates. The plates are warning devices so that visually-impaired will know they are close to traffic.

The amount of sidewalk that needs to be replaced far exceeds the City’s sidewalk budget for any given year. A 2% Tribal contribution of \$50,000 will allow us to replace an additional half mile of sidewalk this year.

# Benefit Description



Replacing the sidewalk when needed helps to keep the traveled areas free of trip and fall hazards. It also benefits the greater community as a whole, including the Tribal community, by providing a safe access pathway to area retailers, schools, churches, and parks. Having attractive, easily accessible public spaces within the community is a key component to encourage and increase pedestrian traffic. The health benefits derived from a walking program are well documented.

## Funding Requirements

None

## Project Timeline

Summer 2019

## Budget Items

Name	Cost	Quantity	Total	Category
Sidewalk Replacement	\$50,000.00	1	\$50,000.00	Infrastructure
AmountRequested	\$50,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Sidewalk Replacement	\$100,000.00	1	\$100,000.00
AmountMatched	\$100,000.00		

## Budget Summary

### Amount Requested

\$50,000.00

### Amount Matched

\$100,000.00

### Total Amount

\$150,000.00

## Uploaded Files

Name
<a href="#">Bid Tab</a>

There are no comments to display.

CITY OF MT. PLEASANT, MICHIGAN  
2018 NEW SIDEWALK AND SIDEWALK REPLACEMENT PROJECT

The Isabella Corporation  
2201 Commerce Dr  
Mt. Pleasant, MI 48858

Lakeshore Construction & Renovation  
PO Box 363  
Mt. Pleasant, MI 48804-0363

Robbin Harsh Excavating, Inc.  
9395 S. Clare Ave.  
Clare, MI 48617

McGuirk Sand & Gravel, Inc.  
PO Box 530  
Mt. Pleasant, MI 48858

Category 1 - New Sidewalk

No.	Description	QTY	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Pavet, Rem, Modified	226	SYD	\$ 8.50	\$ 1,921.00	\$ 10.00	\$ 2,260.00	\$ 6.75	\$ 1,525.50	\$ 8.10	\$ 1,830.60
2	Curb and Gutter, Rem	210	FT	\$ 13.00	\$ 2,730.00	\$ 11.00	\$ 2,310.00	\$ 10.00	\$ 2,100.00	\$ 18.00	\$ 3,780.00
3	Sidewalk, Rem	54	SYD	\$ 8.50	\$ 459.00	\$ 10.00	\$ 540.00	\$ 6.75	\$ 364.50	\$ 12.50	\$ 675.00
	Erosion Control, Inlet Protection,										
4	Filter bag	11	EA	\$ 100.00	\$ 1,100.00	\$ 95.00	\$ 1,045.00	\$ 90.00	\$ 990.00	\$ 147.00	\$ 1,617.00
5	Excavation, Earth	196	CYD	\$ 0.01	\$ 1.96	\$ 0.01	\$ 1.96	\$ 15.00	\$ 2,940.00	\$ 31.00	\$ 6,076.00
6	Subbase, CIP	119	CYD	\$ 6.00	\$ 714.00	\$ 25.00	\$ 2,975.00	\$ 25.00	\$ 2,975.00	\$ 38.50	\$ 4,581.50
	Curb and Gutter, Conc, Det F4,										
7	Modified	210	FT	\$ 20.00	\$ 4,200.00	\$ 21.00	\$ 4,410.00	\$ 24.00	\$ 5,040.00	\$ 28.00	\$ 5,880.00
8	Dr Structure Cover, CB, Modified	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,370.00	\$ 1,370.00
9	Sidewalk Ramp, Conc, 6 inch	1,631	SFT	\$ 7.10	\$ 11,580.10	\$ 6.95	\$ 11,335.45	\$ 7.25	\$ 11,824.75	\$ 7.30	\$ 11,906.30
10	Sidewalk, Conc, 4 inch	5,625	SFT	\$ 4.30	\$ 24,187.50	\$ 4.35	\$ 24,468.75	\$ 4.00	\$ 22,500.00	\$ 4.00	\$ 22,500.00
11	Sidewalk, Conc, 6 inch	1,465	SFT	\$ 5.20	\$ 7,618.00	\$ 5.00	\$ 7,325.00	\$ 5.50	\$ 8,057.50	\$ 5.30	\$ 7,764.50
	Detectable Warning Surface,										
12	Modified	126	FT	\$ 59.00	\$ 7,434.00	\$ 55.00	\$ 6,930.00	\$ 75.00	\$ 9,450.00	\$ 67.00	\$ 8,442.00
13	Driveway, Nonreinf Conc, 6 inch	57	SYD	\$ 47.25	\$ 2,693.25	\$ 36.00	\$ 2,052.00	\$ 55.00	\$ 3,135.00	\$ 56.50	\$ 3,220.50
14	HMA Approach	9	TON	\$ 300.00	\$ 2,700.00	\$ 225.00	\$ 2,025.00	\$ 225.00	\$ 2,025.00	\$ 447.00	\$ 4,023.00
15	Approach, CI II, 6 inch	186	SYD	\$ 9.00	\$ 1,674.00	\$ 10.00	\$ 1,860.00	\$ 15.00	\$ 2,790.00	\$ 29.00	\$ 5,394.00
16	Hand Patching	7.2	TON	\$ 300.00	\$ 2,160.00	\$ 200.00	\$ 1,440.00	\$ 350.00	\$ 2,520.00	\$ 445.50	\$ 3,207.60
17	Slope Restoration, Modified	1,754	FT	\$ 3.00	\$ 5,262.00	\$ 3.00	\$ 5,262.00	\$ 2.25	\$ 3,946.50	\$ 4.30	\$ 7,542.20
TOTAL - CATEGORY 1				\$	77,434.81	\$	77,240.16	\$	83,383.75	\$	99,810.20

Category 2 - Replacement Sidewalk

No.	Description	QTY	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
18	Curb and Gutter, Rem	210	FT	\$ 13.00	\$ 2,730.00	\$ 11.00	\$ 2,310.00	\$ 10.00	\$ 2,100.00	\$ 18.00	\$ 3,780.00
19	Sidewalk, Rem	1,277	SYD	\$ 6.00	\$ 7,662.00	\$ 10.00	\$ 12,770.00	\$ 6.75	\$ 8,619.75	\$ 9.90	\$ 12,642.30
	Erosion Control, Inlet Protection,										
20	Filter Bag	8	EA	\$ 100.00	\$ 800.00	\$ 95.00	\$ 760.00	\$ 90.00	\$ 720.00	\$ 147.00	\$ 1,176.00
21	Subbase, CIP	40	CYD	\$ 13.00	\$ 520.00	\$ 25.00	\$ 1,000.00	\$ 25.00	\$ 1,000.00	\$ 27.50	\$ 1,100.00
	Curb and Gutter, Conc, Det F4,										
22	Modified	210	FT	\$ 20.00	\$ 4,200.00	\$ 21.00	\$ 4,410.00	\$ 24.00	\$ 5,040.00	\$ 27.50	\$ 5,775.00
23	Sidewalk Ramp, Conc, 6 inch	700	SFT	\$ 7.00	\$ 4,900.00	\$ 6.95	\$ 4,865.00	\$ 7.25	\$ 5,075.00	\$ 7.90	\$ 5,530.00
24	Sidewalk, Conc, 4 inch	10,435	SFT	\$ 3.85	\$ 40,174.75	\$ 3.45	\$ 36,000.75	\$ 4.00	\$ 41,740.00	\$ 4.00	\$ 41,740.00
25	Sidewalk, Conc, 6 inch	875	SFT	\$ 4.75	\$ 4,156.25	\$ 5.10	\$ 4,462.50	\$ 5.50	\$ 4,812.50	\$ 5.60	\$ 4,900.00
	Detectable Warning Surface,										
26	Modified	42	FT	\$ 59.00	\$ 2,478.00	\$ 55.00	\$ 2,310.00	\$ 72.00	\$ 3,024.00	\$ 67.00	\$ 2,814.00
27	Hand Patching	4.2	TON	\$ 300.00	\$ 1,260.00	\$ 200.00	\$ 840.00	\$ 350.00	\$ 1,470.00	\$ 445.50	\$ 1,871.10
28	Slope Restoration, Modified	2,320	FT	\$ 3.00	\$ 6,960.00	\$ 3.00	\$ 6,960.00	\$ 2.25	\$ 5,220.00	\$ 4.30	\$ 9,976.00
TOTAL - CATEGORY 2				\$	75,841.00	\$	76,688.25	\$	78,821.25	\$	91,304.40
TOTAL BID				\$	153,275.81	\$	153,928.41	\$	162,205.00	\$	191,114.60

# Overview

**Project Name**  
Sump Pump Disconnect Program

**Total Requested**  
\$50,000.00  
(amount based on the Itemized Budget total)

**Applicant Project Priority**  
High

**Reoccurring Need?**  
Not Reoccurring

# Applicant Information

**Applicant Name**  
[tbow@mt-pleasant.org](mailto:tbow@mt-pleasant.org)

**Applicant Email**  
Tammy Bow

**Organization**  
City of Mt Pleasant

**Address**  
1303 N Franklin Ave  
Mt Pleasant , 48858

**Phone Number**  
9897795401

# Organization Information

**Primary Organization**  
City of Mt. Pleasant

**Authorizers**  
[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**  
Review

**Address**  
320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**  
(989) 779-5300

**Fax**

# Categories

- Environmental
- Infrastructure

# Project Description

Many homeowners who live within the city limits have sump pumps that discharge to the City's sanitary sewer system instead of the storm sewer system. This discharge negatively affects the City's wastewater treatment facility. This project would serve to create an assistance program for residents to help offset the cost to disconnect their sump pumps from the sanitary sewer and connect to the storm sewer or discharge to their yards. The disconnects would significantly reduce the amount of storm water that is unnecessarily treated at the wastewater facility. Typical costs can range from a few hundred dollars to disconnect and discharge to the homeowner's yard, to several thousand dollars to connect to the City's storm sewer system. Tribal 2% funding would allow the City to offer this assistance program to as many residents as possible until funds are depleted.

## Benefit Description

The community at large will benefit from this program. An eight-inch sanitary sewer main can handle domestic wastewater flow from up to 200 homes. The same size sewer main can handle only eight sumps operating at full capacity. Six homes with downspouts connected to the sanitary sewer will overload the same eight-inch line. If a resident's sump pump or downspout drains water into the sanitary sewer, it may contribute to flooding in their neighbor's basement. It may also cause the sewer to overflow, and pollute drains and streams.

If the Saginaw Chippewa Tribe chooses to participate in funding this program, we would be working together to protect the Chippewa River and continue to offer reliable wastewater treatment service to the many people who live, work and visit the Mt. Pleasant area.

## Funding Requirements

There are no long-term funding requirements.

## Project Timeline

This will be an ongoing program until funds are depleted.

## Budget Items

Name	Cost	Quantity	Total	Category
Sump Pump Disconnect Program	\$50,000.00	1	\$50,000.00	Infrastructure
AmountRequested	\$50,000.00			

## Matching Funds

Name	Cost	Quantity	Total
Sump Pump Disconnect Program - Matching Funds	\$50,000.00	1	\$50,000.00
AmountMatched	\$50,000.00		

## Budget Summary

### Amount Requested

\$50,000.00

### Amount Matched

\$50,000.00

### Total Amount

\$100,000.00

## Uploaded Files

Name
No files have been uploaded.

There are no comments to display.

# Overview

**Project Name**

State Registered Maintenance Apprenticeship Program

**Total Requested**

\$412,200.00

(amount based on the Itemized Budget total)

**Applicant Project Priority**

Critical

**Reoccurring Need?**

This Request is Reoccurring

---

# Applicant Information

**Applicant Name**

[director@mphcstaff.org](mailto:director@mphcstaff.org)

**Applicant Email**

Kim Johnson

**Organization**

Mt Pleasant Housing Commission

**Address**

1 W. Mosher St.  
Mount Pleasant , 48858

**Phone Number**

9897733784

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# Organization Information

**Primary Organization**

City of Mt. Pleasant

**Authorizers**

[nridley@mt-pleasant.org](mailto:nridley@mt-pleasant.org)

**Status**

Review

**Address**

320 W. Broadway  
Mount Pleasant, Michigan 48858

**Phone**

(989) 779-5300

**Fax**

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# Categories

- Building Enhancements
- Economic development
- Education

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# Project Description

The Mt Pleasant Housing Commission has a mission to help foster and develop the youth in our community. The Housing Commission realizes that there is a need to mentor and develop at risk youth in our community so we created, in conjunction with the State of Michigan's Department of Labor, a Registered Apprenticeship Program for Maintenance Workers. Since the community has such a high rental population and the need is great to have trained maintenance workers for the rentals, the Housing Commission has created a program that provides training in a school setting for classes and instruction on HVAC, plumbing, electrical, and basic carpentry or building trade skills. The apprentice would have to maintain at lest a "B" grade to be eligible to remain in the program. The Housing Commission would like to utilize any trade school that we can within our local jurisdiction first, but does have options set up at other schools such as Lansing Community College to satisfy the requirements for the Apprenticeship Program. The other component to the

Apprenticeship Program is long term, on the job, real-world training that the apprentice will be able to utilize as a skilled profession upon completion of the program. The Apprenticeship program is a paid program so it gives the apprentice the ability to learn and earn as they go. The Housing Commission will couple this training with financial and budgeting education as well as household management education and other supportive services to help the apprentices become self-sufficient upon completion of the program. The only way we can change the issues that end up effecting us all, and youth who have no guidance effect us all, is to implement change in the minds of the youth and show them a better way. The Housing Commission is respectfully requesting financial sponsorship of this program so we can begin to implement change and grow the program to reach more youth.

## Benefit Description

The Tribe, Community, and governmental service areas that would benefit from this program range from foster care and case management services funded by taxpayer dollars, to landlords in the private industry who will benefit from having a skilled workforce to employ, to the community as a whole from helping to foster more responsible, self-sufficient youth as a result of graduating from the Apprenticeship Program. The most rewarding part of the program is that the skills, education, mentoring, and training provided by this program will be with the apprentice for the rest of his or her life. This is the kind of long term lasting impact necessary for growth within our community.

## Funding Requirements

For each Apprentice in the program, the agency would need an average of \$45,800 annually to cover all expenses related to the program. This amount includes tuition, travel expenses for school, books, full time wages and full time benefits. The Housing Commission will be able to provide housing for the Apprentices in one of its units. The Housing Commission would like to have enough funding to cover three Apprentices for the full duration of the program from start to graduation which is three years. The total cost for three apprentices for the full program period is \$412,200.

Two apprentices is \$274,800

One apprentice is \$137,400

The Housing Commission operates solely on funding from the U.S. Department of Housing and Urban Development so the funding levels are constantly being cut by Congress every year to help house poverty level households in the area. The unfortunate reality is that the Housing Commission does not receive additional funding for programs like this and is unable to apply for grants such as Jobs Plus because we are a small agency and don't have enough public housing units to apply for grants to fund this program. That is why we are reaching out to the Tribe for full funding because of the longstanding commitment to the community and growth within the community as well as the importance placed on mentoring and teaching our youth.

## Description of Reoccurring Need

This would be a recurring need every three years as we graduate youth from the Apprenticeship Program.

## Project Timeline

Program can begin immediately upon funding award and selection of Apprentices and would be completed in three years.

## Budget Items

Name	Cost	Quantity	Total	Category
Tuition Costs, books, travel to class	\$30,000.00	3	\$90,000.00	Education
Hourly FTE apprenticeship pay w/ fringes	\$107,400.00	3	\$322,200.00	Economic development
AmountRequested	\$412,200.00			

## Matching Funds

Name	Cost	Quantity	Total
No Matching Funds items have been added.			
AmountMatched	\$0.00		



# Budget Summary

## Amount Requested

\$412,200.00

## Amount Matched

\$0.00

## Total Amount

\$412,200.00

# Uploaded Files

Name
<a href="#">MountPleasantHousingApprenticeship242014_2018-09-06.docx</a>
<a href="#">Curriculum_2018-09-06.pdf</a>

There are no comments to display.

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**Mount Pleasant Housing Commission**  
**1 W. Mosher St.**  
**Mt. Pleasant, MI, 48858**

FOR THE OCCUPATION OF

**Occupation**  
**BUILDING**  
**MAINTENANCE**  
**REPAIRER**

**RAPIDS Code**  
**0310HY**

**O\*NET/SOC Code**  
**49-9071.00**

Approved by the  
United States Department of Labor  
Office of Apprenticeship



Registered as part of the National Apprenticeship Program in accordance  
with the basic Standards of Apprenticeship established  
by the Secretary of Labor

BY: \_\_\_\_\_  
UNITED STATES DEPARTMENT OF LABOR

Registration Date: \_\_\_\_\_

RAPIDS Reference Number: \_\_\_\_\_

RAPIDS Program Number: \_\_\_\_\_

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## **FOREWORD**

These **MOUNT PLEASANT HOUSING COMMISSION** Apprenticeship Standards have as their objective, the training of BUILDING MAINTENANCE REPAIRER skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local *Sponsor providing* for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYER:** Mount Pleasant Housing Commission

**JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PROGRAM SPONSOR:** The Sponsor **Mount Pleasant Housing Commission** in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**PROVISIONAL REGISTRATION:** Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

**STANDARDS OF APPRENTICESHIP:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER:** A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.



## **SECTION I – PROGRAM ADMINISTRATION**

### **Responsibilities of the Sponsor:**

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Meet at least every **SIX** month(s) to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason,

reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.

- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- O. ***Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.***

**SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(b)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended (insert state regulations here, if applicable).

### **SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b)(21) and 30.4**

If the Sponsor employs five or more apprentices, the Sponsor will adopt an Affirmative Action Plan as required under Title 29, CFR part 30. It will be attached as Appendix C.

### **SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)**

Applicants will meet the following minimum qualifications:

#### **A. Age**

The Sponsor will establish qualifications regarding minimum age limits. Apprentices must not be less than **16** years of age.

#### **B. Education**

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

#### **C. Physical**

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

### **SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

If the Sponsor employs five or more apprentices, the Sponsor will adopt written Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix D.

**SECTION VI - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the Sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Sponsor and, the Registration Agency, and the employer. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Sponsor's written rules and policies and the Apprenticeship Agreement.

The Registration Agency will be advised ***within forty-five (45) days*** of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)**

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be **One** apprentice to **One** journeyworker. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

## **SECTION VIII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)**

The term of the occupation will be **27 Months** with an (OJL) attainment **3,901 - 4,422 hours** supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

## **SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)**

All applicants selected for apprenticeship will serve a probationary period of not less than twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter of OJL.

During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

## **SECTION X - HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

## **SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

## **SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records, affidavits, and any other documentation to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

## **SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**



During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

#### **SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)**

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the BUILDING MAINTENANCE REPAIRER for each year of the apprenticeship. Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and the Registration Agency.

Apprentices ***“will not”*** be paid for hours spent attending related instruction classes.

If applicable, the Sponsor will inform each apprentice of the availability of college credit through the **Mid Michigan Community College**

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Sponsor will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The Sponsor will monitor and document the apprentice's progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

#### **SECTION XV - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent

amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

## **SECTION XVI - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)**

The Sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No apprentice will be allowed to work without direct journeyworker supervision.

## **SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Sponsor will, after the apprentice has

been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

#### **SECTION XVIII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)**

The Sponsor will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

#### **SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

**Certificate of Training** - A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. N/A

#### **SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)**

The Registration Agency will be notified ***within forty-five (45) days*** of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

#### **SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)**

These Standards will, upon adoption by the Sponsor be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

**Mount Pleasant Housing Commission** reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the Sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

## **SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)**

These Standards may be amended or modified at any time by the Sponsor provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)**

The Sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, Sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

### **Title 29 CFR 29.7(k)**

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

**Brandy Morrell  
Mount Pleasant Housing Commission  
1 W. Mosher St.  
Mt. Pleasant, MI, 48858**

### **Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the Program Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above. The Sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION XXIV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)**

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor:
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

## **SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled BUILDING MAINTENANCE REPAIRER (0310).

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.

## **SECTION XXVI - TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools—may be requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.



**SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

**Mount Pleasant Housing Commission hereby adopts these Standards of Apprenticeship on this \_\_\_\_\_ Day of 2014**

\_\_\_\_\_  
**Signature of Sponsor**

\_\_\_\_\_  
**Printed Name**

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

**RAPIDS APPRENTICESHIP 2000 FORM  
PROGRAM & SPONSOR COLLECTION SHEET**

Submitted by: Jim DeMercado 810-434-8528

Date: 2/4/2014

Status: New Program

Sponsor's Name: Mount Pleasant Housing Commission

Address: 1 W. Mosher St.

City: Mt. Pleasant ST: MI Zip: 48858

Program Number:

Program Type: Individual Non-Joint

Labor represented by a union: NO

Number of Employers: 1 Size of Workforce: 6 (Total including Admin)

Sponsor's Contact name: Brandy Morrell

Telephone Number: 989-773-3784 Cell:

FAX Number: 989-772-3987

E-Mail: brandy@mtphousing.com

NAICS Code (requires four (6)-digit code): ??

**OCCUPATION DATA**

Occupation	Hours	Journeyworker	Female	Minority	Total
<b>BUILDING MAINTENANCE REPAIRER (0310)</b>		<b>3</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>3</u></b>
<b>27 months</b>	<b>3,901 - 4,422</b>				

Program Type: Hybrid

**RELATED TRAINING DATA**

Training Type: Community College

Instruction Method: Classroom

Delivery Technique: Hybrid

Instructor Provider: Community College

Wages Paid During RTI?: NO

Hours Instruction Provided: DURING NON WORK HOURS

Total Length of Instruction: 290-358 Contact Hours

<u>Occupation</u>	<u>Hours</u>
BUILDING MAINTENANCE REPAIRER (0310)	
290-358 Contact Hours	

RTI Provider by:

**Appendix A: Training Wage, OJL and RTI work process schedules**

**APPRENTICE WAGE SCHEDULE**

Occupation/Trade Name/ RAPIDS No.: **BUILDING MAINTENANCE REPAIRER (0310)**

Journeyworkers Wage Rate: **\$20.00**

Units of Increase: **PERCENTAGE**

	<b><u>HOURS</u></b>	<b><u>PERCENTAGE</u></b>
Period 1:	1000	1: 50%
Period 2:	1000	2: 65%
Period 3:	1000	3: 75%
Period 4:	1000	4: 95%

**Appendix A**  
**Work Process Schedule**

**Building Maintenance Repairer**  
**O\*NET-SOC CODE: 49-9042.00**  
**RAPIDS CODE: 0310HY**

	<b>APPROXIMATE <u>HOURS</u></b>
1. SAFETY	<b>50-75</b>
2. TOOLS AND EQUIPMENT	<b>75-95</b>
3. PEST PREVENTION	<b>90-100</b>
4. HVAC	<b>1,500-1,600</b>
5. TRASH COMPACTORS	<b>78-98</b>
6. ELECTRICAL WIRING	<b>800-900</b>
7. ELEVATORS	<b>78-98</b>
8. PAINTING	<b>100-120</b>
9. PLUMBING	<b>350-400</b>
10. APPLIANCE REPAIR AND REPLACEMENT	<b>100-120</b>
11. CARPENTRY	<b>300-320</b>
12. GROUNDSKEEPING	<b>80-96</b>
13. WEATHERIZATION	<b>300-400</b>
<b>TOTAL MINIMUM HOURS</b>	<b>3,901 - 4,422</b>

**Note: Competency Model and Interim Credentials may allow for reduced  
Work Process time to 3,901 hours**

**Related Instruction Outline  
Building Maintenance Repairer  
O\*NET-SOC CODE: 49-9042.00  
RAPIDS CODE: 0310HY**

	<b><u>HOURS</u></b>
<b>1. SAFETY</b>	<b>10-14</b>
a. Job Site Safety	
b. OSHA Regulations	
c. Local and National Codes	
d. Other/Regional Needs	
<b>2. TOOLS AND EQUIPMENT</b>	<b>28-34</b>
a. Anchors and Fasteners	
b. Hand Tools	
c. Portable Power Tools	
d. Stationary Tools	
e. Blueprints and Building Codes	
f. Caulking and Foam Guns	
g. Specialized Weatherization Equipment	
h. Other/Regional Needs	
<b>3. PEST PREVENTION</b>	<b>12-18</b>
a. Techniques	
b. Chemicals and materials	
c. Other/Regional Needs	
<b>4. HVAC</b>	<b>40-52</b>
a. Tools and Equipment	
b. Maintenance	
c. Weatherization Installation - Ductwork	
d. Other/Regional Needs	
<b>5. TRASH COMPACTORS</b>	<b>12-18</b>
a. General maintenance procedures	
b. Hydraulic devices	
c. Interlock safety device	
d. Other/Regional Needs	
<b>6. ELECTRICAL WIRING</b>	<b>28-32</b>
a. Interpreting Plans	
b. Materials and Supplies	
c. Maintenance	
d. Practical Theory	
e. Other/Regional Needs	
<b>7. ELEVATORS</b>	<b>16-18</b>
a. General Maintenance Procedures	

<ul style="list-style-type: none"> <li>b. Operation Inspection</li> <li>c. Other/Regional Needs</li> </ul>	
8. PAINTING	18-22
<ul style="list-style-type: none"> <li>a. Surface</li> <li>b. Temporary Work Platforms</li> <li>c. Other/Regional Needs</li> </ul>	
9. PLUMBING	28-32
<ul style="list-style-type: none"> <li>a. Materials and Supplies</li> <li>b. Maintenance</li> <li>c. Other/ Regional Needs</li> </ul>	
10.APPLIANCE REPAIR AND REPLACEMENT	20-26
<ul style="list-style-type: none"> <li>a. Appliance troubleshooting and diagnostics</li> <li>b. Appliance parts</li> <li>c. General maintenance procedures</li> <li>d. Other/Regional Needs</li> </ul>	
11.CARPENTRY	38-42
<ul style="list-style-type: none"> <li>a. Wood and Lumber</li> <li>b. Engineered Products, Panels and Sheet Goods</li> <li>c. Framing Components</li> <li>d. Interior Carpentry Maintenance</li> <li>e. Inspection and Repair of Exterior Carpentry</li> <li>f. Weatherization – Air Sealing</li> <li>g. Other/Regional Needs</li> </ul>	
12.GROUNDS KEEPING	15-20
<ul style="list-style-type: none"> <li>a. General maintenance procedures</li> <li>b. Basic small engine repair</li> <li>c. Other/Regional Needs</li> </ul>	
13. WEATHERIZATION	25-30
<ul style="list-style-type: none"> <li>a. “House as a System” Concept</li> <li>b. Weatherization Measures</li> <li>c. Insulation</li> <li>d. Repairs and Replacement</li> </ul>	
<b>TOTAL MINIMUM HOURS</b>	<b>290-358</b>

**Note: Competency model and Interim Credentials may allow for reduced Related Instruction time to 290 hours**



\$7,224 -  
Curriculum  
w/out additional  
Fees

## LANSING COMMUNITY COLLEGE

### CURRICULUM GUIDE

#### Building Maintenance Certificate of Achievement

Curriculum Code: 1481 (Effective Fall 2013 - Summer 2018)

Graduates of this curriculum will be well versed in all aspects of building maintenance. Building Maintenance Technicians work on systems that control temperature, humidity, and air quality of enclosed spaces. These technicians must be able to maintain the aesthetic and structural integrity of buildings. They may also be responsible for maintenance and upkeep of mechanical, plumbing, and electrical equipment, as well as grounds keeping. They should be versatile enough to do routine painting, drywall plastering, woodworking, and pool maintenance as well as some custodial work. Technicians must have a strong mechanical aptitude, be self-motivated, willing to accept challenges, have a structured approach to problem solving and the ability to work well with others.

#### PREREQUISITES

Students should see *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

#### INFORMATION

Contact the Utility & Energy Systems Program, West Campus Building, Room M127, telephone number (517) 483-1570 (Website: [www.lcc.edu/utility/hvac/](http://www.lcc.edu/utility/hvac/)) or Student Services West Campus, West Campus Building, Room M106, telephone number (517) 267-5452.

REQUIREMENTS		TOTAL: 34 CREDITS
CODE	TITLE	CREDIT HOURS
BLDT 121	Residential Framing	4
BLDT 132	General Home Maintenance	2
ELTE 112	Basic Wiring Installation	2
HVAC 100	Fundamentals of HVAC	3
HVAC 102	Industrial/Construction Safety (See Note 1)	2
HVAC 110	Applied Electricity I (See Note 1)	3
HVAC 111	Applied Electricity II	3
HVAC 120	Heating I	3
HVAC 130	Air Conditioning I	3
HVAC 220	Heating II	3
HVAC 221	Introduction to Hydronics	3
HVAC 230	Air Conditioning II	3

#### LIMITED CHOICE REQUIREMENTS

TOTAL: 8-12 CREDITS

Complete the indicated number of credits from EACH CHOICE listed below.

CHOICE 1: Trade Related		8-12 Credits
BLDT 103	Structural Blueprint Reading	4
BLDT 123	Remodeling	4
BLDT 125	Roofing and Siding	4
BLDT 126	Interior Carpentry	4
HVAC 103	HVAC/R Piping (See Note 1)	3
HVAC 105	Sheet Metal Fab & Installation (See Note 1)	2
HVAC 240	Refrigeration I	3
WELD 103	Combination Welding	4

MINIMUM TOTAL

42

**NOTES:**

1. Students who have already completed DCTM 102, ELTE 102, METS 102 or WELD 102 with a grade of 2.0 or higher may substitute one of these courses for HVAC 102. Any of these courses may also be used to fulfill the prerequisite for HVAC 110, HVAC 103 and HVAC 105.
2. To receive a certificate of achievement from Lansing Community College, a student must maintain a grade point average of 2.0 or above in the courses required for the certificate.

**SUGGESTED COURSE SEQUENCE**

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor for help with adjustments.

I	II	III
BLDT 121	BLDT 132	ELTE 112
HVAC 100	HVAC 111	HVAC 220
HVAC 102	HVAC 120	HVAC 221
HVAC 110	HVAC 130	HVAC 230
Lim. Ch.	Lim. Ch.	Lim.Ch.

# Tuition and Fees

**Call (517) 483-1272 for more information.**

## Calculating Tuition and Fees

To calculate your tuition and fees, you must consider the following items which apply to your student schedule:

### Tuition Rates (per billing hour)

The cost for attending a course is determined by the course's billing hours, instead of credit hours. A billing hour represents an amount of time that a student spends in direct contact with an instructor or with laboratory equipment.

### College District Resident Students....\$83\*

Resident students have lived for six months or more within one of the 15 school districts listed below and pay property taxes to support LCC's budget. School districts include:

Bath	Haslett	Okemos
Dansville	Holt/ Dimondale	Stockbridge
Dewitt	Lansing	Waverly
East Lansing	Leslie	Webberville
Grand Ledge	Mason	Williamston

### Out-of-District Students.....\$166\*

If you reside in Michigan, but not in one of the above 15 school districts, you are an out-of-district student.

### Out-of-State Students.....\$249\*

If you live outside of Michigan, you are an out-of-state student.

### International Students.....\$291\*

If you have been admitted to the United States on a temporary, non-resident status, you are classified as an international student.

### Senior Citizens\*

If you're age 62 or older on the first day of the semester and a resident of the LCC district six months prior to the beginning of the semester in which you register, you now qualify for a reduced tuition rate of \$42.00 per billing hour on classes at LCC. (Note: Michigan residents living outside the LCC district qualify for a reduced rate of \$83 per billing hour.) These rates apply to LCC classes taken for audit or credit. Classes with zero billable hours are not covered by the tuition rate reduction. Senior citizens will continue to pay registration, course and facility fees. For details, e-mail the Student Finance office at [student\\_finance@lcc.edu](mailto:student_finance@lcc.edu) or call (517) 483-1272.

### Fees

- **Registration Fee**.....\$25\*

The registration fee is applied to each semester you are enrolled, and pays for some of the cost of registration.

- **Facility Fee**.....\$5\*

Students are charged a \$5 per billable hour facility fee on all credit classes.

- **Course Fee \***

Course fees vary and apply to courses requiring special supplies, equipment or travel. See class offerings to find out if a course fee applies to your selection.

- **Online Learning Course Fee**.....\$25\*

This online fee will be applied to all online courses.

- **Technology fee**.....\$1\*

Students are charged a \$1 per billable hour technology fee on all credit classes.

\*Tuition and Fees are subject to change by action of the LCC Board of Trustees.

## **About Billing Hours**

### **What is a billing hour?**


The cost for attending a course is determined by the course's billing hours, instead of credit hours. A billing hour represents an amount of time that a student spends in direct contact with an instructor or with laboratory equipment.

### **How are billing hours for a course determined?**

Several factors are considered in determining the billing hours of a course. The main factor is the number of hours the student is expected to either be in a class or in another "instructional" setting (such as a lab) in a typical week for a full semester course. LCC courses range from one billing hour to more than 10 billing hours per course. The billing system caps the number of billing hours that can be added to a course. For the majority of courses at LCC, the credit hours and the billing hours are the same.

COMMISSION LETTER #156-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: INTRODUCE AN ORDINANCE TO AMEND CHAPTER 30 AND 31.01 OF  
THE MT. PLEASANT CITY CODE AND SET A PUBLIC HEARING FOR  
OCTOBER 8, 2018 ON THE SAME

Based on a review of the above chapters of the Code of Ordinances, the Charter Committee recommended some changes to these sections. These changes were discussed during a work session on August 27, 2018 where general agreement was reached on moving forward with official consideration.

As with all ordinance changes, a public hearing on the proposed amendments is first required. Therefore we are recommending a public hearing be set for October 8 on the proposed changes.

The City Attorney has provided both a redline/strikeout version and a clean version of the two alternatives to consider. The only difference between the two alternatives is that one incorporates all of the footnotes from the current Ethics Policy and the second does not include the footnotes. The City Attorney does not feel the footnotes are necessary but the City Commission may desire to keep them since they provide additional clarity.

Recommended motion:

*Move to accept the proposed changes to Chapter 30 and 31.01 and set a public hearing for October 8, 2018 on the same.*

NJR/ap

**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 SECTIONS 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.12, 30.13, 30.15, AND 31.01, AND TO ADD SECTION 30.16 OF THE MOUNT PLEASANT CITY CODE REGARDING COMMISSION MEETINGS**

The City of Mount Pleasant Ordains:

Section 1. Amendment. Sections 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.13, 30.15, and 31.01 of the Mount Pleasant City Code are amended to read as follows:

**§ 30.04 AGENDA.**

(A) All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Commission as part of the agenda shall be delivered to the City Manager ~~three~~five working days preceding the Commission meeting. The City Manager, after consultation with the Mayor and/or Vice Mayor, shall prepare the agenda. The City Manager shall furnish ~~each member of the Commission~~Commissioner, the Mayor, the City Clerk and the City Attorney with a copy of the agenda prior to the Commission meeting and as far in advance of the Commission meeting as time for preparation will permit. None of the foregoing matters shall be presented to the Commission by administrative officials except those of an urgent nature, and the same, when so presented, shall have the written approval of the City Manager before presentation. During the Commission meeting, items may be added to the agenda or removed from the agenda with a ~~majority~~two-thirds vote of the entire Commission then serving.

(B) On a periodic basis, the ~~City~~Commission shall, by resolution, approve the form of the agenda for Commission meetings.

**§ 30.05 CALL TO ORDER.**

The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Commission to order. In the absence of the Mayor and the Vice Mayor, the City Clerk shall call the Commission to order, whereupon a temporary chairperson shall be elected by the ~~members of the Commission~~Commissioners present. Upon the arrival of the Mayor or Vice Mayor, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

**§ 30.06 ROLL CALL.**

Before proceeding with the business of the Commission, the City Clerk shall call the roll of the ~~members~~Commissioners, and the names of those present shall be entered in the minutes.

**§ 30.07 RULES OF DEBATE.**

(A) The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are herein imposed on all ~~members~~Commissioners, and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his/her acting as the presiding officer.

(B) Every ~~member~~Commissioner desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

(C) A ~~member~~Commissioner, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a ~~member~~Commissioner, while speaking, be called to order, he/she shall cease speaking until the question of order be determined, and, if in order, he/she shall be permitted to proceed.

(D) The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

(E) A motion to reconsider any action taken by the Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion shall be made by one of the prevailing side, but may be seconded by any ~~member~~Commissioner, and may be made at any time and have precedence over all other motions or while a ~~member~~Commissioner has the floor. The question may then be debated, if applicable.

(F) A motion to rescind any action taken by the Commission may be made by any Commissioner if the original motion has not been acted up on or the action or parts of the action can be undone. If the motion to rescind is added to the agenda during the Commission meeting (no prior notice given), such motion shall require a 2/3 vote of the entire Commission to pass.

~~(F)~~(G) A Commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be entered in the minutes.

### **§ 30.08 ADDRESSING THE COMMISSION.**

(A) *Prior permission not required.* Any person may address the Commission during a Commission meeting without securing the prior permission of the Commission or the presiding officer, subject to the following:

(1) Interested parties or their authorized representatives may address the Commission by written communication with respect to any matter by delivering the City Manager a copy of the written communication prior to before the end of the regular business day on the day of the Commission meeting.

(2) Interested persons or their authorized representatives may address the Commission during a Commission meeting by oral communications. The ~~City~~ Commission, by resolution, shall designate the time during each meeting when the public shall have an opportunity to speak.

(B) *Addressing the Commission after motion made.* After a motion is made by the Commission, no person shall address the Commission without first securing the permission of the Commission to do so.

(C) *Manner of addressing the Commission; time limit.* Each person addressing the Commission shall stand, give his/her name and address in an audible tone of voice for the record, and unless further time is granted by the Commission, shall limit his/her address to five minutes during each public opportunity to speak, with the exception that such individual may also address the Commission a second time for an additional three minutes during each public opportunity to speak. In addition, the Commission may, by motion, grant an individual the right to address the Commission for a longer period of time. All remarks shall be addressed to the Commission as a body and not to any ~~member~~individual Commissioner thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a Commissioner, without the permission of the presiding officer. No questions shall be asked a Commissioner except through the presiding officer.

### **§ 30.09 VOTING UPON QUESTIONS.**

All votes shall be taken by "yeas" and "nays" ~~and~~except for nominations to fill the Mayor and the Vice Mayor positions. The vote shall be so entered upon the journal as to show the names of those voting in the affirmative and in the negative, ~~except that~~. If the vote is unanimous, the record need merely so state. The failure or refusal of any ~~member~~Commissioner to vote shall be considered an affirmative vote. When voting on nominations to fill the Mayor and Vice Mayor positions, the vote shall be cast by naming one of the persons nominated for the position. The position shall be filled by the nominee who receives at least a majority of the votes of the full Commission.

### **§ 30.10 DECORUM.**

(A) While the Commission is in session the ~~members~~Commissioners shall preserve order and decorum, and a ~~member~~Commissioner shall neither by conversation or otherwise delay or interrupt the



proceedings or the peace of the Commission nor disturb any ~~member~~Commissioner while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

(B) Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith, by the presiding officer, barred from further audience before the Commission, unless permission to continue be granted by a majority vote of the Commission.

#### **§ 30.11 SPECIAL AND STANDING COMMITTEES.**

(A) *Standing committees.* The Commission may create one or more standing committees of its members. Each standing committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to the standing committee.

(B) *Special committees.* The Commission may create such special committees as the Commission may determine from time to time. Each special committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to it.

(C) *Appointments.* The Mayor shall appoint the members of each standing committee and/or special committee.

(D) Any reports of standing or special committees must be supported by a majority of the committee.

#### **§ 30.12 PROTESTS FILED ON COMMISSION ACTIONS.**

Any ~~member~~Commissioner shall have the right to have the reasons for his/her dissent from, or protest against, any action of the Commission entered on the minutes.

#### **§ 30.13 ORDINANCES, RESOLUTIONS AND CONTRACTS.**

(A) No ordinance shall be prepared for presentation to the Commission unless ordered by a majority vote of the Commission or prepared on request of the City Manager.

(B) All ordinances, resolutions and contract documents shall, before presentation to the Commission, have been approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager where there are substantive matters of administration involved.

(C) Ordinances, resolutions and other matters or subjects requiring action by the Commission shall be introduced and sponsored by a ~~member of the Commission~~Commissioner; otherwise, they shall not be considered.

(D) Nothing in this section shall be deemed to alter the procedures established for initiative and referendum as set forth in the City Charter, Article VI.

#### **§ 30.15 OTHER RULES TO GOVERN.**

The rules of parliamentary practice, comprised in Robert's Rules of Order ~~Newly Revised~~ (10th latest edition), shall govern the meetings of the Commission in all cases to which they are applicable, provided they are not in conflict with the Charter, this chapter or resolutions adopted pursuant to this chapter.

#### **§ 31.01 NOMINATING PETITIONS.**

All nominating petitions to fill the elective offices provided under Article IV of the Charter of the City of Mount Pleasant shall be filed with the City Clerk ~~before 4:00 p.m. on that day being not more than 30 days before the Tuesday following the first Monday in August of each year which shall be the final day for filing said petitions~~within the time limitation set for filing petitions as provided by the laws of the State.

Section 2. Addition. Section 30.16 of the Mount Pleasant City Code is added to read as follows:

#### **§ 30.16 ETHICS POLICY.**

(A) The City's leaders are to advance common interests rather than their own interests and are to be wholly accountable to the people. This section does not comprehensively define ethical behavior but instead defines minimal, enforceable ethical standards for City leaders.

(B) This section applies to Commissioners and to members of boards, commissions, and other bodies appointed by the Mayor or the Commission and the Housing Commission.

(C) The following definitions shall apply to terms used in this Section.

(1) *Anyone* means any person or entity.

(2) *Confidential information* means information in whatever form obtained by an official during the course of his or her service to the City that is not available to or may be exempted from disclosure to members of the general public under the FOIA or another applicable law, rule, regulation, or court order. (An official may disclose to anyone how to make a FOIA request or how to challenge a denial of a FOIA request.)

(3) *Conflict of interest* means one or more of the following situations:

(a) A decision to be made by the City body on which the official serves or, in the case of a Commissioner, a decision to be made by any City body, could result in private gain for the official, a member of the official's household, or a member of the official's immediate family residing outside the official's household.

(b) A decision to be made by the City body on which the official serves could result in private gain for (i) anyone the official represents as an attorney, accountant, or other professional, (ii) an entity for which the official serves as an officer, director or, for a limited liability company or partnership, as a member, or (iii) unless the interest is held in a manner so that the official does not directly control the number of shares, portion of the ownership interest, or its value, an entity in which the official either owns more than 10% of the total stock or other ownership interest in the entity, or has an interest totaling \$50,000 or more in value. Subsection (i) does not apply to an attorney, accountant, or other professional whose client is only a lender on a project.

(4) *Entity* means an association, business corporation, general partnership, governmental agency or unit, limited liability company, limited partnership, non-profit corporation, individual's assumed name, or any other legal person or identity other than an individual.

(5) *FOIA* means Michigan's Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.*

(6) *Official* means a person to whom this section applies as stated in Subsection (B).

(7) *Official's household* means those persons residing in the same dwelling unit as the official.

(8) *Official's immediate family* means the spouse, children, siblings or parents of the official.

(9) *Private gain* means any direct financial benefit that is different than any financial benefit members of the general public or a significant group of the general public would gain in similar circumstances.

(10) *Sole proprietor* means (i) the sole owner of a business that is not formed as an entity, or (ii) the sole holder of any equity or ownership interest in a business entity.

(D) The following standards shall apply to all officials in their service to the City.

(1) An official shall comply with all charter provisions, this Code, laws, rules, regulations, articles of incorporation, bylaws, procedures and policies applicable to (i) the official's office, (ii) the body on which the official serves, or (iii) the meetings the official attends.

(2) An official shall not (i) disclose to anyone any confidential information before it is authorized for release to the general public or (ii) use confidential information for private gain.

(3) Representation.

(a) An official shall not represent his or her personal views as those of the City or the body on which the official serves.

(b) An official shall not make any statements or answer any questions on behalf of the City or the body on which the official serves unless expressly authorized by the body on which the official serves, the Commission, or, for officials other than a Commissioner, the City Manager.

(c) An official shall not represent that he or she has any authority separate from that of the body on which he or she serves.

(d) An official shall act within the authority granted to the body on which he or she serves and shall respect the roles of other officials and bodies.

(e) An official shall not interfere with the City's administrative functions or the duties of City staff and shall not impair the City staff's ability to implement policy decisions made by any official body.

(4) Except to the extent they would be available to others in similar circumstances, an official shall not use or attempt to use City personnel resources, property, funds, or information for private gain.

(5) An official shall not solicit or accept a gift or a loan of money, goods, services, or other things of value which may tend or may reasonably appear to be intended to influence the manner in which the official performs his or her duties.

(6) Private Gain.

(a) An official shall not vote, act upon, participate in any discussion or, except as provided below, engage in any communications regarding any matter from which he or she knowingly may realize any private gain or regarding which he or she has a conflict of interest.

(b) An official shall not represent any individual or entity before a body on which he or she serves. A Commissioner shall not represent any individual or entity before anybody subject to this section. However this does not limit any official's ability to appeal his or her residential (or, if the official is the sole proprietor of a business, that business') property tax valuation or to address zoning or construction matters involving his or her residence (or, if the official is the sole proprietor of a business, such matters involving that business).

(7) An official shall not display any favor for or disfavor of anyone in the discharge of the official's duties. City actions and decisions shall be made fairly and impartially. An official shall treat persons appearing before a body with courtesy and respect. However, this does not prevent an official from stating his or her views or advocating regarding matters under consideration or communications to that public body.

(E) It is the intent of these provisions to encourage officials to disclose potential concerns and seek advice as needed or desired to ensure compliance. Accordingly, this section shall be administered and enforced as follows:

(1) Any official, other than a Commissioner, in an effort to comply with this section, may seek the advice of the City Manager and, with the City Manager's consent, the City attorney, regarding any upcoming proceeding, action or decision, or regarding any potential situation addressed by this section. A Commissioner, in an effort to comply with this section, may directly seek the advice of the City attorney. If an official (i) does so prior to any violation of this section, (ii) truthfully and fully discloses all information requested by the City Manager or City attorney, and (iii) complies with the City Manager's or City attorney's advice and direction, he or she shall not be subject to sanctions as detailed in subsection (5).

(2) Disclosure.

(a) Before any discussion on the matter by the body on which he or she serves, an official shall disclose to that body any situation that could appear to some to violate this section and disclose any guidance the official received as provided by subsection (1). The official

shall or shall not participate in the consideration of the matter as provided in the City Manager's or City attorney's opinion. If the official is not to participate, he or she shall leave the dais or other place where members of the body sit during its meetings to return after the body completes its consideration of that matter.

(b) If, regardless of compliance with this section, an official strongly believes that, due to a close family or friendship relationship, he or she would find it very difficult to objectively participate in a matter before the body on which the official serves, the official may ask remaining members of the body on which the official serves to excuse the official from his or her duty to otherwise participate in the discussion and action on that matter. The remainder of the body, by a majority vote, may excuse the official's participation. An official shall have no duty to request the body to excuse the official's participation, the body shall have no duty to grant such a request, and no other persons shall have any right under this subsection (b).

(3) If questions are first raised at a meeting about the applicability of this provision to an official and a matter pending at that meeting, the highest ranking City staff member at the meeting shall address the issue. The meeting may be recessed to seek advice from the City Manager or City attorney or consideration of the matter may be postponed to a later meeting.

(4) Procedure.

(a) Anyone may contact the chair of the body on which an official serves or the City Manager with any allegations or concerns that an official has violated this section. If the chair of a body is contacted, the chair shall contact the City Manager. For an issue regarding a Commissioner, the Mayor or any Commissioner may contact the City attorney without first contacting the City Manager.

(b) The City Manager or, with the City Manager's consent, the chair of the affected body, may contact the City attorney for an opinion regarding the allegations or concerns. For an issue regarding a Commissioner, the City attorney shall be contacted.

(c) The City Manager or the City attorney may ask the affected official and others for information the City Manager or the City attorney think is relevant. All officials shall promptly and fully comply with such requests. For an issue regarding a Commissioner, the City attorney shall conduct the inquiry.

(d) After obtaining the information, the City Manager or City attorney shall opine as to whether or not a violation of this section occurred. (For an issue regarding a Commissioner, the City attorney shall render the opinion.) If she or he concludes a violation occurred, she or he shall explain any needed and optional actions to be taken and include any information and considerations that may be helpful in addressing the situation. The affected body, the Commission, and City staff and officers shall act upon that opinion as they deem appropriate.

(e) If the City Manager or City attorney concludes no violation of this section occurred, she or he shall notify the complaining party and such City staff and officers as she or he deem appropriate.

(f) If anyone, including the complainant, another official, City staff, or anyone else actually affected by the situation, believes the City Manager's or City attorney's opinion is incorrect or the accompanying information is incorrect, that person may address the Commission regarding the issue. Any action by the Commission is final.

(g) If an official violated this section and that violation may have affected the outcome of any action, the affected body shall reconsider the decision or action as directed by the City Manager or City attorney.

(5) In addition to any other results, the Commission may impose one or more of the following sanctions for a violation of this section. In deciding which, if any, of these sanctions to impose, the Commission may consider such factors as: (i) the severity of the violation, (ii) its intentionality, (iii) its effects, (iv) whether it was the violating official's first or a repeated violation

of this section, (v) whether the violating official acknowledged the violation and intends future compliance with this section, and (vi) other factors the Commission may deem pertinent under the circumstances.

(a) A violation of this section constitutes misconduct, misfeasance and malfeasance in office. For all appointed officials it therefore can be grounds for removal from office.

(b) Upon the affirmative vote of either a majority of its members either the Commission may publicly censure an official for a violation of this section. The official who is the subject of the body's action shall not participate in the consideration or decision on the censure.

(c) If the violation of this section included the disclosure of confidential information, the Commission may decide to withhold confidential information from the violating official. If the confidential information was information presented during a closed session, the Commission may bar the violating official from participating in one or more future closed sessions. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

(d) If the violation of this section was willful or knowing and the City is sued, fined, or suffers another loss as a result, the Commission may seek indemnification or contribution from the violating official that could include amounts paid in any settlement, judgment, fine or other penalty, plus the costs (e.g., attorneys' fees, expert costs, discovery costs, etc.) to defend any such action. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

**Section 3. 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

**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 SECTIONS 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.12, 30.13, 30.15, AND 31.01, AND TO ADD SECTION 30.16 OF THE MOUNT PLEASANT CITY CODE REGARDING COMMISSION MEETINGS**

The City of Mount Pleasant Ordains:

Section 1. Amendment. Sections 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.13, 30.15, and 31.01 of the Mount Pleasant City Code are amended to read as follows:

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(B) On a periodic basis, the Commission shall, by resolution, approve the form of the agenda for Commission meetings.

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The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Commission to order. In the absence of the Mayor and the Vice Mayor, the City Clerk shall call the Commission to order, whereupon a temporary chairperson shall be elected by the Commissioners present. Upon the arrival of the Mayor or Vice Mayor, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

**§ 30.06 ROLL CALL.**

Before proceeding with the business of the Commission, the City Clerk shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes.

**§ 30.07 RULES OF DEBATE.**

(A) The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are herein imposed on all Commissioners, and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his/her acting as the presiding officer.

(B) Every Commissioner desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

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#### **§ 30.10 DECORUM.**

(A) While the Commission is in session the Commissioners shall preserve order and decorum, and a Commissioner shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission nor disturb any Commissioner while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.



(B) Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith, by the presiding officer, barred from further audience before the Commission, unless permission to continue be granted by a majority vote of the Commission.

#### **§ 30.11 SPECIAL AND STANDING COMMITTEES.**

(A) *Standing committees.* The Commission may create one or more standing committees of its members. Each standing committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to the standing committee.

(B) *Special committees.* The Commission may create such special committees as the Commission may determine from time to time. Each special committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to it.

(C) *Appointments.* The Mayor shall appoint the members of each standing committee and/or special committee.

(D) Any reports of standing or special committees must be supported by a majority of the committee.

#### **§ 30.12 PROTESTS FILED ON COMMISSION ACTIONS.**

Any Commissioner shall have the right to have the reasons for his/her dissent from, or protest against, any action of the Commission entered on the minutes.

#### **§ 30.13 ORDINANCES, RESOLUTIONS AND CONTRACTS.**

(A) No ordinance shall be prepared for presentation to the Commission unless ordered by a majority vote of the Commission or prepared on request of the City Manager.

(B) All ordinances, resolutions and contract documents shall, before presentation to the Commission, have been approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager where there are substantive matters of administration involved.

(C) Ordinances, resolutions and other matters or subjects requiring action by the Commission shall be introduced and sponsored by a Commissioner; otherwise, they shall not be considered.

(D) Nothing in this section shall be deemed to alter the procedures established for initiative and referendum as set forth in the City Charter, Article VI.

#### **§ 30.15 OTHER RULES TO GOVERN.**

The rules of parliamentary practice, comprised in Robert's Rules of Order (latest edition), shall govern the meetings of the Commission in all cases to which they are applicable, provided they are not in conflict with the Charter, this chapter or resolutions adopted pursuant to this chapter.

#### **§ 31.01 NOMINATING PETITIONS.**

All nominating petitions to fill the elective offices provided under Article IV of the Charter of the City of Mount Pleasant shall be filed with the City Clerk within the time limitation set for filing petitions as provided by the laws of the State.

Section 2. Addition. Section 30.16 of the Mount Pleasant City Code is added to read as follows:

#### **§ 30.16 ETHICS POLICY.**

(A) The City's leaders are to advance common interests rather than their own interests and are to be wholly accountable to the people. This section does not comprehensively define ethical behavior but instead defines minimal, enforceable ethical standards for City leaders.

(B) This section applies to Commissioners and to members of boards, commissions, and other bodies appointed by the Mayor or the Commission and the Housing Commission.

(C) The following definitions shall apply to terms used in this Section.

(1) *Anyone* means any person or entity.

(2) *Confidential information* means information in whatever form obtained by an official during the course of his or her service to the City that is not available to or may be exempted from disclosure to members of the general public under the FOIA or another applicable law, rule, regulation, or court order. (An official may disclose to anyone how to make a FOIA request or how to challenge a denial of a FOIA request.)

(3) *Conflict of interest* means one or more of the following situations:

(a) A decision to be made by the City body on which the official serves or, in the case of a Commissioner, a decision to be made by any City body, could result in private gain for the official, a member of the official's household, or a member of the official's immediate family residing outside the official's household.

(b) A decision to be made by the City body on which the official serves could result in private gain for (i) anyone the official represents as an attorney, accountant, or other professional, (ii) an entity for which the official serves as an officer, director or, for a limited liability company or partnership, as a member, or (iii) unless the interest is held in a manner so that the official does not directly control the number of shares, portion of the ownership interest, or its value, an entity in which the official either owns more than 10% of the total stock or other ownership interest in the entity, or has an interest totaling \$50,000 or more in value. Subsection (i) does not apply to an attorney, accountant, or other professional whose client is only a lender on a project.

(4) *Entity* means an association, business corporation, general partnership, governmental agency or unit, limited liability company, limited partnership, non-profit corporation, individual's assumed name, or any other legal person or identity other than an individual.

(5) *FOIA* means Michigan's Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.*

(6) *Official* means a person to whom this section applies as stated in Subsection (B).

(7) *Official's household* means those persons residing in the same dwelling unit as the official.

(8) *Official's immediate family* means the spouse, children, siblings or parents of the official.

(9) *Private gain* means any direct financial benefit that is different than any financial benefit members of the general public or a significant group of the general public would gain in similar circumstances.

(10) *Sole proprietor* means (i) the sole owner of a business that is not formed as an entity, or (ii) the sole holder of any equity or ownership interest in a business entity.

(D) The following standards shall apply to all officials in their service to the City.

(1) An official shall comply with all charter provisions, this Code, laws, rules, regulations, articles of incorporation, bylaws, procedures and policies applicable to (i) the official's office, (ii) the body on which the official serves, or (iii) the meetings the official attends.

(2) An official shall not (i) disclose to anyone any confidential information before it is authorized for release to the general public or (ii) use confidential information for private gain.

(3) Representation.

(a) An official shall not represent his or her personal views as those of the City or the body on which the official serves.

(b) An official shall not make any statements or answer any questions on behalf of the City or the body on which the official serves unless expressly authorized by the body on which the official serves, the Commission, or, for officials other than a Commissioner, the City Manager.

(c) An official shall not represent that he or she has any authority separate from that of the body on which he or she serves.

(d) An official shall act within the authority granted to the body on which he or she serves and shall respect the roles of other officials and bodies.

(e) An official shall not interfere with the City's administrative functions or the duties of City staff and shall not impair the City staff's ability to implement policy decisions made by any official body.

(4) Except to the extent they would be available to others in similar circumstances, an official shall not use or attempt to use City personnel resources, property, funds, or information for private gain.

(5) An official shall not solicit or accept a gift or a loan of money, goods, services, or other things of value which may tend or may reasonably appear to be intended to influence the manner in which the official performs his or her duties.

(6) Private Gain.

(a) An official shall not vote, act upon, participate in any discussion or, except as provided below, engage in any communications regarding any matter from which he or she knowingly may realize any private gain or regarding which he or she has a conflict of interest.

(b) An official shall not represent any individual or entity before a body on which he or she serves. A Commissioner shall not represent any individual or entity before anybody subject to this section. However this does not limit any official's ability to appeal his or her residential (or, if the official is the sole proprietor of a business, that business') property tax valuation or to address zoning or construction matters involving his or her residence (or, if the official is the sole proprietor of a business, such matters involving that business).

(7) An official shall not display any favor for or disfavor of anyone in the discharge of the official's duties. City actions and decisions shall be made fairly and impartially. An official shall treat persons appearing before a body with courtesy and respect. However, this does not prevent an official from stating his or her views or advocating regarding matters under consideration or communications to that public body.

(E) It is the intent of these provisions to encourage officials to disclose potential concerns and seek advice as needed or desired to ensure compliance. Accordingly, this section shall be administered and enforced as follows:

(1) Any official, other than a Commissioner, in an effort to comply with this section, may seek the advice of the City Manager and, with the City Manager's consent, the City attorney, regarding any upcoming proceeding, action or decision, or regarding any potential situation addressed by this section. A Commissioner, in an effort to comply with this section, may directly seek the advice of the City attorney. If an official (i) does so prior to any violation of this section, (ii) truthfully and fully discloses all information requested by the City Manager or City attorney, and (iii) complies with the City Manager's or City attorney's advice and direction, he or she shall not be subject to sanctions as detailed in subsection (5).

(2) Disclosure.

(a) Before any discussion on the matter by the body on which he or she serves, an official shall disclose to that body any situation that could appear to some to violate this section and disclose any guidance the official received as provided by subsection (1). The official shall or shall not participate in the consideration of the matter as provided in the City Manager's or City attorney's opinion. If the official is not to participate, he or she shall leave the dais or other place where members of the body sit during its meetings to return after the body completes its consideration of that matter.

(b) If, regardless of compliance with this section, an official strongly believes that, due to a close family or friendship relationship, he or she would find it very difficult to objectively participate in a matter before the body on which the official serves, the official may ask remaining members of the body on which the official serves to excuse the official from his

or her duty to otherwise participate in the discussion and action on that matter. The remainder of the body, by a majority vote, may excuse the official's participation. An official shall have no duty to request the body to excuse the official's participation, the body shall have no duty to grant such a request, and no other persons shall have any right under this subsection (b).

(3) If questions are first raised at a meeting about the applicability of this provision to an official and a matter pending at that meeting, the highest ranking City staff member at the meeting shall address the issue. The meeting may be recessed to seek advice from the City Manager or City attorney or consideration of the matter may be postponed to a later meeting.

(4) Procedure.

(a) Anyone may contact the chair of the body on which an official serves or the City Manager with any allegations or concerns that an official has violated this section. If the chair of a body is contacted, the chair shall contact the City Manager. For an issue regarding a Commissioner, the Mayor or any Commissioner may contact the City attorney without first contacting the City Manager.

(b) The City Manager or, with the City Manager's consent, the chair of the affected body, may contact the City attorney for an opinion regarding the allegations or concerns. For an issue regarding a Commissioner, the City attorney shall be contacted.

(c) The City Manager or the City attorney may ask the affected official and others for information the City Manager or the City attorney think is relevant. All officials shall promptly and fully comply with such requests. For an issue regarding a Commissioner, the City attorney shall conduct the inquiry.

(d) After obtaining the information, the City Manager or City attorney shall opine as to whether or not a violation of this section occurred. (For an issue regarding a Commissioner, the City attorney shall render the opinion.) If she or he concludes a violation occurred, she or he shall explain any needed and optional actions to be taken and include any information and considerations that may be helpful in addressing the situation. The affected body, the Commission, and City staff and officers shall act upon that opinion as they deem appropriate.

(e) If the City Manager or City attorney concludes no violation of this section occurred, she or he shall notify the complaining party and such City staff and officers as she or he deem appropriate.

(f) If anyone, including the complainant, another official, City staff, or anyone else actually affected by the situation, believes the City Manager's or City attorney's opinion is incorrect or the accompanying information is incorrect, that person may address the Commission regarding the issue. Any action by the Commission is final.

(g) If an official violated this section and that violation may have affected the outcome of any action, the affected body shall reconsider the decision or action as directed by the City Manager or City attorney.

(5) In addition to any other results, the Commission may impose one or more of the following sanctions for a violation of this section. In deciding which, if any, of these sanctions to impose, the Commission may consider such factors as: (i) the severity of the violation, (ii) its intentionality, (iii) its effects, (iv) whether it was the violating official's first or a repeated violation of this section, (v) whether the violating official acknowledged the violation and intends future compliance with this section, and (vi) other factors the Commission may deem pertinent under the circumstances.

(a) A violation of this section constitutes misconduct, misfeasance and malfeasance in office. For all appointed officials it therefore can be grounds for removal from office.

(b) Upon the affirmative vote of either a majority of its members either the Commission may publicly censure an official for a violation of this section. The official who is the

subject of the body's action shall not participate in the consideration or decision on the censure.

(c) If the violation of this section included the disclosure of confidential information, the Commission may decide to withhold confidential information from the violating official. If the confidential information was information presented during a closed session, the Commission may bar the violating official from participating in one or more future closed sessions. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

(d) If the violation of this section was willful or knowing and the City is sued, fined, or suffers another loss as a result, the Commission may seek indemnification or contribution from the violating official that could include amounts paid in any settlement, judgment, fine or other penalty, plus the costs (e.g., attorneys' fees, expert costs, discovery costs, etc.) to defend any such action. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

**Section 3. 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

**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 SECTIONS 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.12, 30.13, 30.15, AND 31.01, AND TO ADD SECTION 30.16 OF THE MOUNT PLEASANT CITY CODE REGARDING COMMISSION MEETINGS**

The City of Mount Pleasant Ordains:

Section 1. Amendment. Sections 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.13, 30.15, and 31.01 of the Mount Pleasant City Code are amended to read as follows:

**§ 30.04 AGENDA.**

(A) All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Commission as part of the agenda shall be delivered to the City Manager ~~three~~five working days preceding the Commission meeting. The City Manager, after consultation with the Mayor and/or Vice Mayor, shall prepare the agenda. The City Manager shall furnish ~~each member of the Commission~~Commissioner, the Mayor, the City Clerk and the City Attorney with a copy of the agenda prior to the Commission meeting and as far in advance of the Commission meeting as time for preparation will permit. None of the foregoing matters shall be presented to the Commission by administrative officials except those of an urgent nature, and the same, when so presented, shall have the written approval of the City Manager before presentation. During the Commission meeting, items may be added to the agenda or removed from the agenda with a ~~majority~~two-thirds vote of the entire Commission then serving.

(B) On a periodic basis, the ~~City~~Commission shall, by resolution, approve the form of the agenda for Commission meetings.

**§ 30.05 CALL TO ORDER.**

The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Commission to order. In the absence of the Mayor and the Vice Mayor, the City Clerk shall call the Commission to order, whereupon a temporary chairperson shall be elected by the ~~members of the Commission~~Commissioners present. Upon the arrival of the Mayor or Vice Mayor, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

**§ 30.06 ROLL CALL.**

Before proceeding with the business of the Commission, the City Clerk shall call the roll of the ~~members~~Commissioners, and the names of those present shall be entered in the minutes.

**§ 30.07 RULES OF DEBATE.**

(A) The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are herein imposed on all ~~members~~Commissioners, and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his/her acting as the presiding officer.

(B) Every ~~member~~Commissioner desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

(C) A ~~member~~Commissioner, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a ~~member~~Commissioner, while speaking, be called to order, he/she shall cease speaking until the question of order be determined, and, if in order, he/she shall be permitted to proceed.

(D) The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

(E) A motion to reconsider any action taken by the Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion shall be made by one of the prevailing side, but may be seconded by any ~~member~~Commissioner, and may be made at any time and have precedence over all other motions or while a ~~member~~Commissioner has the floor. The question may then be debated, if applicable.

(F) A motion to rescind any action taken by the Commission may be made by any Commissioner if the original motion has not been acted up on or the action or parts of the action can be undone. If the motion to rescind is added to the agenda during the Commission meeting (no prior notice given), such motion shall require a 2/3 vote of the entire Commission to pass.

~~(F)~~(G) A Commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be entered in the minutes.

### **§ 30.08 ADDRESSING THE COMMISSION.**

(A) *Prior permission not required.* Any person may address the Commission during a Commission meeting without securing the prior permission of the Commission or the presiding officer, subject to the following:

(1) Interested parties or their authorized representatives may address the Commission by written communication with respect to any matter by delivering the City Manager a copy of the written communication prior to before the end of the regular business day on the day of the Commission meeting.

(2) Interested persons or their authorized representatives may address the Commission during a Commission meeting by oral communications. The ~~City~~ Commission, by resolution, shall designate the time during each meeting when the public shall have an opportunity to speak.

(B) *Addressing the Commission after motion made.* After a motion is made by the Commission, no person shall address the Commission without first securing the permission of the Commission to do so.

(C) *Manner of addressing the Commission; time limit.* Each person addressing the Commission shall stand, give his/her name and address in an audible tone of voice for the record, and unless further time is granted by the Commission, shall limit his/her address to five minutes during each public opportunity to speak, with the exception that such individual may also address the Commission a second time for an additional three minutes during each public opportunity to speak. In addition, the Commission may, by motion, grant an individual the right to address the Commission for a longer period of time. All remarks shall be addressed to the Commission as a body and not to any ~~member~~individual Commissioner thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a Commissioner, without the permission of the presiding officer. No questions shall be asked a Commissioner except through the presiding officer.

### **§ 30.09 VOTING UPON QUESTIONS.**

All votes shall be taken by "yeas" and "nays" and except for nominations to fill the Mayor and the Vice Mayor positions. The vote shall be so entered upon the journal as to show the names of those voting in the affirmative and in the negative, ~~except that~~. If the vote is unanimous, the record need merely so state. The failure or refusal of any ~~member~~Commissioner to vote shall be considered an affirmative vote. When voting on nominations to fill the Mayor and Vice Mayor positions, the vote shall be cast by naming one of the persons nominated for the position. The position shall be filled by the nominee who receives at least a majority of the votes of the full Commission.

### **§ 30.10 DECORUM.**

(A) While the Commission is in session the ~~members~~Commissioners shall preserve order and decorum, and a ~~member~~Commissioner shall neither by conversation or otherwise delay or interrupt the



proceedings or the peace of the Commission nor disturb any ~~member~~Commissioner while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

(B) Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith, by the presiding officer, barred from further audience before the Commission, unless permission to continue be granted by a majority vote of the Commission.

#### **§ 30.11 SPECIAL AND STANDING COMMITTEES.**

(A) *Standing committees.* The Commission may create one or more standing committees of its members. Each standing committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to the standing committee.

(B) *Special committees.* The Commission may create such special committees as the Commission may determine from time to time. Each special committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to it.

(C) *Appointments.* The Mayor shall appoint the members of each standing committee and/or special committee.

(D) Any reports of standing or special committees must be supported by a majority of the committee.

#### **§ 30.12 PROTESTS FILED ON COMMISSION ACTIONS.**

Any ~~member~~Commissioner shall have the right to have the reasons for his/her dissent from, or protest against, any action of the Commission entered on the minutes.

#### **§ 30.13 ORDINANCES, RESOLUTIONS AND CONTRACTS.**

(A) No ordinance shall be prepared for presentation to the Commission unless ordered by a majority vote of the Commission or prepared on request of the City Manager.

(B) All ordinances, resolutions and contract documents shall, before presentation to the Commission, have been approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager where there are substantive matters of administration involved.

(C) Ordinances, resolutions and other matters or subjects requiring action by the Commission shall be introduced and sponsored by a ~~member of the Commission~~Commissioner; otherwise, they shall not be considered.

(D) Nothing in this section shall be deemed to alter the procedures established for initiative and referendum as set forth in the City Charter, Article VI.

#### **§ 30.15 OTHER RULES TO GOVERN.**

The rules of parliamentary practice, comprised in Robert's Rules of Order ~~Newly Revised~~ (10th latest edition), shall govern the meetings of the Commission in all cases to which they are applicable, provided they are not in conflict with the Charter, this chapter or resolutions adopted pursuant to this chapter.

#### **§ 31.01 NOMINATING PETITIONS.**

All nominating petitions to fill the elective offices provided under Article IV of the Charter of the City of Mount Pleasant shall be filed with the City Clerk ~~before 4:00 p.m. on that day being not more than 30 days before the Tuesday following the first Monday in August of each year which shall be the final day for filing said petitions~~within the time limitation set for filing petitions as provided by the laws of the State.

Section 2. Addition. Section 30.16 of the Mount Pleasant City Code is added to read as follows:

#### **§ 30.16 ETHICS POLICY.**

(A) The City's leaders are to advance common interests rather than their own interests and are to be wholly accountable to the people. This section does not comprehensively define ethical behavior but instead defines minimal, enforceable ethical standards for City leaders.

(B) This section applies to Commissioners and to members of boards, commissions, and other bodies appointed by the Mayor or the Commission<sup>1</sup> and the Housing Commission.<sup>2</sup>

(C) The following definitions shall apply to terms used in this Section.

(1) *Anyone* means any person or entity.

(2) *Confidential information* means information in whatever form obtained by an official during the course of his or her service to the City that is not available to or may be exempted from disclosure to members of the general public under the FOIA or another applicable law, rule, regulation, or court order. (An official may disclose to anyone how to make a FOIA request or how to challenge a denial of a FOIA request.)

(3) *Conflict of interest* means one or more of the following situations:

(a) A decision to be made by the City body on which the official serves or, in the case of a Commissioner, a decision to be made by any City body, could result in private gain for the official, a member of the official's household, or a member of the official's immediate family residing outside the official's household.

(b) A decision to be made by the City body on which the official serves could result in private gain for (i) anyone the official represents as an attorney, accountant, or other professional, (ii) an entity for which the official serves as an officer, director or, for a limited liability company or partnership, as a member, or (iii) unless the interest is held in a manner so that the official does not directly control the number of shares, portion of the ownership interest, or its value, an entity in which the official either owns more than 10% of the total stock or other ownership interest in the entity, or has an interest totaling \$50,000 or more in value.<sup>3</sup> Subsection (i) does not apply to an attorney, accountant, or other professional whose client is only a lender on a project.

(4) *Entity* means an association, business corporation, general partnership, governmental agency or unit, limited liability company, limited partnership, non-profit corporation, individual's assumed name, or any other legal person or identity other than an individual.

(5) *FOIA* means Michigan's Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.*

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(7) *Official's household* means those persons residing in the same dwelling unit as the official.

(8) *Official's immediate family* means the spouse, children, siblings or parents of the official.

(9) *Private gain* means any direct financial benefit that is different than any financial benefit members of the general public or a significant group of the general public would gain in similar circumstances.<sup>4</sup>

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<sup>1</sup> Currently, this includes the Airport Advisory Board, Board of Review, Brownfield Redevelopment Authority Board of Directors, Building Authority Board, Building, Fire and Sanitary Sewer Board of Appeals, Downtown Development Authority Board of Directors, Downtown Development Board, Economic Development Corporation Board of Directors, Fire and Police Retirement Board, Historic District Commission, Local Development Finance Authority Board of Directors, Local Officials Compensation Commission, Parks and Recreation Commission, Planning Commission, Tax Increment Finance Authority Board of Directors, and Zoning Board of Appeals.

<sup>2</sup> The City Manager appoints the Housing Commissioners, §32.02, but the City Commission may remove them upon the recommendation of the City Manager, MCL 125.654(3).

<sup>3</sup> For example, in a mutual fund, blind trust, or other arrangement where the official has no control over the purchase or sale of individual stocks, the make-up of a portfolio, etc.

<sup>4</sup> Gain that is or could be realized by the City is not private gain because it inures to the benefit of the general public that the City serves. Gain that is or could be realized by a group, such as businesses in a certain area, also is not private gain. There is also no private gain or conflict of interest where state law requires a board to be comprised, at least in part, of representatives of businesses, neighborhoods, entities, or areas. However, if a particular decision or action would affect a single individual, family or business, private gain may result.

(10) *Sole proprietor* means (i) the sole owner of a business that is not formed as an entity, or (ii) the sole holder of any equity or ownership interest in a business entity.

(D) The following standards shall apply to all officials in their service to the City.

(1) An official shall comply with all charter provisions, this Code, laws, rules, regulations, articles of incorporation, bylaws, procedures and policies applicable to (i) the official's office, (ii) the body on which the official serves, or (iii) the meetings the official attends.

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(a) An official shall not represent his or her personal views as those of the City or the body on which the official serves.

(b) An official shall not make any statements or answer any questions on behalf of the City or the body on which the official serves unless expressly authorized by the body on which the official serves, the Commission, or, for officials other than a Commissioner, the City Manager.

(c) An official shall not represent that he or she has any authority separate from that of the body on which he or she serves.<sup>5</sup>

(d) An official shall act within the authority granted to the body on which he or she serves and shall respect the roles of other officials and bodies.<sup>6</sup>

(e) An official shall not interfere with the City's administrative functions or the duties of City staff and shall not impair the City staff's ability to implement policy decisions made by any official body.

(4) Except to the extent they would be available to others in similar circumstances,<sup>7</sup> an official shall not use or attempt to use City personnel resources, property, funds, or information for private gain.

(5) An official shall not solicit or accept a gift or a loan of money, goods, services, or other things of value which may tend or may reasonably appear to be intended to influence the manner in which the official performs his or her duties.

(6) Private Gain.

(a) An official shall not vote, act upon, participate in any discussion or, except as provided below, engage in any communications regarding any matter from which he or she knowingly may realize any private gain or regarding which he or she has a conflict of interest.

(b) An official shall not represent any individual or entity before a body on which he or she serves. A Commissioner shall not represent any individual or entity before anybody subject to this section. However this does not limit any official's ability to appeal his or her residential (or, if the official is the sole proprietor of a business, that business') property tax valuation or to address zoning or construction matters involving his or her residence (or, if the official is the sole proprietor of a business, such matters involving that business).

(7) An official shall not display any favor for or disfavor of anyone in the discharge of the official's duties. City actions and decisions shall be made fairly and impartially. An official shall treat persons appearing before a body with courtesy and respect. However, this does not

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<sup>5</sup> Except for specific statutory or other authority granted to specific officers of a body, unless the body otherwise designates, it is the body on which the official serves, not an individual official, that has governmental authority.

<sup>6</sup> Because it is directly elected by the people, the Commission has the overall policy making and oversight role for the City. Other bodies serve roles that advise or recommend to the Commission and exercise authority granted by the Commission or by applicable laws, ordinances, rules and regulations.

<sup>7</sup> For example, assistance by economic development personnel, the rental of City-owned park facilities, and the mayor's performance of a wedding.

prevent an official from stating his or her views or advocating regarding matters under consideration or communications to that public body.

(E) It is the intent of these provisions to encourage officials to disclose potential concerns and seek advice as needed or desired to ensure compliance. Accordingly, this section shall be administered and enforced as follows:

(1) Any official, other than a Commissioner, in an effort to comply with this section, may seek the advice of the City Manager and, with the City Manager's consent, the City attorney, regarding any upcoming proceeding, action or decision, or regarding any potential situation addressed by this section. A Commissioner, in an effort to comply with this section, may directly seek the advice of the City attorney. If an official (i) does so prior to any violation of this section, (ii) truthfully and fully discloses all information requested by the City Manager or City attorney, and (iii) complies with the City Manager's or City attorney's advice and direction, he or she shall not be subject to sanctions as detailed in subsection (5).

(2) Disclosure.

(a) Before any discussion on the matter by the body on which he or she serves, an official shall disclose to that body any situation that could appear to some to violate this section and disclose any guidance the official received as provided by subsection (1). The official shall or shall not participate in the consideration of the matter as provided in the City Manager's or City attorney's opinion. If the official is not to participate, he or she shall leave the dais or other place where members of the body sit during its meetings to return after the body completes its consideration of that matter.

(b) If, regardless of compliance with this section, an official strongly believes that, due to a close family or friendship relationship, he or she would find it very difficult to objectively participate in a matter before the body on which the official serves, the official may ask remaining members of the body on which the official serves to excuse the official from his or her duty to otherwise participate in the discussion and action on that matter. The remainder of the body, by a majority vote, may excuse the official's participation. An official shall have no duty to request the body to excuse the official's participation, the body shall have no duty to grant such a request, and no other persons shall have any right under this subsection (b).

(3) If questions are first raised at a meeting about the applicability of this provision to an official and a matter pending at that meeting, the highest ranking City staff member at the meeting shall address the issue. The meeting may be recessed to seek advice from the City Manager or City attorney or consideration of the matter may be postponed to a later meeting.

(4) Procedure.

(a) Anyone may contact the chair of the body on which an official serves or the City Manager with any allegations or concerns that an official has violated this section. If the chair of a body is contacted, the chair shall contact the City Manager. For an issue regarding a Commissioner, the Mayor or any Commissioner may contact the City attorney without first contacting the City Manager.

(b) The City Manager or, with the City Manager's consent, the chair of the affected body, may contact the City attorney for an opinion regarding the allegations or concerns. For an issue regarding a Commissioner, the City attorney shall be contacted.

(c) The City Manager or the City attorney may ask the affected official and others for information the City Manager or the City attorney think is relevant. All officials shall promptly and fully comply with such requests. For an issue regarding a Commissioner, the City attorney shall conduct the inquiry.

(d) After obtaining the information, the City Manager or City attorney shall opine as to whether or not a violation of this section occurred. (For an issue regarding a Commissioner, the City attorney shall render the opinion.) If she or he concludes a violation occurred, she or he shall explain any needed and optional actions to be taken and include any information

and considerations that may be helpful in addressing the situation. The affected body, the Commission, and City staff and officers shall act upon that opinion as they deem appropriate.

(e) If the City Manager or City attorney concludes no violation of this section occurred, she or he shall notify the complaining party and such City staff and officers as she or he deem appropriate.

(f) If anyone, including the complainant, another official, City staff, or anyone else actually affected by the situation, believes the City Manager's or City attorney's opinion is incorrect or the accompanying information is incorrect, that person may address the Commission regarding the issue. Any action by the Commission is final.

(g) If an official violated this section and that violation may have affected the outcome of any action, the affected body shall reconsider the decision or action as directed by the City Manager or City attorney.

(5) In addition to any other results,<sup>8</sup> the Commission may impose one or more of the following sanctions for a violation of this section. In deciding which, if any, of these sanctions to impose, the Commission may consider such factors as: (i) the severity of the violation, (ii) its intentionality,<sup>9</sup> (iii) its effects,<sup>10</sup> (iv) whether it was the violating official's first or a repeated violation of this section, (v) whether the violating official acknowledged the violation and intends future compliance with this section, and (vi) other factors the Commission may deem pertinent under the circumstances.

(a) A violation of this section constitutes misconduct, misfeasance and malfeasance in office. For all appointed officials it therefore can be grounds for removal from office.

(b) Upon the affirmative vote of either a majority of its members either the Commission may publicly censure an official for a violation of this section. The official who is the subject of the body's action shall not participate in the consideration or decision on the censure.

(c) If the violation of this section included the disclosure of confidential information, the Commission may decide to withhold confidential information from the violating official. If the confidential information was information presented during a closed session, the Commission may bar the violating official from participating in one or more future closed sessions. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

(d) If the violation of this section was willful or knowing and the City is sued, fined, or suffers another loss as a result, the Commission may seek indemnification or contribution from the violating official that could include amounts paid in any settlement, judgment, fine or other penalty, plus the costs (e.g., attorneys' fees, expert costs, discovery costs, etc.) to defend any such action. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

**Section 3. 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) \_\_\_\_\_

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<sup>8</sup> A violation of this section is a violation of the City Code any may also be a violation of other applicable charter provisions, law, rules or regulations. Actions may also be taken and remedies sought for the violation of the other applicable requirements.

<sup>9</sup> That is, whether it was deliberate, unintentional, an oversight, an error in judgment, etc.

<sup>10</sup> That is, whether it had policy, legal or other consequences, whether a decision needed to be reconsidered, whether it resulted in cost to the City, etc.

**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

**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 SECTIONS 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.12, 30.13, 30.15, AND 31.01, AND TO ADD SECTION 30.16 OF THE MOUNT PLEASANT CITY CODE REGARDING COMMISSION MEETINGS**

The City of Mount Pleasant Ordains:

Section 1. Amendment. Sections 30.04, 30.05, 30.06, 30.07, 30.08, 30.09, 30.10, 30.11, 30.13, 30.15, and 31.01 of the Mount Pleasant City Code are amended to read as follows:

**§ 30.04 AGENDA.**

(A) All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Commission as part of the agenda shall be delivered to the City Manager five working days preceding the Commission meeting. The City Manager, after consultation with the Mayor and/or Vice Mayor, shall prepare the agenda. The City Manager shall furnish Commissioner, the Mayor, the City Clerk and the City Attorney with a copy of the agenda prior to the Commission meeting and as far in advance of the Commission meeting as time for preparation will permit. None of the foregoing matters shall be presented to the Commission by administrative officials except those of an urgent nature, and the same, when so presented, shall have the written approval of the City Manager before presentation. During the Commission meeting, items may be added to the agenda or removed from the agenda with a two-thirds vote of the entire Commission then serving.

(B) On a periodic basis, the Commission shall, by resolution, approve the form of the agenda for Commission meetings.

**§ 30.05 CALL TO ORDER.**

The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Commission to order. In the absence of the Mayor and the Vice Mayor, the City Clerk shall call the Commission to order, whereupon a temporary chairperson shall be elected by the Commissioners present. Upon the arrival of the Mayor or Vice Mayor, the temporary chairperson shall immediately relinquish the chair upon the conclusion of the business immediately before the Commission.

**§ 30.06 ROLL CALL.**

Before proceeding with the business of the Commission, the City Clerk shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes.

**§ 30.07 RULES OF DEBATE.**

(A) The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are herein imposed on all Commissioners, and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his/her acting as the presiding officer.

(B) Every Commissioner desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

(C) A Commissioner, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a Commissioner, while speaking, be called to order, he/she shall cease speaking until the question of order be determined, and, if in order, he/she shall be permitted to proceed.

(D) The Commissioner moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.



(E) A motion to reconsider any action taken by the Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at a recessed or adjourned session thereof. Such motion shall be made by one of the prevailing side, but may be seconded by any Commissioner, and may be made at any time and have precedence over all other motions or while a Commissioner has the floor. The question may then be debated, if applicable.

(F) A motion to rescind any action taken by the Commission may be made by any Commissioner if the original motion has not been acted up on or the action or parts of the action can be undone. If the motion to rescind is added to the agenda during the Commission meeting (no prior notice given), such motion shall require a 2/3 vote of the entire Commission to pass.

(G) A Commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be entered in the minutes.

#### **§ 30.08 ADDRESSING THE COMMISSION.**

(A) *Prior permission not required.* Any person may address the Commission during a Commission meeting without securing the prior permission of the Commission or the presiding officer, subject to the following:

(1) Interested parties or their authorized representatives may address the Commission by written communication with respect to any matter by delivering the City Manager a copy of the written communication before the end of the regular business day on the day of the Commission meeting.

(2) Interested persons or their authorized representatives may address the Commission during a Commission meeting by oral communications. The Commission, by resolution, shall designate the time during each meeting when the public shall have an opportunity to speak.

(B) *Addressing the Commission after motion made.* After a motion is made by the Commission, no person shall address the Commission without first securing the permission of the Commission to do so.

(C) *Manner of addressing the Commission; time limit.* Each person addressing the Commission shall stand, give his/her name and address in an audible tone of voice for the record, and unless further time is granted by the Commission, shall limit his/her address to five minutes during each public opportunity to speak, with the exception that such individual may also address the Commission a second time for an additional three minutes during each public opportunity to speak. In addition, the Commission may, by motion, grant an individual the right to address the Commission for a longer period of time. All remarks shall be addressed to the Commission as a body and not to any individual Commissioner thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a Commissioner, without the permission of the presiding officer. No questions shall be asked a Commissioner except through the presiding officer.

#### **§ 30.09 VOTING UPON QUESTIONS.**

All votes shall be taken by "yeas" and "nays" except for nominations to fill the Mayor and the Vice Mayor positions. The vote shall be so entered upon the journal as to show the names of those voting in the affirmative and in the negative. If the vote is unanimous, the record need merely so state. The failure or refusal of any Commissioner to vote shall be considered an affirmative vote. When voting on nominations to fill the Mayor and Vice Mayor positions, the vote shall be cast by naming one of the persons nominated for the position. The position shall be filled by the nominee who receives at least a majority of the votes of the full Commission.

#### **§ 30.10 DECORUM.**

(A) While the Commission is in session the Commissioners shall preserve order and decorum, and a Commissioner shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission nor disturb any Commissioner while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.

(B) Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission, shall be forthwith, by the presiding officer, barred from further audience before the Commission, unless permission to continue be granted by a majority vote of the Commission.

#### **§ 30.11 SPECIAL AND STANDING COMMITTEES.**

(A) *Standing committees.* The Commission may create one or more standing committees of its members. Each standing committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to the standing committee.

(B) *Special committees.* The Commission may create such special committees as the Commission may determine from time to time. Each special committee shall perform such duties, investigate, have charge of and report upon such matters as may be properly referred to it.

(C) *Appointments.* The Mayor shall appoint the members of each standing committee and/or special committee.

(D) Any reports of standing or special committees must be supported by a majority of the committee.

#### **§ 30.12 PROTESTS FILED ON COMMISSION ACTIONS.**

Any Commissioner shall have the right to have the reasons for his/her dissent from, or protest against, any action of the Commission entered on the minutes.

#### **§ 30.13 ORDINANCES, RESOLUTIONS AND CONTRACTS.**

(A) No ordinance shall be prepared for presentation to the Commission unless ordered by a majority vote of the Commission or prepared on request of the City Manager.

(B) All ordinances, resolutions and contract documents shall, before presentation to the Commission, have been approved as to form and legality by the City Attorney and shall have been examined and approved for administration by the City Manager where there are substantive matters of administration involved.

(C) Ordinances, resolutions and other matters or subjects requiring action by the Commission shall be introduced and sponsored by a Commissioner; otherwise, they shall not be considered.

(D) Nothing in this section shall be deemed to alter the procedures established for initiative and referendum as set forth in the City Charter, Article VI.

#### **§ 30.15 OTHER RULES TO GOVERN.**

The rules of parliamentary practice, comprised in Robert's Rules of Order (latest edition), shall govern the meetings of the Commission in all cases to which they are applicable, provided they are not in conflict with the Charter, this chapter or resolutions adopted pursuant to this chapter.

#### **§ 31.01 NOMINATING PETITIONS.**

All nominating petitions to fill the elective offices provided under Article IV of the Charter of the City of Mount Pleasant shall be filed with the City Clerk within the time limitation set for filing petitions as provided by the laws of the State.

Section 2. Addition. Section 30.16 of the Mount Pleasant City Code is added to read as follows:

#### **§ 30.16 ETHICS POLICY.**

(A) The City's leaders are to advance common interests rather than their own interests and are to be wholly accountable to the people. This section does not comprehensively define ethical behavior but instead defines minimal, enforceable ethical standards for City leaders.

(B) This section applies to Commissioners and to members of boards, commissions, and other bodies appointed by the Mayor or the Commission<sup>1</sup> and the Housing Commission.<sup>2</sup>

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<sup>1</sup> Currently, this includes the Airport Advisory Board, Board of Review, Brownfield Redevelopment Authority Board of Directors, Building Authority Board, Building, Fire and Sanitary Sewer Board of Appeals, Downtown Development Authority Board of Directors,

(C) The following definitions shall apply to terms used in this Section.

(1) *Anyone* means any person or entity.

(2) *Confidential information* means information in whatever form obtained by an official during the course of his or her service to the City that is not available to or may be exempted from disclosure to members of the general public under the FOIA or another applicable law, rule, regulation, or court order. (An official may disclose to anyone how to make a FOIA request or how to challenge a denial of a FOIA request.)

(3) *Conflict of interest* means one or more of the following situations:

(a) A decision to be made by the City body on which the official serves or, in the case of a Commissioner, a decision to be made by any City body, could result in private gain for the official, a member of the official's household, or a member of the official's immediate family residing outside the official's household.

(b) A decision to be made by the City body on which the official serves could result in private gain for (i) anyone the official represents as an attorney, accountant, or other professional, (ii) an entity for which the official serves as an officer, director or, for a limited liability company or partnership, as a member, or (iii) unless the interest is held in a manner so that the official does not directly control the number of shares, portion of the ownership interest, or its value, an entity in which the official either owns more than 10% of the total stock or other ownership interest in the entity, or has an interest totaling \$50,000 or more in value.<sup>3</sup> Subsection (i) does not apply to an attorney, accountant, or other professional whose client is only a lender on a project.

(4) *Entity* means an association, business corporation, general partnership, governmental agency or unit, limited liability company, limited partnership, non-profit corporation, individual's assumed name, or any other legal person or identity other than an individual.

(5) *FOIA* means Michigan's Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.*

(6) *Official* means a person to whom this section applies as stated in Subsection (B).

(7) *Official's household* means those persons residing in the same dwelling unit as the official.

(8) *Official's immediate family* means the spouse, children, siblings or parents of the official.

(9) *Private gain* means any direct financial benefit that is different than any financial benefit members of the general public or a significant group of the general public would gain in similar circumstances.<sup>4</sup>

(10) *Sole proprietor* means (i) the sole owner of a business that is not formed as an entity, or (ii) the sole holder of any equity or ownership interest in a business entity.

(D) The following standards shall apply to all officials in their service to the City.

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Downtown Development Board, Economic Development Corporation Board of Directors, Fire and Police Retirement Board, Historic District Commission, Local Development Finance Authority Board of Directors, Local Officials Compensation Commission, Parks and Recreation Commission, Planning Commission, Tax Increment Finance Authority Board of Directors, and Zoning Board of Appeals.

<sup>2</sup> The City Manager appoints the Housing Commissioners, §32.02, but the City Commission may remove them upon the recommendation of the City Manager, MCL 125.654(3).

<sup>3</sup> For example, in a mutual fund, blind trust, or other arrangement where the official has no control over the purchase or sale of individual stocks, the make-up of a portfolio, etc.

<sup>4</sup> Gain that is or could be realized by the City is not private gain because it inures to the benefit of the general public that the City serves. Gain that is or could be realized by a group, such as businesses in a certain area, also is not private gain. There is also no private gain or conflict of interest where state law requires a board to be comprised, at least in part, of representatives of businesses, neighborhoods, entities, or areas. However, if a particular decision or action would affect a single individual, family or business, private gain may result.

(1) An official shall comply with all charter provisions, this Code, laws, rules, regulations, articles of incorporation, bylaws, procedures and policies applicable to (i) the official's office, (ii) the body on which the official serves, or (iii) the meetings the official attends.

(2) An official shall not (i) disclose to anyone any confidential information before it is authorized for release to the general public or (ii) use confidential information for private gain.

(3) Representation.

(a) An official shall not represent his or her personal views as those of the City or the body on which the official serves.

(b) An official shall not make any statements or answer any questions on behalf of the City or the body on which the official serves unless expressly authorized by the body on which the official serves, the Commission, or, for officials other than a Commissioner, the City Manager.

(c) An official shall not represent that he or she has any authority separate from that of the body on which he or she serves.<sup>5</sup>

(d) An official shall act within the authority granted to the body on which he or she serves and shall respect the roles of other officials and bodies.<sup>6</sup>

(e) An official shall not interfere with the City's administrative functions or the duties of City staff and shall not impair the City staff's ability to implement policy decisions made by any official body.

(4) Except to the extent they would be available to others in similar circumstances,<sup>7</sup> an official shall not use or attempt to use City personnel resources, property, funds, or information for private gain.

(5) An official shall not solicit or accept a gift or a loan of money, goods, services, or other things of value which may tend or may reasonably appear to be intended to influence the manner in which the official performs his or her duties.

(6) Private Gain.

(a) An official shall not vote, act upon, participate in any discussion or, except as provided below, engage in any communications regarding any matter from which he or she knowingly may realize any private gain or regarding which he or she has a conflict of interest.

(b) An official shall not represent any individual or entity before a body on which he or she serves. A Commissioner shall not represent any individual or entity before anybody subject to this section. However this does not limit any official's ability to appeal his or her residential (or, if the official is the sole proprietor of a business, that business') property tax valuation or to address zoning or construction matters involving his or her residence (or, if the official is the sole proprietor of a business, such matters involving that business).

(7) An official shall not display any favor for or disfavor of anyone in the discharge of the official's duties. City actions and decisions shall be made fairly and impartially. An official shall treat persons appearing before a body with courtesy and respect. However, this does not prevent an official from stating his or her views or advocating regarding matters under consideration or communications to that public body.

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<sup>5</sup> Except for specific statutory or other authority granted to specific officers of a body, unless the body otherwise designates, it is the body on which the official serves, not an individual official, that has governmental authority.

<sup>6</sup> Because it is directly elected by the people, the Commission has the overall policy making and oversight role for the City. Other bodies serve roles that advise or recommend to the Commission and exercise authority granted by the Commission or by applicable laws, ordinances, rules and regulations.

<sup>7</sup> For example, assistance by economic development personnel, the rental of City-owned park facilities, and the mayor's performance of a wedding.

(E) It is the intent of these provisions to encourage officials to disclose potential concerns and seek advice as needed or desired to ensure compliance. Accordingly, this section shall be administered and enforced as follows:

- (1) Any official, other than a Commissioner, in an effort to comply with this section, may seek the advice of the City Manager and, with the City Manager's consent, the City attorney, regarding any upcoming proceeding, action or decision, or regarding any potential situation addressed by this section. A Commissioner, in an effort to comply with this section, may directly seek the advice of the City attorney. If an official (i) does so prior to any violation of this section, (ii) truthfully and fully discloses all information requested by the City Manager or City attorney, and (iii) complies with the City Manager's or City attorney's advice and direction, he or she shall not be subject to sanctions as detailed in subsection (5).
- (2) Disclosure.
  - (a) Before any discussion on the matter by the body on which he or she serves, an official shall disclose to that body any situation that could appear to some to violate this section and disclose any guidance the official received as provided by subsection (1). The official shall or shall not participate in the consideration of the matter as provided in the City Manager's or City attorney's opinion. If the official is not to participate, he or she shall leave the dais or other place where members of the body sit during its meetings to return after the body completes its consideration of that matter.
  - (b) If, regardless of compliance with this section, an official strongly believes that, due to a close family or friendship relationship, he or she would find it very difficult to objectively participate in a matter before the body on which the official serves, the official may ask remaining members of the body on which the official serves to excuse the official from his or her duty to otherwise participate in the discussion and action on that matter. The remainder of the body, by a majority vote, may excuse the official's participation. An official shall have no duty to request the body to excuse the official's participation, the body shall have no duty to grant such a request, and no other persons shall have any right under this subsection (b).
- (3) If questions are first raised at a meeting about the applicability of this provision to an official and a matter pending at that meeting, the highest ranking City staff member at the meeting shall address the issue. The meeting may be recessed to seek advice from the City Manager or City attorney or consideration of the matter may be postponed to a later meeting.
- (4) Procedure.
  - (a) Anyone may contact the chair of the body on which an official serves or the City Manager with any allegations or concerns that an official has violated this section. If the chair of a body is contacted, the chair shall contact the City Manager. For an issue regarding a Commissioner, the Mayor or any Commissioner may contact the City attorney without first contacting the City Manager.
  - (b) The City Manager or, with the City Manager's consent, the chair of the affected body, may contact the City attorney for an opinion regarding the allegations or concerns. For an issue regarding a Commissioner, the City attorney shall be contacted.
  - (c) The City Manager or the City attorney may ask the affected official and others for information the City Manager or the City attorney think is relevant. All officials shall promptly and fully comply with such requests. For an issue regarding a Commissioner, the City attorney shall conduct the inquiry.
  - (d) After obtaining the information, the City Manager or City attorney shall opine as to whether or not a violation of this section occurred. (For an issue regarding a Commissioner, the City attorney shall render the opinion.) If she or he concludes a violation occurred, she or he shall explain any needed and optional actions to be taken and include any information and considerations that may be helpful in addressing the situation. The affected body, the Commission, and City staff and officers shall act upon that opinion as they deem appropriate.

(e) If the City Manager or City attorney concludes no violation of this section occurred, she or he shall notify the complaining party and such City staff and officers as she or he deem appropriate.

(f) If anyone, including the complainant, another official, City staff, or anyone else actually affected by the situation, believes the City Manager's or City attorney's opinion is incorrect or the accompanying information is incorrect, that person may address the Commission regarding the issue. Any action by the Commission is final.

(g) If an official violated this section and that violation may have affected the outcome of any action, the affected body shall reconsider the decision or action as directed by the City Manager or City attorney.

(5) In addition to any other results,<sup>8</sup> the Commission may impose one or more of the following sanctions for a violation of this section. In deciding which, if any, of these sanctions to impose, the Commission may consider such factors as: (i) the severity of the violation, (ii) its intentionality,<sup>9</sup> (iii) its effects,<sup>10</sup> (iv) whether it was the violating official's first or a repeated violation of this section, (v) whether the violating official acknowledged the violation and intends future compliance with this section, and (vi) other factors the Commission may deem pertinent under the circumstances.

(a) A violation of this section constitutes misconduct, misfeasance and malfeasance in office. For all appointed officials it therefore can be grounds for removal from office.

(b) Upon the affirmative vote of either a majority of its members either the Commission may publicly censure an official for a violation of this section. The official who is the subject of the body's action shall not participate in the consideration or decision on the censure.

(c) If the violation of this section included the disclosure of confidential information, the Commission may decide to withhold confidential information from the violating official. If the confidential information was information presented during a closed session, the Commission may bar the violating official from participating in one or more future closed sessions. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

(d) If the violation of this section was willful or knowing and the City is sued, fined, or suffers another loss as a result, the Commission may seek indemnification or contribution from the violating official that could include amounts paid in any settlement, judgment, fine or other penalty, plus the costs (e.g., attorneys' fees, expert costs, discovery costs, etc.) to defend any such action. A Commissioner who is the subject of the action shall not participate in its consideration or vote on it.

Section 3. 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) \_\_\_\_\_

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<sup>8</sup> A violation of this section is a violation of the City Code any may also be a violation of other applicable charter provisions, law, rules or regulations. Actions may also be taken and remedies sought for the violation of the other applicable requirements.

<sup>9</sup> That is, whether it was deliberate, unintentional, an oversight, an error in judgment, etc.

<sup>10</sup> That is, whether it had policy, legal or other consequences, whether a decision needed to be reconsidered, whether it resulted in cost to the City, etc.

**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 #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

GRAPIDS 57654-1 515056v9

COMMISSION LETTER #158-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER PURCHASE-BYBACK PROGRAM WITH KRAPOHL FORD FOR  
11 TRUCKS

The City has a contract with Krapohl Ford wherein we purchase a new truck, use it for a year and then the truck is repurchased by Krapohl Ford for the same price that we paid. In November and December we have 11 trucks that are coming up on their one year anniversary.

The attached memo from DPW Director John Zang recommends continuation of the program. As the memo indicates, Krapohl Ford is recommending they be replaced with the appropriate trucks to return our fleet to the "right size" based on the Ford F-250's that were previously purchased in August.

We are recommending the Commission authorize the purchase-buyback of ten 2019 F-150 trucks and one 2019 F-250 truck.

Recommended motion:

*Move to approve the purchase-buyback of 11 trucks from Krapohl Ford at a cost of \$362,050 and the appropriate budget amendment.*

NJR/ap



# THE CITY OF MT. PLEASANT, MICHIGAN

**CITY HALL**

320 W. Broadway St • 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

September 14, 2018

From: Andy Latham, Police Captain  
John Zang, DPW Director

Subject: Approve Continuation of Purchase-Buyback Program with Krapohl Ford  
For F-150 and F-250 Pickup Trucks

## **Purchase\Contract Recommendation Summary**

### Request:

The City Commission is requested to approve the continuation of the purchase-buyback program with Krapohl Ford Lincoln, of Mt. Pleasant, for 10 2019 model F-150 and one 2019 F-250 pickup trucks.

### Reason for Purchase:

The City's current purchase-buyback agreements with Krapohl Ford for F-150 and F-250 pickup trucks expire in November and December 2018 respectively. We are seeking approval to continue the program for 2019 models.

There are a total of 10 F-150s and four F-250s in the current purchase-buyback program. Various Public Works departments use nine F-150s and the four F-250s. One F-150 is used by the Police Department. Three of the Public Works F-150s, Units 475, 476 and 477, were approved for replacement with F-250s in August. We are now seeking to replace the remaining trucks in the program.

For reference, the program trucks are as follows.

<b>2018 F-150s</b>	<b>Original Cost</b>	<b>Buyback Amount (Original Cost less Title and Doc Fees)</b>
DPW Units		
462	\$33,550	\$33,325
464	\$31,200	\$30,975
465	\$31,375	\$31,150
468	\$33,525	\$33,300
480	\$33,525	\$33,300
481	\$24,325	\$24,100
Total Buyback Amount for DPW F-150s		\$186,150
DPS F-150	\$36,625	\$36,400



<b>2018 F-250s</b>	<b>Original Cost</b>	<b>Buyback Amount (Original Cost less Title and Doc Fees)</b>
DPW Units		
461	\$28,525	\$28,300
463	\$33,675	\$33,450
466	\$30,625	\$30,400
485	\$28,525	\$28,300
Total Buyback Amount for DPW F-250s		\$120,450

Of DPW's nine F-150s and four F-250s in the program, six F-150s and the four F-250s need to be replaced at this time. Since three of DPW's F-150s were approved to be replaced with F-250s, DPW will purchase nine F-150s instead of six and one F-250 instead of four. This will maintain the same number and models of trucks in the program.

#### Cost Summary:

##### Public Works

###### 2019 F-150s

Crew cab XLT 3 x \$35,900	\$107,700
Crew cab STX 3 x \$32,400	\$ 97,200
Super cab 3 x \$29,500	\$ 88,500

###### 2019 F-250s

Crew cab 1 x \$29,675	\$ 29,675
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###### Title and documentation fees for 2019s

10 x \$225	\$ 2,250
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Total cost for 10 2019 model trucks	\$325,325
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Less buyback for six 2018 F-150s	(\$186,150)
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Less buyback for four 2018 F-250s	(\$120,450)
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Purchase amount for 10 Trucks	\$ 18,725
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##### Public Safety

2019 F-150 crew cab 1 x \$36,500	\$ 36,500
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Title and documentation fee for 2019 model	\$ 225
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Total cost for 2019 F-150	\$ 36,725
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Less buyback for 2018 F-150	(\$ 36,400)
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Purchase amount for Police F-150	\$ 325
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##### Vendor Name and Address:

Krapohl Ford Lincoln  
1415 E. Pickard St.  
Mt. Pleasant, MI 48858

##### Reason for Selection:

Continuation of Program

Krapohl will buy DPW's 2018 F-150s for \$186,150 and 2018 F-250s for \$120,450. The purchase amount of \$325,325 for the 10 DPW trucks reflects the difference in pricing between the 2018 and 2019 model years, plus the title and documentation fees. The net effect on the Motor Pool budget will be \$18,725.

Krapohl will buy the Police Department's 2018 F-150 for \$36,400. The net effect on the Police Administration Capital Acquisition budget will be \$325.

Per the program guidelines, Krapohl will buy the 2019 models within one year of the contract date for the original purchase price, less the title and documentation fees.

Recommendation:

We recommend the City Commission approve the continuation of the purchase-buyback program with Krapohl Ford Lincoln for nine 2019 model F-150s and one 2019 model F-250s pickup trucks for DPW for \$325,325, and one 2019 F-150 pickup for the Police Department for \$36,725. Funds are available in the 2018 Motor Pool Capital Acquisition and Police Administration Capital Acquisition budgets.

COMMISSION LETTER #159-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER RESOLUTION SETTING DEADLINE DATE FOR MEDICAL  
MARIHUANA FACILITY LICENSING APPLICATION

Chapter 112.03 of the Code of Ordinances requires the City Commission set a deadline date for the receipt of applications for medical marihuana facilities that have numerical limitations. The ordinance requires the deadline date be set by resolution on or before October 1, 2018.

The attached resolution has been drafted for City Commission consideration. The resolution sets a deadline date of February 1, 2019 as was discussed during the City Commission work session on September 10, 2018.

This date would allow additional applicants to progress through the step one prequalification process with the Department of Licensing and Regulatory Affairs (LARA). The Medical Marihuana Licensing Board currently has three meetings scheduled through the end of this year. It is unknown at this point what the meeting schedule will be for 2019.

Recommended motion:

*Move to approve the resolution setting the initial receipt deadline date for medical marihuana facility license applications as presented.*

NJR/ap

## **Application Deadline Date for Medical Marihuana Facility Applications**

### **Resolution**

WHEREAS, On June 11, 2018 the City of Mount Pleasant City Commission approved an ordinance to opt-in to the Michigan Medical Marihuana Facility Licensing Act, Public Act 281 of 2016; and

WHEREAS, Chapter 112.03(b) of the Code of Ordinances indicates that applications will begin being accepted October 1, 2018; and

WHEREAS, Section 112.03(b) requires the City Commission to set an end date by resolution for accepting applications for facility types with numerical limitations; and

WHEREAS, Section 112.03(b) indicates that in setting the deadline date, consideration should be given to the number of applicants that have completed the prequalification step of the state licensing process; and


WHEREAS, as of September 12, 2018 the Medical Marihuana Licensing Board of the Department of Licensing and Regulatory Affairs (LARA) has approved 72 step one prequalification applications and it is reported there are over 600 in the queue for consideration; and

WHEREAS, the City Commission continues to be interested in ensuring applicants have had adequate time to be considered for a facility in the City of Mt. Pleasant;

NOW, THEREFORE BE IT RESOLVED that the City Commission declares the initial receipt period deadline date for applications for provisioning centers and grow operations be set at February 1, 2019.

BE IT FURTHER RESOLVED, that at the end of the initial receipt period, which is set at February 1, 2019, if more applications for a specific facility type are received than are permitted under Section 112.02, the City Clerk will conduct a drawing to randomly select applicants for conditional authorization. That drawing will also establish a waiting list for further conditional authorizations for that facility type. The drawing will be noticed and conducted as a public meeting.

COMMISSION LETTER #160-18  
MEETING DATE: SEPTEMBER 24, 2018

TO: MAYOR AND CITY COMMISSION SEPTEMBER 19, 2018  
FROM: NANCY RIDLEY, CITY MANAGER   
SUBJECT: CONSIDER APPROVAL OF RESOLUTION FOR FIREWORKS APPLICATION  
FEE

Recently an inquiry was made about the potential of hosting a fireworks display in the City of Mt. Pleasant. In researching the ordinance and procedures it was discovered that the permit fees for such displays were never officially set by the City Commission.

The attached memo from Fire Chief Rick Beltinck outlines the recommended fees for such a permit and the standby personnel if it is deemed they are necessary. We recommend the City Commission approve the resolution as presented which covers our cost for these services.

Recommended motion:

*Move to approve the resolution for fireworks display permits as presented.*

NJR/ap



City of Mount Pleasant, Michigan  
**DEPARTMENT OF PUBLIC SAFETY**

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**MEMORANDUM**

Date: September 18, 2018

To: Nancy Ridley, City Manager

From: Rick Beltinck, Fire Chief

Re: Articles Pyrotechnic and Display Fireworks Permit Fees

At the August 13, 2012 City Commission Meeting the City Commission approved a new permit requirement for the Articles Pyrotechnic and Display Fireworks Ordinance. Section 133.05 (B) of the City Code authorizes the City Commission to set Articles Pyrotechnic and Display Fireworks Permit fees. The analysis by City staff includes the base permit fee that includes an initial site visit and associated paperwork and a per hour rate for standby of fire personnel, if required by the fire code official. The standby would include one fire engine and five fire personnel, if required.

These fees are consistent with the fees that were set for Open Burning Permits in 2017, with the exception of three additional Paid On-Call Firefighters. The additional staffing is required due to Articles Pyrotechnic and Display Fireworks being aerial displays with fallout covering a larger geographical area versus a bonfire where the area is contained and can be monitored with less staff.

Based on our analysis, we recommend the City Commission establish the following fees for Articles Pyrotechnic and Display Fireworks Permits:

Base permit fee	\$65.00
Standby fire personnel (Fire Marshall/1 EO/3 POC)	\$196.00 per hour

**CITY COMMISSION  
CITY OF MOUNT PLEASANT  
Isabella County, Michigan**

Commissioner \_\_\_\_\_, supported by Commissioner \_\_\_\_\_, moved the adoption of the following resolution:

**RESOLUTION TO SET ARTICLES PYROTECHNIC, DISPLAY FIREWORKS PERMIT  
FEES**

WHEREAS, Section 133.05(B) of the City Code authorizes the City Commission to set Articles Pyrotechnic, Display Fireworks permit fees;

WHEREAS, the City Commission wishes to set new Articles Pyrotechnic, Display Fireworks permit fees based on a recent staff review of the costs incurred by the City in administering such permits.

NOW THEREFORE BE IT RESOLVED THAT:

A. Based upon City staff's analysis of costs incurred, the City Commission establishes the following fees for Display Fireworks permits:

Base permit fee	\$65.00
Stand-by fire personnel (if required)	\$196.00 per hour

B. The base permit fee includes an initial site inspection and associated paperwork.

C. The fire code official may require stand-by fire department assistance (one fire engine and five fire personnel) as a condition of issuing a permit, upon determining that stand-by assistance is reasonably necessary to protect the public health, safety, and welfare.

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

YEAS: Commissioner(s) \_\_\_\_\_

NAYS: Commissioner(s) \_\_\_\_\_

ABSTAIN: Commissioner(s) \_\_\_\_\_

ABSENT: Commissioner(s) \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATION**

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

\_\_\_\_\_  
Jeremy Howard, City Clerk



## CHECK REGISTER FOR CITY OF MT PLEASANT

CHECK DATE FROM 9/1/18 - 9/13/18

Check Date	Vendor Name	Description	Amount
Bank COMM	COMMON CASH		
09/05/2018	CITY TREASURER-PAYROLL FUND	REG PAY #421 - 9/7/18	\$259,775.67
09/07/2018	WRIGHT EXPRESS FINANCIAL SERVICES	N/A	52,125.30
09/13/2018	MEDIANEWS - 21CM ADVERTISING	CONTRACT SVCS	2,774.96
09/13/2018	MOHAMED ABDELGAWAD	CONTRACT SVCS	26.00
09/13/2018	AIRGAS USA, LLC	CONTRACT SVCS/CHEMICALS	3,063.21
09/13/2018	ALEXANDER CHEMICAL CORPORATION	CHEMICALS	14,818.16
09/13/2018	AQUASIGHT	CONTRACT SVCS	200.00
09/13/2018	ATI GROUP	CONTRACT SVCS	610.50
09/13/2018	CARA AUDA	REIMBURSEMENT	49.21
09/13/2018	AUTOZONE, INC.	VEHICLE MAINT/SUPPLIES	9.18
09/13/2018	AVFUEL CORPORATION	AIRPORT FUEL/SUPPLIES	13,491.11
09/13/2018	BEACH PAINTING	CONTRACT SVCS	2,005.00
09/13/2018	BLOCK ELECTRIC COMPANY	CONTRACT SVCS	3,700.00
09/13/2018	BOUND TREE MEDICAL, LLC	SUPPLIES	488.98
09/13/2018	GARY BRANDT	FARMERS MKT TOKEN REIMB	713.50
09/13/2018	BROWN & BROWN OF CENTRAL MI	CONTRACT SVCS	10,000.00
09/13/2018	BLAKE BROWN	CONTRACT SVCS	52.00
09/13/2018	JIM BRYANT	FARMERS MKT TOKEN REIMB	10.30
09/13/2018	CARMEUSE LIME, INC.	CHEMICALS	7,012.60
09/13/2018	CDW GOVERNMENT, INC	SUPPLIES	1,160.84
09/13/2018	CENTRAL ASPHALT, INC	CONTRACT SVCS/SUPPLIES	5,697.04
09/13/2018	CENTRAL CONCRETE INC	SUPPLIES	1,640.36
09/13/2018	CENTURYLINK	COMMUNICATIONS	19.09
09/13/2018	CLARK HILL P.L.C.	CONTRACT SVCS	1,182.50
09/13/2018	CMP DISTRIBUTORS, INC.	UNIFORMS	2,448.00
09/13/2018	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING	3,265.24
09/13/2018	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	183.00
09/13/2018	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	735.00
09/13/2018	CONSUMERS ENERGY	UTILITIES	30,723.87
09/13/2018	COYNE OIL CORPORATION	FUEL/VEHICLE MAINT/SUPPLIES	5,673.02
09/13/2018	CREATING BRAND LEGACY WORLDWIDE	SUPPLIES	1,325.00
09/13/2018	ANDREW CURTISS	FARMERS MKT TOKEN REIMB	333.90
09/13/2018	BAILEY DAVIS	CONTRACT SVCS	39.00
09/13/2018	DICKINSON WRIGHT PLLC	CONTRACT SVCS	7,700.00
09/13/2018	DMS FISH SUPPLY	FARMERS MKT TOKEN REIMB	41.35
09/13/2018	CHRISTY DUSH	TRAINING	84.62
09/13/2018	ETNA SUPPLY	SUPPLIES	212.00
09/13/2018	FRONT LINE SERVICES, INC	SUPPLIES	9,125.95
09/13/2018	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	4,410.04
09/13/2018	DAVID GROTHAUSE	FARMERS MKT TOKEN REIMB	65.10
09/13/2018	HACH COMPANY	SUPPLIES	800.01
09/13/2018	JAMIE HOCKEMEYER	REIMBURSEMENT	13.30

## CHECK REGISTER FOR CITY OF MT PLEASANT

CHECK DATE FROM 9/1/18 - 9/13/18

Check Date	Vendor Name	Description	Amount
Bank COMM	COMMON CASH		
09/13/2018	JEREMY HOWARD	REIMBURSEMENT	119.90
09/13/2018	HYDROCORP, INC.	CONTRACT SVCS	765.75
09/13/2018	ABID ISRAR	CONTRACT SVCS	26.00
09/13/2018	J & B MEDICAL SUPPLY, INC.	SUPPLIES	67.20
09/13/2018	CALVIN KEYES	CONTRACT SVCS	52.00
09/13/2018	MARY ANN KORNEXL	REIMBURSEMENT	20.00
09/13/2018	JOSHUA KREIDER	DIRECT DEPOSIT REISSUE	12.88
09/13/2018	KENNEDY LAGALO	CONTRACT SVCS	26.00
09/13/2018	LAKESIDE ORCHARD	FARMERS MKT TOKEN REIMB	459.05
09/13/2018	DOUG LENTZ	FARMERS MKT TOKEN REIMB	75.55
09/13/2018	RYAN LONGORIA	REIMBURSEMENT	22.45
09/13/2018	LYDEN OIL COMPANY	SUPPLIES	147.30
09/13/2018	STATE OF MICHIGAN	POSTAGE/HANDLING	258.72
09/13/2018	IZAACK MARCINIAK	CONTRACT SVCS	39.00
09/13/2018	STATE OF MICHIGAN	CONTRACT SVCS	30.00
09/13/2018	MICHIGAN MUNICIPAL LEAGUE	CONTRACT SVCS	151.08
09/13/2018	MSU - ACCOUNT # RG073437	CONTRACT SVCS	1,515.00
09/13/2018	MIDLAND DAILY NEWS	CONTRACT SVCS	643.00
09/13/2018	MICHIGAN PIPE & VALVE	SUPPLIES	350.00
09/13/2018	RPL MOBILE RECREATION	CONTRACT SVCS	1,000.00
09/13/2018	MT PLEASANT TIRE SERVICE, INC	SUPPLIES/VEHICLE MAINT	40.00
09/13/2018	NCL OF WISCONSIN	CHEMICALS	277.12
09/13/2018	RILEY NOTTINGHAM	CONTRACT SVCS	52.00
09/13/2018	OFFICE DEPOT	SUPPLIES	53.38
09/13/2018	ORKIN	CONTRACT SVCS	91.56
09/13/2018	WYATT OWEN	CONTRACT SVCS	52.00
09/13/2018	PEERLESS MIDWEST, INC.	CONTRACT SVCS	50,491.00
09/13/2018	PIONEER PRODUCE	FARMERS MKT TOKEN REIMB	123.25
09/13/2018	PLEASANT GRAPHICS, INC	CONTRACT SVCS	1,300.00
09/13/2018	DANIEL R POST - THE ETCETERAS	CONTRACT SVCS	250.00
09/13/2018	TIM PRIELIPP	FARMERS MKT TOKEN REIMB	71.70
09/13/2018	PRO COMM, INC	SUPPLIES/CONTRACT SVCS	7,730.22
09/13/2018	PURE PLUMBING LLC	CONTRACT SVCS	400.00
09/13/2018	ELIZABETH RATKOS	CONTRACT SVCS	39.00
09/13/2018	JOSHUA NELSON	CONTRACT SVCS	1,260.00
09/13/2018	JOSHUA AGARDY	REFUND	57.50
09/13/2018	MISTY DAVIS	REFUND	102.00
09/13/2018	KURT SCHNEIDER	REFUND	25.00
09/13/2018	ANDREW DUNN	REFUND	61.00
09/13/2018	BRIAN GONZALEZ	REFUND	23.00
09/13/2018	CHIEKO MIYOSHI	REFUND	23.00
09/13/2018	CARL MALISH	REFUND	25.50

## CHECK REGISTER FOR CITY OF MT PLEASANT

CHECK DATE FROM 9/1/18 - 9/13/18

Check Date	Vendor Name	Description	Amount
Bank COMM	COMMON CASH		
09/13/2018	KERRIE STRUCK	REFUND	25.50
09/13/2018	MING SUN	REFUND	23.00
09/13/2018	ALEX CHO	REFUND	23.00
09/13/2018	MICHELLE MCMAHON	REFUND	28.00
09/13/2018	MICHELE GUSTAVSSON	REFUND	61.00
09/13/2018	CATRINA YARGER	REFUND	46.00
09/13/2018	TERRY KUNST	REFUND	150.00
09/13/2018	AUSTIN REID	CONTRACT SVCS	52.00
09/13/2018	REPUBLIC SERVICES #239	CONTRACT SVCS	249.52
09/13/2018	RJTHOMAS MFG. CO., INC.	SUPPLIES	8,802.35
09/13/2018	COLLIN ROBINSON	CONTRACT SVCS	13.00
09/13/2018	ROWE PROFESSIONAL SERVICES COMPANY	CONTRACT SVCS	1,650.00
09/13/2018	RTI LABORATORIES, INC.	CONTRACT SVCS	345.00
09/13/2018	BLAKE SCHNEIDER	CONTRACT SVCS	39.00
09/13/2018	SEECCLICKFIX	CONTRACT SVCS	7,140.00
09/13/2018	MICHAEL SERVIS	REIMBURSEMENT	73.95
09/13/2018	STATE OF MICHIGAN - MDOT	CONTRACT SVCS	345.38
09/13/2018	SUMMIT COMPANIES	CONTRACT SVCS	386.65
09/13/2018	KIRK TRAVIS	FARMERS MKT TOKEN REIMB	679.50
09/13/2018	TRIBAL OBSERVER	SUBSCRIPTION	30.00
09/13/2018	TRUGREEN	CONTRACT SVCS	39.56
09/13/2018	SERRANO SANCHEZ, KATHERINE	UB REFUND	42.44
09/13/2018	HUG, KURT L	UB REFUND	19.00
09/13/2018	SMITH, SHIRLEY	UB REFUND	7.38
09/13/2018	JAFFA, DAVID & HELENE	UB REFUND	67.76
09/13/2018	POWELL MGT	UB REFUND	69.45
09/13/2018	UNIFIRST CORPORATION	CONTRACT SVCS	47.12
09/13/2018	VALET AUTO CARE, INC	VEHICLE MAINT/SUPPLIES	200.00
09/13/2018	VETERAN'S ALARM INCORPORATED	CONTRACT SVCS	981.52
09/13/2018	DEREK VITALE	CONTRACT SVCS	39.00
09/13/2018	JAKE WALRAVEN	FARMERS MKT TOKEN REIMB	176.00
09/13/2018	CAMERON WASHINGTON	CONTRACT SVCS	52.00
09/13/2018	WASTE MANAGEMENT	CONTRACT SVCS	831.33
09/13/2018	WATKINS ROSS & CO	CONTRACT SVCS	6,200.00
09/13/2018	LATITUDE MEDIA LLC WCZY/WMMI	CONTRACT SVCS	750.00
09/13/2018	BILL WESENBERG	FARMERS MKT TOKEN REIMB	320.80
09/13/2018	DAVID WHITEHEAD	FARMERS MKT TOKEN REIMB	47.55
09/13/2018	LOUISE WYMER	FARMERS MKT TOKEN REIMB	527.30

## COMM TOTALS:

Total of 122 Checks: \$546,714.08

Less 0 Void Checks: 0.00

Total of 122 Disbursements: \$546,714.08

Wright Express9/7/2018

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
4IMPRINT, INC.	SUPPLIES	(\$1,108.24)	1
ABC WAREHOUSE	SUPPLIES	125.00	1
ADVANCE AUTO PARTS	SUPPLIES	5.32	1
AIRGAS GREAT LAKES	SUPPLIES	164.38	2
AIS CONSTRUCTION EQUIPMENT	SUPPLIES	1,125.54	1
AMAZON.COM	CONTRACT SVCS	23.95	1
AMAZON.COM	SUPPLIES/VEHICLE MAINT	176.42	1
AMAZON.COM	TRAINING	163.66	2
AMAZON.COM	SUPPLIES	938.45	22
AMERICAN CUSTOM DETAILING, LLC	CONTRACT SVCS	550.00	1
AMERICAN PUBLIC WORKS WORKZONE	CONTRACT SVCS	325.00	1
APSTYLEBOOK.COM	DUES	21.00	1
ASAP SALES & SERVICE	SUPPLIES	425.57	1
AUTO VALUE/BUMPER TO BUMPER	SUPPLIES	46.78	3
AUTOZONE, INC.	SUPPLIES	6.49	1
BADER & SONS CO.	SUPPLIES	458.38	2
BATTERIES PLUS - MP	SUPPLIES	211.47	1
BATTERIES PLUS #120	SUPPLIES	10.45	1
BHPHOTOVIDEO.COM	SUPPLIES	189.05	1
BILL'S CUSTOM FAB, INC	CONTRACT SVCS	68.91	2
BILL'S CUSTOM FAB, INC	Supplies	55.05	2
BLOCKO LLC	SUPPLIES	11.00	1
BLUE-WHITE INDUSTRIES	SUPPLIES	119.35	1
BOYNE HIGHLANDS GROUP	TRAINING	155.49	1
BRIGHAM'S AUTO SUPPLY, INC	SUPPLIES	1,590.67	13
BUFFALO WILD WINGS	SUPPLIES	61.96	1
BUSHEY RADIATOR & AUTOGLASS	CONTRACT SVCS	308.64	2
C & C ENTERPRISES, INC	SUPPLIES	17.92	2
C & C ENTERPRISES, INC	SUPPLIES	1,866.00	1
C & C ENTERPRISES, INC	UNIFORM	620.00	1
CANVA PTY LTD.	Supplies	6.00	3
CIRCLE K SERVICE	CONTRACT SVCS	499.81	1
CONSTANT CONTACT BILLING	CONTRACT SVCS	1,007.50	1
COTTAGE INN PIZZA	SUPPLIES	39.21	1
COYNE OIL CORPORATION	SUPPLIES	445.00	2
CURTISS PRO HARDWARE #632635	Supplies	8.47	1
DEWITT LUMBER	SUPPLIES	338.96	8
DIGICERT	CONTRACT SVCS	315.00	1
DOLLAR DAZE MT PLEASANT	SUPPLIES	8.00	1
DOLLARTREE	Supplies	13.00	1
DOUGS SMALL ENGINE REPAIR	UNIFORM	12.00	2
DOUG'S SMALL ENGINE REPAIR	CONTRACT SVCS	1,316.11	2

Wright Express9/7/2018

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	122.93	2
DOW GARDENS	CONTRACT SVCS	118.00	1
DOW JONES WALL STREET JOURNAL	SUPPLIES	(630.64)	2
DREAMSTIME.COM	SUPPLIES	39.00	1
DROPBOX INC.	CONTRACT SVCS	99.00	1
DTE ENERGY	UTILITIES	2,899.96	15
ED2GO	TRAINING	149.00	1
ETNA SUPPLY	SUPPLIES	589.34	4
FASTENAL COMPANY	SUPPLIES	29.46	2
FERGUSON ENTERPRISES	SUPPLIES	8.84	1
FLEETPRIDE	SUPPLIES	118.46	1
FREDRICKSON SUPPLY, LLC	SUPPLIES	2,577.35	5
FRONTIER COMMUNICATONS	COMMUNICATIONS	63.98	1
GILL-ROY'S HARDWARE	SUPPLIES	11.08	3
GILL-ROY'S HARDWARE	CONTRACT SVCS	15.00	1
GILL-ROY'S HARDWARE	SUPPLIES	1,220.21	50
GORDON FOOD SERVICE	SUPPLIES	56.55	1
GORDON FOOD SERVICE	Supplies	725.98	9
GT RUBBER SUPPLY	SUPPLIES	653.82	7
HD SUPPLY	SUPPLIES	180.20	1
HOME DEPOT	SUPPLIES	1,824.70	25
HOME DEPOT/GECF	SUPPLIES	28.35	2
HUMAN RESOURCE CERTIFICATION INSTITUTE	DUES	150.00	1
HUNTER'S ALE HOUSE	SUPPLIES	202.31	1
ICMA INTERNET	CONTRACT SVCS	222.75	1
ISABELLA COUNTY FAIR	SUPPLIES	170.00	1
JO-ANN FABRICS & CRAFTS	Supplies	55.93	1
KRAPOHL FORD LINCOLN MERC	CONTRACT SVCS	55.64	1
LEADERCAST WOMEN	TRAINING	70.00	1
LEAGUE OF MICHIGAN BICYCLISTS	TRAINING	15.15	1
LITTLE CAESARS	SUPPLIES	5.99	1
LITTLE CAESARS	SUPPLIES	17.97	1
MCMASTER-CARR SUPPLY CO.	SUPPLIES	44.06	1
MEDLER ELECTRIC COMPANY	SUPPLIES	432.79	9
MEIJER INC	SUPPLIES	34.42	3
MEIJER INC	SUPPLIES	378.49	14
MENARDS - MT. PLEASANT	SUPPLIES	504.12	8
MERCHANDISE OUTLET	Supplies	100.00	1
MERCHANDISE OUTLET	SUPPLIES	5.00	1
MI ASSOCIATION OF AIRPORT EXECUTIVE	TRAINING	275.00	1
MI PERMIT LIC PLAN REV	TRAINING	225.00	1
MICHIGAN ASSOC. OF PLANNING	TRAINING	810.00	2

Wright Express9/7/2018

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
MICHIGAN CAT	SUPPLIES	202.70	1
MICHIGAN DOWNTOWN ASSOCIATION	DUES	250.00	1
MICHIGAN FIRE INSPECT SOCIETY	TRAINING	1,480.35	4
MICHIGAN REC & PARK ASSN	TRAINING	485.00	1
MICHIGAN RURAL WATER ASSN	CONTRACT SVCS	99.00	1
MICHIGAN RURAL WATER ASSN	TRAINING	315.00	2
MICHIGAN SECTION-AWWA	CONTRACT SVCS	20.00	1
MICHIGAN STATE UNIVERSITY	TRAINING	55.00	1
MID MICHIGAN UPHOLSTERY & AWNING	CONTRACT SVCS	845.00	1
MILAN SUPPLY COMPANY	SUPPLIES	360.48	3
MOREY'S LOGO	SUPPLIES	264.00	1
MOTORLESS MOTION	SUPPLIES	32.00	2
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	398.82	7
MT PLEASANT FARMERS MARKET	SUPPLIES	15.00	1
NATIONAL RECREATION & PARK ASSOC	TRAINING	334.00	3
NATL STDNT CLEARINGHOU	CONTRACT SVCS	14.95	1
NFPA	DUES	175.00	1
O.S.P. LLC	CONTRACT SVCS	200.00	1
OFFICE DEPOT	SUPPLIES	36.43	1
OFFICE DEPOT	SUPPLIES	113.17	2
OFFICE DEPOT	SUPPLIES	900.32	17
OLSON TIRE SERVICE	CONTRACT SVCS	50.50	2
PANERA BREAD	TRAINING	46.47	1
PISANELLO'S PIZZA	SUPPLIES	60.39	1
POTTER PARK ZOO SOCIETY	CONTRACT SVCS	332.00	2
PROFESSIONAL PUMP, INC.	SUPPLIES	145.61	2
PUBLIC RELATIONS SOCIETY OF AMERICA	CONTRACT SVCS	350.00	1
RIC'S FOOD CENTER	SUPPLIES	12.86	2
RIC'S FOOD CENTER	TRAINING	29.04	2
SCIENTIFIC BRAKE & EQUIPMENT CO	SUPPLIES	90.19	4
SHERWIN WILLIAMS	SUPPLIES	3.05	1
SHERWIN WILLIAMS	SUPPLIES	276.70	3
SIMPLY ENGRAVING	SUPPLIES	113.50	3
SOCIETY OF HUMAN RESOURCES MANAGEMENT	DUES	309.00	2
STANDARD ELECTRIC COMPANY	SUPPLIES	36.78	1
STAPLES - MP	SUPPLIES	189.10	5
STAPLES BUSINESS ADVANTAGE	SUPPLIES	537.77	8
STAPLES CREDIT PLAN	SUPPLIES	202.73	4
STATE OF MICHIGAN	SUPPLIES/VEHICLE MAINT	26.52	1
STATE OF MICHIGAN	SUPPLIES	150.00	1
STATE OF MICHIGAN ICHAT LOOK UP	CONTRACT SVCS	30.00	2
TAPCO	SUPPLIES	157.95	2

Wright Express9/7/2018

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
TED FESTERLING LLC	SUPPLIES	3,432.90	2
THE GOLF CENTER	SUPPLIES	64.00	1
THE PAPER MILL STORE	SUPPLIES	141.91	1
THE UPS STORE	CONTRACT SVCS	87.26	3
TLO ONLINE	CONTRACT SVCS	25.00	1
TRACTOR SUPPLY - MP	SUPPLIES	155.47	3
U S POSTMASTER	CONTRACT SVCS	1,673.07	3
UNITED FLOORING COVERING, INC	SUPPLIES	1,148.40	1
VERIZON WIRELESS	CONTRACT SVCS	31.91	2
VERIZON WIRELESS	SUPPLIES	228.06	2
VERIZON WIRELESS	COMMUNICATIONS	4,555.39	47
VOLGISTICS, INC	CONTRACT SVCS	98.00	1
WALGREENS	CONTRACT SVCS	517.85	1
WAL-MART	SUPPLIES	41.64	1
WAL-MART	SUPPLIES	35.00	1
WAL-MART	SUPPLIES	102.79	4
WIELAND TRUCK CENTER - CLARE	CONTRACT SVCS	2,433.55	1
WIELAND TRUCK CENTER - CLARE	SUPPLIES	188.81	1
Total		<u>\$52,125.30</u>	<u>462</u>