

Regular Meeting of the City Commission
Monday, July 12, 2021
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Introduction of recent City employees hired.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

2. City Manager report on pending items.
 - a. Monthly report on police related citizen complaints received.
3. Minutes of the Airport Joint Operations and Management Board (May).
4. Minutes of the Planning Commission (June).
5. Notice of Temporary Traffic Control Order #5-2021.
6. Notice of Temporary Traffic Control Order #6-2021.

CONSENT CALENDAR: DESIGNATED (*) ITEMS

CITY COMMISSION MINUTES

- * 7. Approval of the minutes of the regular meeting held June 28, 2021.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

- * 8. Bids and Quotations
 - a. GKB Riverwalk bridge deck replacements
- * 9. Receive an ordinance to amend Section 154.410.B.4 of the Mt. Pleasant Zoning Ordinances to update special use permit conditions and requirements for two-family dwellings and set a public hearing for August 9, 2021 on the same.
- * 10. Receive an ordinance to amend Section 154.410.B.4 of the Mt. Pleasant Zoning Ordinances to update special use permit conditions and requirements for accessory dwelling units and set a public hearing for August 9, 2021 on the same.

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.

- * 11. Receive an ordinance to amend section 154.410.B and table 154.410.A of the Mt. Pleasant Zoning Ordinances to permit multiple-family dwellings as a special use in the CD-3-character district and set a public hearing for August 9, 2021 on the same.
- * 12. Consider approval of Employer Delegate to Municipal Employees' Retirement System (MERS) annual meeting.
- 13. Consider updates to the following policies and applicable fee resolution:
 - a. Liquor License Policy.
 - b. Website policy.
 - c. Self-Insurance Fund Operating Policy.
- 14. Consider resolution regarding Charter Amendment for changing the City Commission term of office.
- 15. Receive reports regarding changes to overnight parking and downtown sidewalk snow removal.
- * 16. Consider setting a special meeting for August 21, 2021 at 9:00 a.m. for City Manager interviews.
- * 17. Consider agreement with Isabella Bank for Parking Lot #6 at the corner of University Street and Illinois Street.
- 18. Consider approval of an ordinance to amend Chapter 10.05 and Chapter 91 Animals of the Code of Ordinances as postponed from the June 28, 2021.
- * 19. Consider resolution authorizing City Manager to accept American Rescue Funds.
- * 20. Approval of payrolls and warrants.

ANNOUNCEMENTS ON CITY-RELATED ISSUES AND NEW BUSINESS:

PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS:

RECESS:

CLOSED SESSION: (None at this time)

RECESS:

WORK SESSION: (None at this time)

ADJOURNMENT:

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the Human Resources Office at 989-779-5313. A 48-Hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the City via the Michigan Relay Service by dialing 7-1-1.

COMMISSION LETTER #119-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER *Nes*

SUBJECT: CITY MANAGER REPORT ON PENDING ITEMS

This report on pending items reflects the current status of tasks that were previously agreed to. The listing of potential items for discussion will be kept separately for future reference based on the preferred direction to focus on local economic development type matters and programs first.

1. Task Related Issues:

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 7-7-2021
Website Content Policy Develop draft policy regarding purpose of website and what information should/should not be posted	May 28, 2019	Anytime in the next year.	On this agenda for approval.
Principal Shopping District Investigate for next assessment roll whether new businesses can be granted a lower special assessment amount in first years of business	July 8, 2019	None	Will be reported with recommendation from Principal Shopping District Board at July 26 work session.
Housing Study Follow-Up Staff to work with Planning Commission and others to recommend ordinance amendments and programs as generally agreed to for implementation	July 13, 2020	None	In process-Jacob Kain has drafted a plan with Dr. Colarelli for coordinating fall focus groups on owner-occupied incentive follow-up.
Charter Changes Staff to work with City Attorney to draft language for 4-year City Commission terms and 2-year Mayor and Vice Mayor terms	February 8, 2021	None	On this agenda.
Downtown Analysis Follow-Up Staff to work with Planning Commission and complete additional research to recommend ordinance and programs/policies as generally agreed to for implementation	August 10, 2020	None	Liquor license policy on this agenda. Last item of Town Center civic space will likely be 2022.

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 7-7-2021
PILOT Ordinances Staff to provide a summary of end dates and if there are options for closing out any.	October 12, 2020	None	In process of being reviewed by City Attorney.
Local Economy Schedule listening sessions with economic development partners and some local businesses to discuss post pandemic needs and potential program/policy changes	February 22, 2021	ASAP	Meetings with both economic partners and local businesses have occurred. Three City Commissioners and City Manager are outlining the next steps in the process.

2. Tentative Work Session Schedule:

July 26 Principal Shopping District Special Assessment

August 9 None scheduled due to closed session

August 23 To be determined

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

[illegible]

AIRPORT JOINT OPERATIONS AND MANAGEMENT BOARD

Meeting Minutes

Thursday, May 20, 2021

3:00-4:30 p.m.

Virtual Meeting Held via Zoom

I. Call to Order

Chairwoman McAvoy called the meeting to order at 3:34 p.m.

II. Roll Call

Member	Present	City, County, State
Margaret McAvoy	Yes	Owosso, Shiawassee County, Michigan
James McBryde	Yes	Mt. Pleasant, Isabella County, Michigan
Rodney Nanney	Yes	Union Township, Isabella County, Michigan
Nancy Ridley	Yes	Mt. Pleasant, Isabella County, Michigan
Gayle Ruhl	No	

Staff: Bill Brickner, Jason Moore

III. Approval of Agenda

Motion by Nanney, support by McBryde, to approve the agenda as presented

Motion passed unanimously

IV. Public Input on Agenda Items

None

V. Approval of the Meeting Minutes - April 15, 2021

Motion by McBryde, support by Nanney, to approve the minutes of the April 15, 2021 meeting with the spelling correction of Rodney Nanney's last name

VI. Airport Manager's Report

Motion by Nanney, support by McBryde, to accept the manager's report as submitted

Motion passed unanimously

VII. Presentation by Stephanie Ward of Mead and Hunt

Presentation was recorded so absent members could watch later

McAvoy left meeting at approximately 4:30 p.m.

VIII. Old Business

None

IX. New Business

Motion by Nanney, support by Ridley, to move new business items to next month's meeting agenda due to time constraints

Motion passed unanimously

X. Announcements on Airport Related Issues and Concerns

None

XI. Public Comment on Non-Agenda Items

None

XII. Adjournment

Meeting was adjourned at 4:41 p.m.

**Mt. Pleasant Planning Commission
Minutes of the Electronically Conducted Regular Meeting
June 3, 2021**

I. Chair Hoenig called the meeting to order at 7:03 p.m.

Member	Present	City, County, State
Bill Dailey	Yes	Mt. Pleasant, Isabella, Michigan
Corey Friedrich	Yes	Mt. Pleasant, Isabella, Michigan
Lesley Hoenig	Yes	Mt. Pleasant, Isabella, Michigan
Glen Irwin	No	
David Kingsworthy	No	
Mike Kostrzewa	Yes	Mt. Pleasant, Isabella, Michigan
Matt Liesch	No	
Christine Ortman	Yes	Mt. Pleasant, Isabella, Michigan
Kathy Rise	Yes – arrived at 7:16 p.m.	Mt. Pleasant, Isabella, Michigan

Staff: Jacob Kain, Laura Delamater

II. Approval of the Agenda:

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

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman

Nays: None

Motion approved unanimously.

III. Approval of the Minutes:

A. May 6, 2021 Regular Meeting

Motion by Ortman, support by Friedrich to approve the minutes from the May 6, 2021 regular meeting as presented.

Discussion took place.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman

Nays: None

Motion approved unanimously.

B. May 6, 2021 Work Session Meeting

Motion by Dailey, support by Ortman to approve the minutes from the May 6, 2021 work session meeting as presented.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman

Nays: None

Motion approved unanimously.

IV. Zoning Board of Appeals report for May:

Commissioner Friedrich reported that the Zoning Board of Appeals did not meet in May.

V. Communications:

Kain noted that there were no communications.

VI. Public Hearings:

A. SUP-21-08 & SPR-21-07 – 1014 Bennett – 3 Clark Properties LLC – Request for Special Use Permit and Site Plan Review to install a concrete driveway at an existing two-family dwelling.

Kain noted that the applicant was not on the zoom call to answer any questions. Kain introduced the application submitted by 3 Clark Properties LLC, with a request for Special Use Permit to install a concrete driveway at an existing two-family dwelling.

Kain gave an overview of the property including current zoning, future, current and prior land use. Kain provided photos showing different views of the property and current conditions. Kain noted that some excavation work has taken place in advance to obtaining Planning Commission approval. Upon discussion of the district requirements, construction was discontinued pending Planning Commission review.

Kain reviewed the special use conditions associated with the proposed use.

Kain provided information of the site plan overview and proposed property improvements. Kain noted that due to the fact that the applicant was proposing repairs only to the existing driveway apron, staff was recommending to allow the non-conforming size to remain.

Kain concluded his report by reviewing the staff recommendation to approve subject to conditions.

Discussion took place.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Commissioner Rise joined the meeting at 7:16 p.m.

Motion by Kostrzewa, support by Friedrich to approve SUP-21-08 and SPR-21-07 subject to the following conditions:

1. Comply with the requirements of Public Works.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman, Rise

Nays: None

Motion approved unanimously.

VII. Public Comments:

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

VIII. Site Plan Reviews:

- A. None.

IX. Unfinished Business:

- A. None.

X. New Business:

- A. **Discuss amendment to Section 154.410.B.4 of the zoning ordinance to update special use permit conditions and requirements for two-family dwellings and consider setting a public hearing on this issue at the July 1, 2021 regular meeting.**

Kain noted that TC-21-03 would modify the special use permit criteria for two-family dwellings in the CD-3L and CD-3 districts. It would increase the minimum square footage of each unit within a two-family dwelling from the current 600 square feet to 1,000 square feet. It would also eliminate the principal residence exemption requirement for two-family dwellings.

Discussion took place.

Commissioner Rise suggested an amendment to the proposed ordinance that would exempt existing two-family dwellings from the proposed minimum unit sizes.

Motion by Friedrich, support by Kostrzewa to set a Public Hearing for TC-21-03 with the amendment discussed, at the July 1, 2021 regular meeting.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman, Rise

Nays: None

Motion approved unanimously.

B. Discuss amendment to Section 154.410.B.4 of the zoning ordinance to update special use permit conditions and requirements for accessory dwelling units and consider setting a public hearing on this issue at the July 1, 2021 regular meeting.

Kain noted that TC-21-04 would modify the special use permit criteria for accessory dwelling units in the CD-3L and CD-3 districts. It would eliminate the current perpetual requirement that the property qualify for a principal residence exemption requirement and instead require that qualification only at the time of initial special use permit application and approval.

Discussion took place.

Motion by Friedrich, support by Kostrzewa to set a Public Hearing for TC-21-04 at the July 1, 2021 regular meeting.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman, Rise

Nays: None

Motion approved unanimously.

C. Discuss amendment to Section 154.410.B.4 and Table 154.410.A of the zoning ordinance to add multiple-family dwellings as a special use in the CD-3 character district and to establish special use permit criteria for that use, and consider setting a public hearing on this issue at the July 1, 2021 regular meeting.

Kain noted that TC-21-05 would create renovation or redevelopment opportunities in the CD-3 district under a limited number of circumstances and subject to special use permit criteria intended to ensure compatibility with the surrounding neighborhood. This could help to facilitate the transition of existing, non-conforming uses in the CD-3 zoning district – including existing rooming dwellings and registered student

organization dwellings – into conforming family uses within the district, and the rehabilitation or replacement of vacant, blighted or obsolete dwellings.

Discussion took place.

Motion by Kostrzewa, support by Rise to set a public hearing for TC-21-05 at the July 1, 2021 regular meeting.

Roll Call Vote:

Ayes: Friedrich, Hoenig, Kostrzewa, Ortman, Rise

Nays: Dailey

Motion approved 5-1.

XI. Other:

A. Staff report.

Kain reviewed anticipated July agenda items. Kain also reported on one administrative site plan approval for expanded outdoor storage at 1993 Gover Parkway.

XII. Adjournment:

Motion by Kostrzewa, support by Ortman to adjourn to work session.

Roll Call Vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman, Rise

Nays: None

Meeting adjourned at 8:06 p.m.

lkd

Mt. Pleasant Planning Commission
Minutes of Virtual Work Session
June 3, 2021

I. Chair Hoenig called the work session to order at 8:06 p.m.

Member	Present	City, County, State
Bill Dailey	Yes	Mt. Pleasant, Isabella, Michigan
Corey Friedrich	Yes	Mt. Pleasant, Isabella, Michigan
Lesley Hoenig	Yes	Mt. Pleasant, Isabella, Michigan
Glen Irwin	No	
David Kingsworthy	No	
Mike Kostrzewa	Yes	Mt. Pleasant, Isabella, Michigan
Matt Liesch	No	
Christine Ortman	Yes	Mt. Pleasant, Isabella, Michigan
Kathy Rise	Yes	Mt. Pleasant, Isabella, Michigan

Staff: Jacob Kain, Laura Delamater

II. Green infrastructure

Kain noted that he had provided two items for review on green infrastructure.

There was a consensus to defer the discussion until August. It was also requested to have someone from the Parks Department at the meeting to discuss the City's environmental programs as they relate to parks and the Chippewa River.

III. Planning Commission Bylaws

Kain gave an overview of the history of the bylaws. In consultation with the City Attorney it was recommended to start with a clean version of the bylaws.

Proposed bylaws were introduced for consideration. Discussion took place.

Consensus to bring forward the proposed bylaws to the July 1, 2021 regular meeting for adoption.

IV. Adjournment

Motion by Friedrich, support by Kostrzewa to adjourn.

Roll call vote:

Ayes: Dailey, Friedrich, Hoenig, Kostrzewa, Ortman, Rise

Nays: None

Motion passed unanimously.

Work session adjourned at 8:18 p.m.

lkd

COMMISSION LETTER #120-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: NOTICE OF TEMPORARY TRAFFIC CONTROL ORDER #5-2021

The City Commission will be asked for final consideration of the following Temporary Traffic Control Order at the City Commission meeting of August 23, 2021.

#5-2021- Place overnight permit parking signs for the City parking spaces in Parking Lot #10 downtown.

NJR/ap



City of Mt. Pleasant, Michigan Traffic Control Order

TRAFFIC CONTROL ORDER NO. TCO 5-2021

Issued By: Alice Tervin
Traffic Engineer

Date: 5-28-21

Signs/work by: [Signature]
Street Department

Date: 6-14-21

Filed/ Attested: _____
City Clerk

Date: _____

This Traffic Control Order shall be presented to the City Commission and may receive final approval not more than 90 days from the date the work was performed by the Street Department. It shall not be renewed or extended except upon action by the City Commission.

Content: Place overnight permit parking signs for the city parking spaces in parking lot 10 downtown.

COMMISSION LETTER #121-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

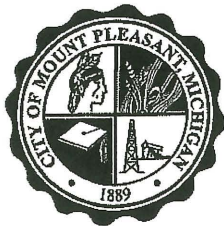
FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: NOTICE OF TEMPORARY TRAFFIC CONTROL ORDER #6-2021

The City Commission will be asked for final consideration of the following Temporary Traffic Control Order at the City Commission meeting of August 23, 2021.

#6-2021- Place "No Parking" signs at the turnaround at the end of Sansote Street.

NJR/ap



City of Mt. Pleasant, Michigan Traffic Control Order

TRAFFIC CONTROL ORDER NO.

TCD 6-2021

Issued By:

Steve Town

Traffic Engineer

Date:

5-28-21

Signs/work by:

M. J. Sawyer

Street Department

Date:

6-14-21

Filed/ Attested:

City Clerk

Date:

This Traffic Control Order shall be presented to the City Commission and may receive final approval not more than 90 days from the date the work was performed by the Street Department. It shall not be renewed or extended except upon action by the City Commission.

Content: Place no parking signs at the turnaround at the end of Sansote Street.

Minutes of the electronically conducted regular meeting of the City Commission held Monday, June 28, 2021, at 7:01 p.m.

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

Commissioners Present: Mayor William Joseph and Vice Mayor Amy Perschbacher; Commissioners Mary Alsager, Olivia Cyman, Lori Gillis, George Ronan and Petro Tolas. All Commissioners present indicated they were in Mt. Pleasant, Isabella County, Michigan.

Commissioners Absent: None

Others Present: City Manager Nancy Ridley and City Clerk Heather Bouck

All present attended virtually via Zoom video conference.

Receipt of Petitions and Communications

Received the following petitions and communications:

1. City Manager report on pending items.
2. Downtown Development Authority (DDA) Meeting Minutes. (May)

Moved by Commissioner Tolas and seconded by Commissioner Alsager to approve the following items on the Consent Calendar:

1. Minutes of the electronically conducted regular meeting of the City Commission held June 14, 2021.
2. Minutes of the electronically conducted closed session of the City Commission held June 14, 2021.
3. MDOT Resolution authorizing approval of a contract for reimbursement of funds for approach slope clearing project for the Mt. Pleasant Airport.
4. Professional Services Agreement with Mead & Hunt for the Airport Tree Abatement Project at a cost of \$28,642.
5. Warrants dated June 6, 14 & 16, 2021 and Payrolls dated June 11, 2021 all totaling \$750,965.98.

AYES: Commissioners Alsager, Cyman, Gillis, Joseph, Perschbacher, Ronan & Tolas

NAYS: None

ABSENT: None

Motion unanimously adopted.

A Public Hearing was held on proposed ordinance to amend Chapter 10: GENERAL PROVISIONS, §10.05 DEFINITIONS and Chapter 91: ANIMALS of the Mt. Pleasant City Code of Ordinances.

Amanda Tillotson, Executive Director, Humane Animal Treatment Society (HATS), submitted a letter and spoke regarding the proposed ordinance and the removal of feral cats isn't always the best remedy to correct the issue. She would like to have more input into the matter.

There being no additional public comments or communications received, the Mayor closed the Public Hearing.

Moved by Commissioner Alsager and seconded by Vice Mayor Perschbacher to table the proposed amendment to Chapter 10: GENERAL PROVISIONS, §10.05 DEFINITIONS and Chapter 91: ANIMALS of the Mt. Pleasant City Code of Ordinances.

AYES: Commissioners Alsager, Cyman, Joseph, Perschbacher & Ronan

NAYS: Commissioners Gillis & Tolas

ABSENT: None

Motion carried.

Moved by Commissioner Alsager and seconded by Vice Mayor Perschbacher to approve a contract extension with Isabella County for the Material Recovery Facility (MRF).

AYES: Commissioners Alsager, Cyman, Gillis, Joseph, Perschbacher, Ronan & Tolas

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Vice Mayor Perschbacher and seconded by Commissioner Alsager to approve a budget amendment for the Material Recovery Facility (MRF).

AYES: Commissioners Alsager, Cyman, Gillis, Joseph, Perschbacher, Ronan & Tolas

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Vice Mayor Perschbacher and seconded by Commissioner Ronan to change use of funds for Broadway Central.

AYES: Commissioners Alsager, Cyman, Gillis, Joseph, Perschbacher & Ronan

NAYS: None

ABSENT: None

ABSTAINED: Commissioner Tolas

Motion carried.

Announcements on City-Related Issues and New Business

Commissioner Gillis indicated that she will not be attending the work session this evening due to computer issues and stated that she will follow-up with Frank Walsh at a later date. She further stated that she would prefer evenings or weekends for commitments related to the City Manager search and vetting candidates. Lastly, Commissioner Gillis announced her resignation from the Appointments Committee.

The Commission recessed at 8:10 p.m. and went into work session at 8:18 p.m. Commissioner Gillis left the meeting at 8:10 p.m.

WORK SESSION – Discussion with Walsh Municipal Services (Frank Walsh) regarding City Manager search.

Discussion ensued to assist Frank Walsh of Walsh Municipal Services with the City Manager recruitment posting and a suggested timeline for the hiring process.

Mayor Joseph adjourned the meeting without objection at 9:28 p.m.

William L. Joseph, Mayor

Heather Bouck, City Clerk

COMMISSION LETTER #122-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION

JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER



SUBJECT: BIDS AND QUOTATIONS

a. GKB Riverwalk bridge deck replacements

The attached memo from Parks and Public Spaces Coordinator Craig Brune recommends award of the bid to Denali Construction for the replacement of three bridge decks along the trail system. As outlined in his memo, the \$100,000 carried forward from 2020 provided funds to repair fishing decks, bridge decks at two locations near the fishing decks and the three bridges as outlined in the attached memo.

We recommend approval of the recommendation as presented.

Recommended Motion:

Move to award a contract to Denali Construction for \$38,655 for the replacement of three bridge decks at Broadway Street and Leaton Street.

Memorandum



TO: Nancy Ridley, City Manager
FROM: Craig Brune, Parks & Public Spaces Coordinator
DATE: July 6, 2021
SUBJECT: Riverwalk Trail Bridge Deck Replacements
CC: Bill Mrdeza

Request:

The City Commission is requested to authorize award of the contract for "Riverwalk Trail Bridge Deck Replacements" to Denali Construction of Mt. Pleasant for a total bid price of \$38,665.00. This includes replacement of the bridge decking per bid specifications as denoted below:

Bridge 1-	Broadway Street
Bridges 2&3-	Leaton Street, Double Bridge
Bridge 4-	Leaton Street, is being omitted from the request due to cost and better condition of the deck surface
Bridges 5&6-	Island/Nelson Parks are being omitted from the request due to cost. Deck was replaced in 2015 and will be repaired in house by Park staff in 2021.
Bridges 7&8-	Millpond on Adams Street, Replaced in conjunction with the Fishing Deck Replacement project 2021.

Reason for Purchase:

This project appears in the City Capital Improvement Plan and was carried over from 2020. \$42,000 exists as part of the 2021 \$100,000 Capital budget to complete this project. Previously in 2021 the Fishing Decks were replaced and 2 of the Bridge Decks located at that site were also replaced.

Process:

On June 22, 2021 bids were received through the City's competitive bid process from three contractors as outlined below:

Company Name	Address	Bid Amount
Denali Construction	1301 N. Kinney Ave., Mt. Pleasant MI 48858	\$ 67,425.00
Miller-Davis Company	1029 Portage Street, Kalamazoo, MI.49001	\$ 112,000.00
C.A. Hull Co., Inc.	8177 Goldie Road, Walled Lake, MI. 48390	\$ 235,035.00

Staff is recommending award of the contract to Denali Construction of Mt. Pleasant for a total bid of \$38,665 (Bridge 1 \$22,450 and Bridges 2&3 \$16,215) and is the low bid and within the anticipated bid range for this project. Staff has worked with Denali Construction in the past on various park and public spaces projects and we have no concerns about their ability to complete the project successfully.


Recommendation:

Staff recommends the City Commission authorize the award of the contract for the "Riverwalk Trail Bridge Deck Replacements" to Denali Construction of Mt. Pleasant for a bid price of \$38,665 for the work to be completed as outlined above.

CB/lmw

COMMISSION LETTER #123-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: RECEIVE AN ORDINANCE TO AMEND SECTION 154.410.B.4 OF THE MT. PLEASANT ZONING ORDINANCES TO UPDATE SPECIAL USE PERMIT CONDITIONS AND REQUIREMENTS FOR TWO-FAMILY DWELLINGS AND SET A PUBLIC HEARING FOR AUGUST 9, 2021 ON THE SAME

During the review of the 2019 Housing Study provided by City Planner Jacob Kain, the City Commission provided general agreement to have the Planning Commission move forward with text amendments to create additional opportunities for missing middle type housing throughout the City.

After work session discussion and public hearings on the matters, the Planning Commission is recommending three text change.

The attached memos from City Planner Jacob Kain provide summary information on each of the recommended text changes.

We are recommending that public hearings be set for August 9, 2021 for all three recommended text changes as presented.

Recommended Motion:

Move to accept the ordinance to amend Section 154.410.B.4 of the Mt. Pleasant Zoning Ordinances to update special use permit conditions and requirements for two-family dwellings as recommended by the Planning Commission and set a public hearing for August 9, 2021 on the same.

NJR/ap

Memorandum



TO: Nancy Ridley
City Manager

CC: William R. Mrdeza
Director of Community Services and Economic Development

FROM: Jacob Kain
City Planner

DATE: July 2, 2021

SUBJECT: Text Change 21-03

A public hearing on the proposed text change was held on July 1, 2021. As indicated in the attached draft minutes, there were no public comments on the subject. Following the public hearing, the Planning Commission recommended that the City Commission approve Text Change 21-03.

REQUESTED ACTION:

The City Commission receive the Planning Commission recommendation and set a public hearing on the proposed text change for August 9, 2021.

Attachments:

1. Draft ordinance
2. Staff memorandum from July 1, 2021
3. Draft minutes – July 1, 2021 Planning Commission meeting (excerpt)

**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 154.410.B.4 OF THE MOUNT PLEASANT
ZONING ORDINANCES TO UPDATE SPECIAL USE PERMIT CONDITIONS AND
REQUIREMENTS FOR TWO-FAMILY DWELLINGS.**

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Amendment. Section 154.410.B.4.y.i is amended to read as follows:

Except for two-family dwellings legally existing as of August 9, 2021, each dwelling unit shall have a floor area of at least 1,000 square feet and neither unit shall have less than 40% of the floor area of the other unit.

Section 2. Deletion. Section 154.410.B.4.y.vi is deleted in its entirety.

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 _____, 2021.

William L. Joseph, Mayor

Heather Bouck, City Clerk

PC Hearing: _____, 2021
Introduced: _____, 2021
Adopted: _____, 2021
Published: _____, 2021
Effective: _____, 2021

Memorandum



TO: Planning Commission

FROM: Jacob Kain
City Planner

DATE: July 1, 2021

SUBJECT: TC-21-03 – Two-family dwellings

At your April and May work sessions, the Planning Commission discussed potential amendments to the existing special use permit criteria for two-family dwellings and a draft ordinance was introduced at your June regular meeting. The ordinance would result in the following changes to the special use permit criteria that apply to this use in the CD-3L and CD-3 districts:

- Increase the minimum square footage of each unit within a two-family dwelling from the current 600 square feet to 1,000 square feet (exempting two-family dwellings legally existing prior to the probable adoption date of this ordinance).
- Eliminate the principal residence exemption requirement.

STAFF RECOMMENDATION:

Recommend that the City Commission adopt Text Change 21-03.

Attachment

1. Draft ordinance

Timothy Slother, Facilities Manager and Safety Officer for Isabella Bank, addressed the board.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Motion by Kostrzewa, support by Liesch to approve SUP-21-10 and SPR-21-10 subject to the following condition:

1. The applicant shall comply with the requirements of Public Works.

Roll Call Vote:

Ayes: Friedrich, Hoenig, Kingsworthy, Kostrzewa, Liesch, Ortman

Nays: None

Motion approved unanimously.

C. TC-21-03 – A proposed ordinance to amend Section 154.410.B.4 of the zoning ordinance to update special use permit conditions and requirements for two-family dwellings.

Kain noted that TC-21-03 would modify the special use permit criteria for two-family dwellings in the CD-3L and CD-3 districts. It would increase the minimum square footage of each unit within a two-family dwelling from the current 600 square feet to 1,000 square feet. It would also eliminate the principal residence exemption requirement for two-family dwellings. As suggested last month, the proposed ordinance would exempt existing two-family dwellings from the proposed minimum unit sizes. Kain also reviewed the relationship of this text change to the proposed Text Change 21-04 involving accessory dwelling units.

Discussion took place.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Motion by Liesch, support by Friedrich to recommend that the City Commission adopt Text Change 21-03.

Roll Call Vote:


Ayes: Friedrich, Hoenig, Kingsworthy, Liesch, Ortman

Nays: Kostrzewa

Motion approved 5-1.

COMMISSION LETTER #124-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: RECEIVE AN ORDINANCE TO AMEND SECTION 154.410.B.4 OF THE MT. PLEASANT ZONING ORDINANCES TO UPDATE SPECIAL USE PERMIT CONDITIONS AND REQUIREMENTS FOR ACCESSORY DWELLING UNITS AND SET A PUBLIC HEARING FOR AUGUST 9, 2021 ON THE SAME

Consistent with the prior agenda item, it is recommended the City Commission receive the recommended text change to update special use permit conditions and requirements for accessory dwelling units and set a public hearing for August 9, 2021.

Recommended Motion:

Move to accept the ordinance to amend Section 154.410.B.4 of the Mt. Pleasant Zoning Ordinances to update special use permit conditions and requirements for accessory dwelling units as recommended by the Planning Commission and set a public hearing for August 9, 2021 on the same.

NJR/ap

Memorandum



TO: Nancy Ridley
City Manager

CC: William R. Mrdeza
Director of Community Services and Economic Development

FROM: Jacob Kain
City Planner

DATE: July 2, 2021

SUBJECT: Text Change 21-04

A public hearing on the proposed text change was held on July 1, 2021. As indicated in the attached draft minutes, there were no public comments on the subject. Following the public hearing, the Planning Commission recommended that the City Commission approve Text Change 21-04.

REQUESTED ACTION:

The City Commission receive the Planning Commission recommendation and set a public hearing on the proposed text change for August 9, 2021.

Attachments:

1. Draft ordinance
2. Staff memorandum from July 1, 2021
3. Draft minutes – July 1, 2021 Planning Commission meeting (excerpt)

**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 154.410.B.4 OF THE MOUNT PLEASANT ZONING ORDINANCES TO UPDATE SPECIAL USE PERMIT CONDITIONS AND REQUIREMENTS FOR ACCESSORY DWELLING UNITS.

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Amendment. Section 154.410.B.4.a.xi is amended to read as follows:

In order to preserve the traditional character of the neighborhoods in the CD-3 and CD-3L districts and promote neighborhood stability, the primary dwelling unit must be owner-occupied at the time of initial special use permit application and approval such that it qualifies for the principal-residence exemption for property taxes.

Section 2. Deletion. Sections 154.410.B.4.a.xi.I - III are deleted in their entirety.

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 _____, 2021.

William L. Joseph, Mayor

Heather Bouck, City Clerk

PC Hearing: _____, 2021
Introduced: _____, 2021
Adopted: _____, 2021
Published: _____, 2021
Effective: _____, 2021

Memorandum



TO: Planning Commission

FROM: Jacob Kain
City Planner

DATE: July 1, 2021

SUBJECT: TC-21-04 – Accessory dwelling units

At your April and May work sessions, the Planning Commission discussed potential amendments to the existing special use permit criteria for accessory dwelling units. Based on that feedback, the attached ordinance was drafted. The ordinance would result in the following change to the special use permit criteria that apply to this use in the CD-3L and CD-3 districts:

- Eliminate the current perpetual requirement that the property qualify for a principal residence exemption requirement and instead require that qualification only at the time of initial special use permit application.

STAFF RECOMMENDATION:

Recommend that the City Commission adopt Text Change 21-04.

Attachment

1. Draft ordinance

- D. TC-21-04** – A proposed ordinance to amend Section 154.410.B.4 of the zoning ordinance to update special use permit conditions and requirements for accessory dwelling units.

Kain noted that TC-21-04 would modify the special use permit criteria for accessory dwelling units in the CD-3L and CD-3 districts. It would eliminate the current requirement that the property qualify for a principal residence exemption perpetually and instead require that qualification only at the time of initial special use permit application and approval.

Discussion took place.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Motion by Liesch, support by Friedrich to recommend that the City Commission adopt Text Change 21-04.

Roll Call Vote:

Ayes: Friedrich, Hoenig, Kingsworthy, Kostrzewa, Liesch, Ortman

Nays: None

Motion approved unanimously.

- E. TC-21-05** – A proposed ordinance to amend Section 154.410.B.4 and Table 154.410.A of the zoning ordinance to add multiple-family dwellings as a special use in the CD-3 character district and to establish special use permit criteria for that use.

Kain noted that TC-21-05 would create renovation or redevelopment opportunities in the CD-3 district under a limited number of circumstances and subject to special use permit criteria intended to ensure compatibility with the surrounding neighborhood. This could help to facilitate the transition of existing, non-conforming uses in the CD-3 zoning district – including existing rooming dwellings and registered student organization dwellings – into conforming family uses within the district, and the rehabilitation or replacement of vacant, blighted or obsolete dwellings.


Discussion took place.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Motion by Ortman, support by Liesch to recommend that the City Commission adopt Text Change 21-05.

COMMISSION LETTER #125-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: RECEIVE AN ORDINANCE TO AMEND SECTION 154.410.B AND TABLE 154.410.A OF THE MT. PLEASANT ZONING ORDINANCES TO PERMIT MULTIPLE-FAMILY DWELLINGS AS A SPECIAL USE IN THE CD-3-CHARACTER DISTRICT AND SET A PUBLIC HEARING FOR AUGUST 9, 2021 ON THE SAME

Consistent with the prior two agenda items, it is recommended the City Commission receive the recommended text change to amend section 154.410.B and Table 154.410.A to permit multiple-family dwellings as a special use in the CD-3 Character District and set a public hearing for August 9, 2021.

Recommended Motion:

Move to accept the ordinance to amend Section 154.410.B.4 and Table 154.410.A of the Mt. Pleasant Zoning Ordinances to permit multiple-family dwellings as a special use in the CD-3-character district as recommended by the Planning Commission and set a public hearing for August 9, 2021 on the same.

NJR/ap

Memorandum



TO: Nancy Ridley
City Manager

CC: William R. Mrdeza
Director of Community Services and Economic Development

FROM: Jacob Kain
City Planner

DATE: July 2, 2021

SUBJECT: Text Change 21-05

A public hearing on the proposed text change was held on July 1, 2021. As indicated in the attached draft minutes, there were no public comments on the subject. Following the public hearing, the Planning Commission recommended that the City Commission approve Text Change 21-05.

REQUESTED ACTION:

The City Commission receive the Planning Commission recommendation and set a public hearing on the proposed text change for August 9, 2021.

Attachments:

1. Draft ordinance
2. Staff memorandum from July 1, 2021
3. Draft minutes – July 1, 2021 Planning Commission meeting (excerpt)

**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 154.410.B AND TABLE 154.410.A OF THE
MOUNT PLEASANT ZONING ORDINANCES TO PERMIT MULTIPLE-FAMILY
DWELLINGS AS A SPECIAL USE IN THE CD-3 CHARACTER DISTRICT.**

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Addition. A new subsection 154.410.B.4.t is added to the Mount Pleasant Zoning Ordinances to read as follows:

- t. Multiple-Family Dwellings in the CD-3 character districts must comply with the following:
 - i. A dwelling shall exist on the subject property at the time of application for special use permit.
 - ii. At least two of the following shall be applicable to the existing dwelling:
 - I. The dwelling was built prior to 1945, to be shown by documentary evidence or attested in an affidavit of the property owner/applicant;
 - II. The dwelling was last used for a legal, non-conforming use, to be shown by documentary evidence or attested in an affidavit of the property owner/applicant;
 - III. The dwelling has been unoccupied for a period of five or more years prior to the date of application for a special use permit, to be shown by documentary evidence or attested in an affidavit of the property owner/applicant; or
 - IV. The existing dwelling is determined by the Planning Commission to be excessive for the needs of a single family. This determination shall be based upon a consideration of the existing size and configuration of the dwelling, including finished square footage of the dwelling and number of bedrooms. Basements (whether finished or unfinished) shall not be counted toward the square footage or number of bedrooms for the purpose of this determination.
 - iii. The standards of the CD-4 character district shall apply where such standard is more stringent than the comparable standard of the CD-3 character district.
 - iv. The number of dwelling units shall not exceed the number permitted by land area in the CD-4 zoning district.
 - v. Basements (whether finished or unfinished) shall not be counted toward the required gross floor area of each dwelling unit.
 - vi. The multiple family dwelling shall be a House building type only and shall have architectural compatible with surrounding dwellings.
 - vii. No dumpsters shall be utilized for regular solid waste or recycling collection. Trash receptacle location shall otherwise comply with Chapter 50 (Solid Wastes).

Section 2. Renumbering. The subsection currently labeled 154.410.B.4.t, which provides special use permit standards for New and Used Vehicle Dealers, and all subsequent subsections within subsection 154.410.B.4 are renumbered (u through bb) to accommodate the new subsection provided above.

Section 3. Amendment to Table. The portion of Table 154.410.A pertaining to "Multiple-Family Dwellings" shall be amended to indicate that such uses are permitted as special uses in the CD-3 character district. Accordingly, that portion of the table shall appear as follows:

District	CD-3L	CD-3	CD-4	CD-5	SD-H	SD-I	SD-RC	SD-A	CZ
Multiple-Family Dwellings		SUP	P	P					

Section 5. 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 _____, 2021.

William L. Joseph, Mayor

Heather Bouck, City Clerk

PC Hearing: _____, 2021
Introduced: _____, 2021
Adopted: _____, 2021
Published: _____, 2021
Effective: _____, 2021

Memorandum



TO: Planning Commission

FROM: Jacob Kain
City Planner

DATE: July 1, 2021

SUBJECT: TC-21-05 – Missing middle housing

At your April and May work sessions, the Planning Commission discussed potential amendments to support the creation of missing middle housing types. Based on that feedback, the attached ordinance was drafted.

The proposed ordinance would create the opportunity to create missing middle housing in the CD-3 district under a limited number of circumstances and subject to special use permit criteria intended to ensure compatibility with the surrounding neighborhood. This could help to facilitate the transition of existing, non-conforming uses in the CD-3 zoning district – including existing rooming dwellings and registered student organization dwellings – into conforming family uses within the district, and the rehabilitation or replacement of vacant, blighted or obsolete dwellings.

STAFF RECOMMENDATION:

Recommend that the City Commission adopt Text Change 21-05.

Attachment

1. Draft ordinance

- D. TC-21-04** – A proposed ordinance to amend Section 154.410.B.4 of the zoning ordinance to update special use permit conditions and requirements for accessory dwelling units.

Kain noted that TC-21-04 would modify the special use permit criteria for accessory dwelling units in the CD-3L and CD-3 districts. It would eliminate the current requirement that the property qualify for a principal residence exemption perpetually and instead require that qualification only at the time of initial special use permit application and approval.

Discussion took place.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Motion by Liesch, support by Friedrich to recommend that the City Commission adopt Text Change 21-04.

Roll Call Vote:

Ayes: Friedrich, Hoenig, Kingsworthy, Kostrzewa, Liesch, Ortman

Nays: None

Motion approved unanimously.

- E. TC-21-05** – A proposed ordinance to amend Section 154.410.B.4 and Table 154.410.A of the zoning ordinance to add multiple-family dwellings as a special use in the CD-3 character district and to establish special use permit criteria for that use.

Kain noted that TC-21-05 would create renovation or redevelopment opportunities in the CD-3 district under a limited number of circumstances and subject to special use permit criteria intended to ensure compatibility with the surrounding neighborhood. This could help to facilitate the transition of existing, non-conforming uses in the CD-3 zoning district – including existing rooming dwellings and registered student organization dwellings – into conforming family uses within the district, and the rehabilitation or replacement of vacant, blighted or obsolete dwellings.

Discussion took place.

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

Motion by Ortman, support by Liesch to recommend that the City Commission adopt Text Change 21-05.

Roll Call Vote:

Ayes: Friedrich, Hoenig, Kingsworthy, Kostrzewa, Liesch, Ortman

Nays: None

Motion approved unanimously.

VII. Public Comments:

Chair Hoenig opened the public comment. Kain noted that there were no public comments submitted electronically. There being no one who wished to speak, public comment was closed.

VIII. Site Plan Reviews:

A. None.

IX. Unfinished Business:

A. None.

X. New Business:

A. Consider adoption of new bylaws.

Kain reviewed the proposed Planning Commission bylaws that would replace the current bylaws and rules of procedure documents.

Discussion took place.

Motion by Ortman, support by Kostrzewa to adopt the new bylaws as presented.

Roll Call Vote:

Ayes: Friedrich, Hoenig, Kingsworthy, Kostrzewa, Liesch, Ortman

Nays: None


Motion approved unanimously.

XI. Other:

A. Staff report.

Kain reviewed anticipated August agenda items. Kain also noted that the planned topic for the August work session is green infrastructure and requested that if individual members have specific items related to green infrastructure that they wish to discuss that they share those with staff in advance if possible.

COMMISSION LETTER #125-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER APPROVAL OF EMPLOYER DELEGATE TO MUNICIPAL
EMPLOYEES' RETIREMENT SYSTEM (MERS) ANNUAL MEETING

As a voting member, the City has the opportunity to send a delegate to the Municipal Employees' Retirement System (MERS) annual meeting each year. As the attached memo indicates, it is recommended the City Commission appoint Human Resources Director Susanne Gandy to represent the City at the upcoming 2021 annual meeting in Grand Rapids, Michigan. Should Ms. Gandy be unable to attend the conference, Assistant Director of Human Resources Shar Rappuhn will attend in her place as the alternate.

Recommended Motion:

Move to approve Human Resources Director Susanne Gandy as the employer delegate and Assistant Director of Human Resources Shar Rappuhn as the alternate for the 2021 MERS Annual Meeting.

NJR/ap



MEMO TO: Nancy Ridley, City Manager

FROM: Susanne Gandy, Director of Human Resources

DATE: July 6, 2021

SUBJECT: MERS Annual Meeting – Officer Delegate

The Officer Delegate to represent the City at the 2021 MERS Annual Meeting to be held in Grand Rapids, Michigan, on October 7-8, 2021, is Susanne Gandy, Director of Human Resources and our alternate Officer Delegate is Shar Rappuhn, Assistant Director of Human Resources.

Please present this to the City Commission for approval at the meeting to be held July 12, 2021.

Thank you.

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER UPDATES TO THE FOLLOWING POLICIES AND APPLICABLE FEE RESOLUTION

a. Liquor License Policy

The attached memo from Downtown Development Director Michelle Sponseller provides detailed information on the recommended changes to the existing City liquor license policies.

As mentioned in Ms. Sponseller's memo, there are two primary purposes for this update. One is to bring the policies in compliance with current Liquor Control Commission (LCC) policies and regulations and secondly, to remove the additional required investment for Redevelopment Liquor Licenses. At the August 2020 work session when the report on downtown activity was discussed, there was general agreement to eliminate the additional required investment for Redevelopment Liquor Licenses. The state law minimum investment for a Redevelopment Liquor License is \$75,000 whereas our prior policies required \$250,000 downtown and \$500,000 for others. This change will eliminate the additional required investment.

In summary we are recommending the following:

- Rescind the August 2014 Liquor License Policy
- Rescind the 2011 Redevelopment Liquor License Policy
- Adopt the Off-Premise and On-Premise Liquor License Policy as presented
- Adopt the Temporary Liquor License Policy as presented
- Adopt the resolution to set application fees for all liquor licenses

Recommended Motion:

Move to rescind prior City liquor license policies, adopt two new liquor license policies and approve the resolution to adopt the \$250 application fees for liquor licenses as presented.

b. Website Policy

A couple of years ago the City Commission requested that a website content policy be drafted to document what information is provided on the City's website.

Based on a review of various policies from other entities, we are recommending the attached policy as it relates to the content of the website.

Recommended Motion:

Move to approve the Website Policy as presented.

c. Self-Insurance Fund Operating Policy

The attached memo from Assistant Finance Director Chris Saladine provides an overview of the recommended updates to the Self-Insurance Fund Operating Policy. This policy has not been updated since 1995 and is now being updated to reflect current practices of how the funds are administered. Attached for reference is a redline/strikeout version of the existing policy. It is recommended the City Commission approve the policy as recommended.

Recommended Motion:

Move to approve the updated Self-Insurance Fund Operating Policy as presented.

Memorandum



TO: Nancy Ridley, City Manager

CC: William R. Mrdeza, Director of Community Services and Economic Development

FROM: Michelle Sponseller, Downtown Development Director

DATE: July 2, 2021

SUBJECT: Liquor License Policy Update

At the August 10, 2020 City Commission work session, consensus was reached on lowering the investment criteria for redevelopment liquor licenses (RLL). As staff reviewed the existing RLL policy it became apparent that in addition to the RLL requiring an update, the existing liquor license policy was also in need of an update. The existing policy, written in 2014, lacked the ability to provide the business community with options on the types of licenses available (ex. wine sampling), and was not current with Michigan Liquor Control Commission (MLCC) approvals for licenses that are either new, transferred or renewed.

Staff is recommending two separate policies, one for permanent licenses and one for temporary licenses as the applicants and application process is different for each. Below are the two recommended policies, including details on modifications from the existing policy.

Permanent Licenses

The MLCC has final authority regarding the issuance and revocation of liquor licenses. The recommended policy outlines the City of Mt. Pleasant process for providing input and/or recommendations to the MLCC for permanent establishments engaged in the sale of liquor for off-premise or on-premise consumption. Staff recommends the following content changes to the permanent liquor licenses apart from making a separate policy.

- Terminology in new policy consistent with MLCC.
- Licensing types expanded to all available options as stated by MLCC.
 - Existing policy limited licenses to Class 1 establishments, eliminating the option for such licenses as micro/small beer, wine or distillers manufacturers or sampling.
- Minimum investment criteria removed for non-RLL license applications.
- RLL minimum investment of \$75,000 consistent with legislative requirements. Non-restaurant use minimum investment criteria eliminated.
- Elimination of language on renewals in existing policy to align with current practices, additionally MLCC no longer requires city commission consideration on renewals.
 - Should a future issue arise pertaining to an existing license, per MLC 436.1501 (2) the City Commission may object to the renewal prior to the annual license expiration date of April 30.
- Applications submitted to the City Clerk consistent with other business licenses.
- Recommended license fee of \$250, matching existing RLL and temporary fee.

Memorandum



Temporary Licenses

Throughout the year, various organizations ask the City of Mt. Pleasant to approve temporary liquor licenses for special events. The MLCC has final authority regarding the issuance and revocation of temporary liquor licenses. The chief local law enforcement officer is required to provide the MLCC with a recommendation to approve or deny the application. Carefully planned and implemented management, oversight and control of the service of alcohol at an event are key to City approval of any temporary liquor license.

Staff recommends the following content changes to the temporary liquor licenses apart from making a separate policy.

- Approval process updated to reflect location of event.
 - Private property requests will start at Division of Public Safety
 - Public property requests will start with the special event point of contact and will be forwarded with all necessary information to Division of Public Safety.

Please note that all other requirements pertaining to temporary liquor licenses remain unchanged.

- Volunteer and risk management plan;
- Non-compliance;
- Additional costs and fees;
- Public location requirements;
- Including liability coverage and performance bonds;
- Private property requirements;
- Basis for denials.

RECOMMENDED ACTION

Rescind the 2011 redevelopment liquor license and 2014 liquor license, adopt the proposed permanent and temporary liquor license policies and adopt resolution to set fees.

Attachments:

- Draft permanent liquor license policy
- Draft temporary liquor license policy
- Resolution to set liquor license fees
- 2014 liquor license policy
- 2011 redevelopment liquor license policy
- Redevelopment liquor license one-page



City of Mt. Pleasant City Commission Policy

Issued: 08-25-14

SUBJECT: Liquor License Policy

SUMMARY: The Michigan Liquor Control Commission (LCC) has final authority regarding the issuance and revocation of liquor licenses. This policy outlines the City of Mt. Pleasant process for providing input and/or recommendations to the LCC. Applicants for a liquor license are asking the people, through their duly constituted representatives, for a permit to allow for the sale and consumption of alcohol at an establishment or event. No applicant, existing licensee, person or firm has any “right” to a license.

1.1 ON PREMISE LICENSE-Requires City Commission Consideration

The following minimum criteria must be met by any applicant for a new license:

- A. New licenses within the City shall only be recommended for Class I establishments as defined in the Mt. Pleasant Zoning Ordinance.
- B. Application must be accompanied by written verification of a Special Use Permit for a Class I restaurant granted by the Planning Commission.
- C. A business plan showing a minimum investment by the applicant of \$250,000 shall be required for a property in the C-2 Central Business District, and a business plan showing a minimum investment of \$500,000 shall be required for any other location. The total minimum investment may include the value of five (5) year lease payments not to exceed the assessed value of the property.
- D. The establishment must constitute as an asset to the City of Mt. Pleasant, represent an increase to the local tax base, and provide an economic stimulus to the surrounding area. A written statement by the applicant on how this criterion is met must be submitted with the application to the City.
- E. When considering granting liquor licenses, the City Commission shall also consider the following:
 - 1. The number of full-time equivalent jobs the establishment will create within one (1) year.

2. Preference will be given to locations within the C-2 Central Business District.
 3. Preference will be given to businesses open for food service.
- F. The proposed project must be in compliance with applicable City codes and ordinances.

1.2 APPLICATION PROCESS

- A. Each applicant seeking any new, transfer or change of classification for an existing on premise license must make an application to the City. This application pertains only to the City of Mt. Pleasant and requires City Commission approval. The applicant must submit the following items as part of their application to the Mt. Pleasant Division of Public Safety (DPS). Additional information may be requested for proper consideration.
1. A copy of the Liquor Control Commission (LCC) application.
 2. Show, by way of drawings and written descriptions, where and how the proposed establishment will operate.
 3. Show the establishment will conform to the current standards of existing building ordinances, and other municipal laws and regulations, and that all new applicants conform to the current zoning ordinances.
 4. Present evidence that a training program required for all employees on preventing alcohol abuse, such as Training for Intervention ProcedureS (TIPS), Techniques of Alcohol Management (TAM) or the Management/Server Alcohol Awareness Program, is currently in place or is in the process of being established.
- B. If the above information is not received within sixty (60) days from the date of application to the City, the application will automatically be returned to the applicant without further consideration. Receipt of the above information does not guarantee approval.
- C. Upon submission of the above information/application, DPS will refer the application to the City Planner, Finance Division and to other departments or employees who may initiate an investigation of the person and premises. The findings and recommendations resulting from such investigations shall be reported to the City Manager by the Director of Public Safety within sixty (60) days of receipt of the application.
- D. All property owners within 300 feet of the location of the proposed license shall be notified of the date, time and place of the meeting at which the City Commission will consider the license application. This provision

applies to new licenses and existing licenses transferred to the new locations.

1.3 COMMISSION APPROVAL

- A. If the City Commission is satisfied that the establishment for which a new license is requested will constitute an asset to the City of Mt. Pleasant, as met the conditions of Section 1, and is in the best interest of the City, it may adopt a resolution stating to the Liquor Control Commission that it is recommending granting a license, subject to satisfaction of conditions stated in the resolution.
- B. If certain inspections were placed on the recommended approval, the Division of Public Safety will advise the City Manager and Liquor Control Commission when the conditions have been met.
- C. All applicants and licensees should be aware that once a license is received, compliance with all state and city regulations is necessary and that failure of such compliance can result in the City Commission requesting the Liquor Control Commission to revoke or not renew the license.

2.1 ON PREMISE LICENSE under Redevelopment Liquor License law-see separate City of Mt, Pleasant City Commission approved policy-City Commission Approval Required

3.1 LICENSE RENEWAL-Requires City Commission Consideration

For those Class C, A-Hotel, B-Hotel, and Tavern licenses having outstanding property taxes on February 1st, a notice shall be sent via certified mail to the license holder indicating that a hearing will be held before the City Commission at its second meeting in February to consider objecting to the renewal of the license. If taxes are paid prior to the hearing, the hearing will be cancelled. Once the hearing is held, the City Commission will make a written statement of findings and consider adopting a resolution objecting to the renewal of the license. If taxes remain unpaid on March 15th, the resolution will be sent to the Michigan Liquor Control Commission. Upon payment of the taxes, the City Commission, at its next regularly scheduled meeting shall adopt a resolution revoking its objection to the renewal of the license.

4.1 OFF-PREMISES LICENSES-City Commission Consideration Not Required

Types of Off-Premises Licenses

These licenses are issued for businesses, such as: party stores, super-markets, convenience stores, and drug stores where alcoholic beverages are sold for consumption off the premises.

1. SDD Specially Designated Distributor: This license enables the licensee to sell packaged liquor for consumption off the licensed premises.
2. SDM Specially Designated Merchant: This license enables the licensee to sell only beer and wine for consumption off the licensed premises and is not subject to quota restrictions.

A. LCC Information

Off-premises licenses (SDM and SDD) do not require approval of the local governing body. Because the LCC's rules require that licensed locations be in compliance with all appropriate State and local building, plumbing, zoning, fire, sanitation, and health laws and ordinances, the LCC notifies the local unit of government when any applications for a new license or a transfer of an existing license or location is received.

The City (such as a building inspector or police agency) has only 15 days to notify the LCC of any instances of non-compliance. These must be outlined in detail, indicating the specific laws or ordinances, and a copy of the applicable law or ordinance must be attached. If the LCC does not receive notification within 15 days, it will assume that the location is in compliance with all local laws and ordinances. Approval and recommendation of the chief local law enforcement officer having jurisdiction is also part of the licensing process for all licenses and permits.

B. City of Mt. Pleasant Information

1. Application Process

- a. Each applicant seeking any new, transfer or change of classification of an existing off-premise license must make an application on the appropriate forms required by the LCC.
- b. All original liquor license applications shall be forwarded to the Division of Public Safety Police Captain for tracking of the process.
- c. The Police Captain will initiate a law enforcement investigation to be completed by the Youth and Community Services Unit.
- d. The Police Captain or his designee will forward an electronic copy of the application to the Finance Division, Community Services Division and Fire Department for review and action.
- e. The completed investigation and original application will be forwarded to the Director of Public Safety for review.

- f. The Director of Public Safety will approve or deny the application.

5.1 SPECIAL (24-HOUR) LIQUOR LICENSE-City Commission Consideration Not Required

One day liquor license issued to non-profit organization holding a special event.

A. LCC Information

A special (24-hour) liquor license is a type of on-premises liquor license. Approval of the local legislative body is not required; however, approval and recommendation of the chief local law enforcement officer is part of the licensing process for these types of permits. The applicant must submit and fulfill all requirements of the LCC.

B. City of Mt. Pleasant Information

Throughout the year, various organizations ask the City of Mt. Pleasant to approve special (24-hour) liquor licenses for particular special events. While the Division of Public Safety must recommend approval of those licenses to the LCC, several other City departments may be involved in the approval process or during the events, including Parks and Recreation, Public Works and Downtown Development.

The following information provides guidance for approving the special (24-hour) liquor license and for operating the event.

1. Any organization applying for a special (24-hour) liquor license within the City of Mt. Pleasant must fulfill all requirements of the Michigan LCC as well as those in this policy.
2. Applicants must provide to the City a copy of the completed Michigan LCC Application as well as all information required by this policy.
3. The City intends to assist non-profit organizations conducting events that are community-wide or business development focused. This policy is intended to bring patrons to area businesses and/or to enhance community-wide events aimed at fundraising or other activities benefiting the greater community.
4. Carefully planned and implemented management, oversight and control of the service of alcohol at an event are key to City approval of any special (24-hour) liquor license.

C. Locations

1. City Controlled Public Property

- a. The Director of Public Safety, in coordination with other City departments, will consider a special (24-hour) liquor license for a location on public property.
- b. Approval of special (24-hour) liquor license for City-owned or controlled public property will depend on the Public Safety Director's findings on:
 - 1. Whether or not the event will meet the purposes of this policy and the requirements of this policy as stated in the notes of interest above and other provisions of this policy.
 - 2. How the proposed location and event will affect residents and residential areas.
 - 3. How the location and event will affect vehicular and pedestrian traffic and access.
 - 4. How the location and event meet the other criteria in this policy.
 - 5. Such other information and considerations as he or she may find important with respect to any given request.
- c. Public location(s) may include:
 - 1. Island Park
 - 2. Areas within the Central Business District
 - 3. Other locations within the City that meet all requirements of this policy.

2. Private Property

- a. All security, safety, convenience, product storage, on-site parking and other required or desired on-site needs are met, accommodate 110% of the anticipated maximum number of patrons and event staff (paid and volunteer) to be on the site at any given time during the event.
- b. Is zoned for business and church facility uses and is in a location so that the event will not be incompatible with or unreasonably interfere with uses of nearby property. Applicants may address potential concerns about incompatibility or interference by providing the City with the written consents of those who may be affected by the proposed event.

- c. Provide for adequate, unencumbered parking within a 300-foot radius of one space per every two persons who are anticipated to patronize and staff the event as provided in above. Unencumbered parking means parking that is not already designated or reasonably required for a specific structure or, if the event is conducted during a normal business day, is not needed to support normal business activities in the vicinity.
- d. Meet all State and local public assembly requirements of the LCC, Building Code and Fire Code as they relate to the minimum number of persons stated in the request proposal. Inspection and approval by the Building Official and Public Safety Officials must be obtained to determine acceptability of the structure, size capacity, and review of LCC and public assembly requirements.

D. Information to be provided by the Applicant and considered by the City

1. Proposal Package

- a. A complete proposal package must be submitted to the Division of Public Safety for approval at least 60 days prior to the event. The City Commission reserves the right to waive this requirement. Approval will be contingent in part on compliance of prior events held by that organization.
- b. A non-refundable application fee of \$250 must be submitted with the proposal package for purposes of processing, review and inspections by Public Safety both before and during the event.
- c. The application fee will be waived for nonprofit organizations for those events which are determined by the City Manager to be substantially the same as a previous event held by the same organization in regard to location, facilities, event type and scope, and for which event the application fee was paid in full. All other application requirements set forth in this policy must be met for each licensed event.

2. Additional Costs and Fees

If, during the review of the application and event plan, the Public Safety Director, in consultation with other City staff, determines that City employees will be required to be on-site during the event or that the City will incur extraordinary costs in preparation for, during or after the event, the Public Safety Director may present the City Manager and the applicant an itemized list of those anticipated extraordinary costs. The City Manager may, if it is determined such

costs are out of proportion to the City's general benefit from the event, condition approval of the special (24-hour) liquor license on the applicant's agreement to reimburse the City for itemized costs as the City Manager determines are extraordinary.

3. Sanitation

The event site must contain adequate, acceptable and reasonably accessible sanitation facilities to accommodate the maximum number of participants as required by local City officials.

4. Complete Detail of Event

The application must include complete detail of the event such as:

- a. Scaled map of the property, structure(s), temporary structures and event area indicating parking areas and sanitation facilities.
- b. Dates and hours of operation.
- c. Detailed plans addressing estimated number of participants, safety, security and cleanup.
- d. Names and contact information of those who are in charge of the event and the operations of the licensed location(s).

5. Volunteers and Risk Management

- a. The minimum number of volunteer or employed staff required for the event must be equal to one per every 25 persons attending.
- b. Twenty-five percent of licensed location and activity volunteer or employed staff must be seminar trained and certified in Techniques of Alcohol Management (TAM), with the remaining 75 percent to be TAM tape trained prior to the event. Training is offered by the Michigan Liquor and Beverage Association.
- c. At least 30 days prior to the event the applicant shall file with the Division of Public Safety a list of volunteer and/or employed staff who has received the TAM training.

6. Insurance and Risk Management

- a. If the event is on public property, the applicant must obtain liquor liability and general commercial liability insurance coverage of at least \$1,000,000 which names the City

(including its officers and employees) as an insured or additional insured and certificate holder. A Certificate of Insurance must be submitted to the City Clerk prior to the event. Upon request, the licensee shall provide the City a copy of the insurance policy including all endorsements.

- b. If the event is on private property, the acquisition of liability insurance will be at the discretion of the City Manager.

7. Community Benefit

If the event is held on public property, it must address either the direct or indirect community benefit with a description thereof included in the applicant's proposal.

8. Basis for Denial

In addition to other requirements of this policy, the following are reasons why the Director of Public Safety may decide against the issuance of a special (24-hour) liquor license as requested by an applicant:

- a. The Director of Public Safety determines the applicant has not adequately planned for the activity or demonstrated the capability to control participants.
- b. There are other events scheduled within the community that may draw heavily on public safety resources.
- c. The applicant or others involved in the event have previously violated this policy, or have violated laws, rules, regulations or ordinances including the sale or distribution of alcohol or controlled substances.
- d. The Director of Public Safety determines that a sufficient amount of special (24-hour) liquor licenses have already been issued for events during the calendar year.
- e. The Director of Public Safety determines that the proposed location or dates for the event is not in the community's best interest. Examples might include: due to circumstances such as public improvement projects in its general vicinity, private construction in the general vicinity, private events occurring at or near the same time, or other circumstances explained during the consideration of the request.

E. Non-Compliance

1. Public Property

If the event is held on public property, the applicant must post with the City Clerk a \$1,000 performance bond for every 100 persons expected to attend, but not to exceed a total bond of \$5,000. The bond shall protect the City against unexpected costs the City may incur due to violations of this policy, violations of any agreed upon event layout or security measures or violations of any state laws, rules or regulations or local ordinances applicable to liquor licenses. Such bond shall be returned within 30 days after the event if all requirements for the event were fulfilled. The City Manager may order payment on the bond to recover the added costs incurred by the City in those instances where there is repeated response from Public Safety officials during the event, individuals at the event are not cooperative when Public Safety officials arrive, or public property is significantly damaged. The parties agree that if any of these circumstances result in costs to the City that exceed the total amount of the bond, the City reserves the right to also recover from any licensee the amount of costs the City incurs in these situations that exceeds the amount of the required bond. If the event organizer wishes to appeal the decision to order payment, the appeal would be made to the City Commission with appropriate justification as to why the expenses seem unreasonable.

2. Public and Private Property

Violation of any requirement may result in the immediate revocation of the license as well as non-issuance of future licenses for that organization/applicant.

CITY OF MOUNT PLEASANT REDEVELOPMENT LIQUOR LICENSE POLICY

The City of Mount Pleasant is supportive of economic development and redevelopment. The City believes that making Redevelopment Liquor Licenses available as authorized by Section 521a of the Michigan Liquor Control Code (1998 PA 58, as amended, MCL 436.1521a) (the “LCC”) will lead to desirable development, job creation, re-investment, redevelopment, and increased tax base in appropriate areas of the City. The City has established a Redevelopment Liquor License District which is made up of portions of its Central Business District Tax Increment Finance District (CBD-TIFA) and Mission-Pickard Downtown Development Authority District (DDA) (refer to Attachment A) which it has deemed an appropriate area for the issuance of Redevelopment Liquor Licenses.

The application procedure, review, and consideration of City approved Redevelopment Liquor Licenses is provided below. Consistent with the LCC, the City Commission shall review and make local decisions on Redevelopment Liquor License (“RLL”) applications. In the event that the City Commission determines that it is appropriate to support the issuance of a RLL, a resolution of support will be sent to the Michigan Liquor Control Commission which is the agency that has authority to issue RLLs under the LCC.

APPLICATION REQUIREMENTS

An application for a RLL shall be made in writing on a form provided by the City and shall include the following:

1. Description of the proposed use of property and address where the RLL will be used
2. Verification that the property is within the Redevelopment Area
3. Verification that a Class I Special Use Permit has been obtained in accordance with the City’s zoning ordinance, or that an application for such a permit has been filed so that it may be considered by the City’s Planning Commission
4. Statement that the business owner and property owner (if different) are not delinquent in the payment of applicable City taxes, charges and fees owed to the City
5. Statement of what measures will be taken to address and/or correct any conditions that exist on the property in violation of the City’s Code of Ordinances as determined by appropriate City staff
6. Information on the projected amount of investment, number of jobs to be created, payroll amount, and status of financing for the business where the RLL will be used
7. Description of previous experience with food service, bar and/or nightclub operation
8. Information on the total financial investment associated with the business where the RLL will be used, including proof of a minimum investment of \$75,000 as required by the LCC

9. A site drawing verifying that the establishment will be engaged in dining with a seating capacity of not less than 25 persons (required by the LCC)
10. An application fee as set by the City Commission

ADDITIONAL APPLICATION MATERIALS

Along with the requirements listed above, applications for an RLL must be accompanied by the following additional materials, based on the location and the nature of construction associated with the proposed business.

Mission Street Properties – New buildings and expansions of existing buildings (includes the properties along side streets that are zoned C-3)
Applicants for projects along Mission Street that include new buildings and expansions of existing buildings must obtain a Special Use Permit pursuant to the Mission Redevelopment Overlay Zone (Section 154.068 of the City’s Zoning Ordinance) prior to review by the City Commission.

Mission Street Properties – Existing building without expansion Non Mission Street Properties – Existing building, new building or building expansion
<p>The applicant shall demonstrate in writing how the new building, building expansion, or existing building and the proposed use will be compatible with surrounding uses of land, twill not be disruptive to neighboring properties, and what measures have been undertaken or are proposed to mitigate potential negative impacts on the nearby single family residences, with particular attention to the following:</p> <ul style="list-style-type: none"> ✓ Noise ✓ Smoking ✓ Odor ✓ Trash/Refuse ✓ Traffic impacts on neighborhoods and the immediate area ✓ Pedestrian and bicycle orientation ✓ Residential units in the immediate area ✓ Parking ✓ Lighting (site lighting and vehicular) ✓ Hours of operation ✓ Building appearance ✓ Privacy (when adjacent to residential uses or zones) ✓ Preservation and/or restoration of historic character ✓ Proximity to residentially zoned properties ✓ Site maintenance

PUBLIC HEARING

Completed applications will be submitted to the City Manager’s office. Incomplete applications will be rejected. Complete applications, as reviewed and approved by the City Manager or the Manager’s designee, will be forwarded to the City Commission for the scheduling of a public hearing.

Notice of the hearing will be provided in the same manner as outlined in the City's On-Premise Liquor License Policy (also known as Criteria for Consideration of Applications for On-Premise Liquor Licenses), as amended.

CITY COMMISSION REVIEW

Following the public hearing, the City Commission will review the application and other supporting materials. The Commission may request additional materials that it deems necessary to evaluate the request.

The City Commission will evaluate applications for Redevelopment Liquor Licenses based on the following:

- A. Compliance with applicable City ordinances, codes and regulations.
- B. Compliance with applicable provisions of the LCC.
- C. Input provided by the public.
- D. The facts and evidence demonstrated in the application materials provided by the applicant.
- E. The terms of the Special Use Permit(s) issued for the subject property.
- F. Conformance with and advancement of the City's adopted Goals and Objectives and its Master Plan, as amended (copies of these documents are available at the City Clerk's office).
- G. The perceived economic benefit(s) of the proposal.
- H. Compatibility of the proposed use with the character and nature of the surrounding properties.
- I. The recommendation of the City Manager or the Manager's designee.
- J. Any other information that the City Commission deems relevant.

If the City Commission is satisfied that the application meets the review criteria listed above and advances the intent of this policy, a resolution of approval will be authorized and forwarded to the Michigan Liquor Control Commission. The Michigan Liquor Control Commission is responsible for issuing all RLLs.

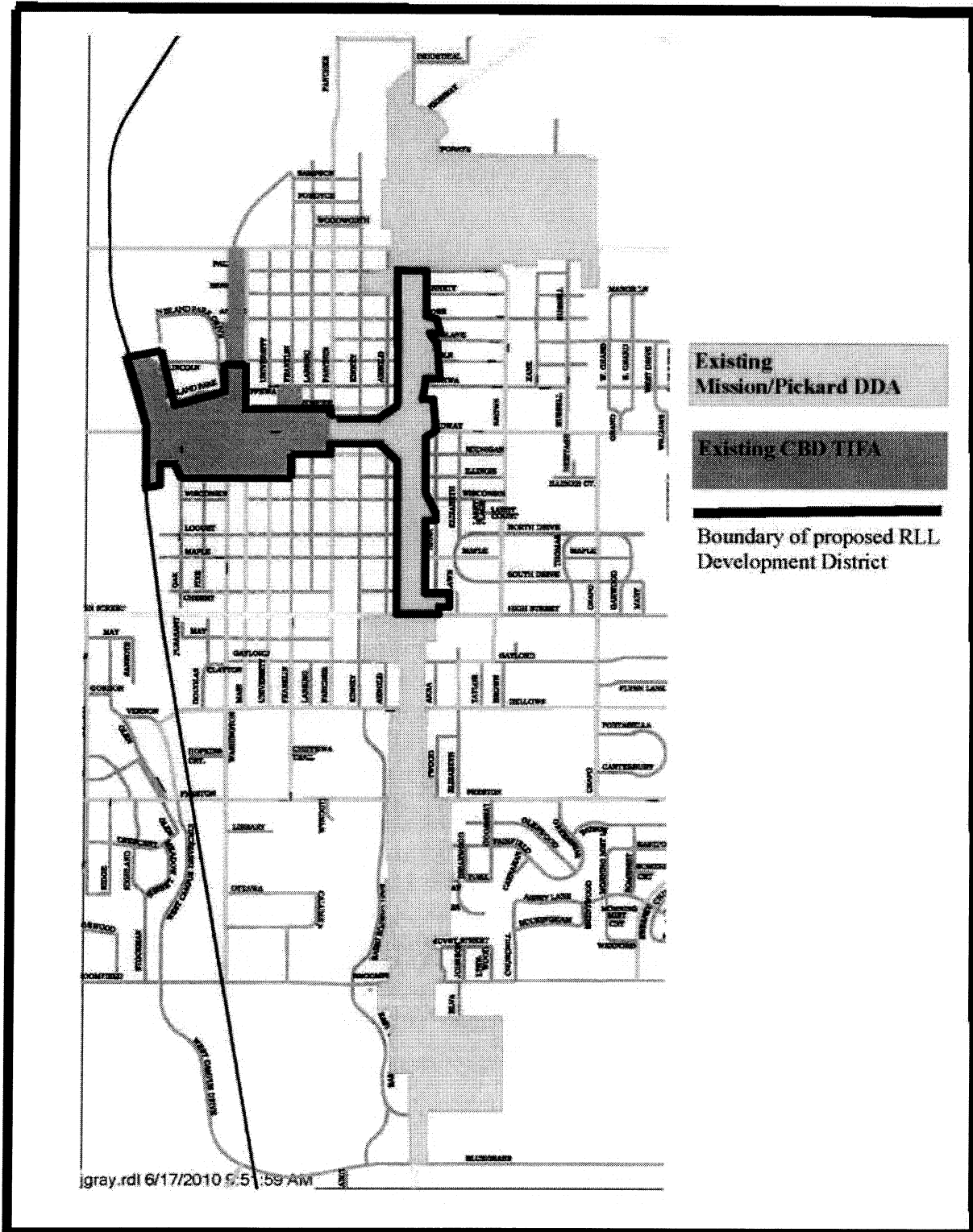
CONSIDERATION OF NON-RESTAURANT USES

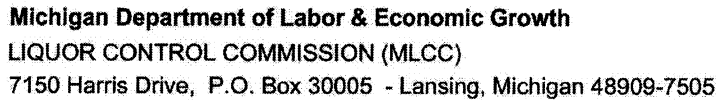
The terms of this policy permit and encourage the development of additional Class I Restaurants in the City. The City Commission reserves the right to consider and approve non-Class 1 Restaurant applications for entertainment or recreational businesses, as allowed by the LCC, provided that the City Commission finds that the approval of a non-restaurant RLL is necessary to facilitate an economic

development project that meets and exceeds the requirements of this policy and that has an investment threshold of not less than \$500,000.

Applicants for non-restaurant uses shall, at a minimum, demonstrate that the proposed use meets the requirements of this policy and will have substantial economic benefits, will meet and exceed minimum City regulatory requirements, and will be an improvement to the property and neighboring properties.

Attachment A





FOR MLCC USE ONLY

Instructions: This application must be completed and returned with a \$70.00 inspection fee for each license before it can be considered. All answers must be typed or printed. Sign the completed form in ink and return it to the Commission with the inspection fee. **MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO "STATE OF MICHIGAN".**

LC 687 Rev. 06/07

9. This proposed licensed business will be owned by: (check one)

- ☐ Me as the individual owner ☐ The named corporation ☐ The named Liability company
☐ The following partners (indicate limited partners with an "L" before their name)

Partnership Information: (attach additional sheet if necessary)

Name of Partners	Home Address	Phone Number

* All general partners must complete & submit an LC 621, "Individual, General Partner, Stockholder or Member Questionnaire."
All limited partners must complete & submit an LC 38, "Limited Partner, Stockholder or Member Statement."

10. Personal Information - Individual Applicants and Partnership Members Only

Sex ☐ Height _____ Weight _____ Hair Color _____ Eye Color _____

Date of Birth _____ Place of Birth _____ Social Security No. _____

If you are not a US Citizen - Are you a registered alien? ☐ Yes ☐ No Or, Do you have a Visa? ☐ Yes ☐ No

Full name of spouse: _____

Have you ever legally changed your name? ☐ Yes ☐ No If Yes, FROM _____
TO _____

Have you been known by other names? ☐ Yes ☐ No List names: _____

Have you ever been arrested? ☐ Yes ☐ No If Yes, list all arrests, excluding minor traffic offenses (include alcohol arrests):

DATE	PLACE	CHARGE	DISPOSITION

List your former occupations for the past 3 years:

* attach additional sheet if necessary

To-From DATES mm-dd-yyyy format	OCCUPATION	EMPLOYER NAME AND ADDRESS
to _____		
to _____		
to _____		

I or my spouse previously held or now hold interest in the following licenses for sale of alcoholic beverages as sole licensee, partner or corporation:

NAME OF LICENSEE	TYPE OF LICENSE	LOCATION	DATE

Do you or your spouse hold any law enforcement powers including powers of arrest? ☐ Yes ☐ No

11. Limited Partnerships-is the limited partnership authorized to do business under the laws of Michigan?

Yes ☐ No ☐ Date authorized: _____

12. Corporate & Limited Liability Company Applicants Only - stockholders/members must complete a separate survey

Note: Attach copy of filed/proposed Articles of Incorporation, last annual report/statement filed & attach copy of stock options.

Corporate/LLC Name: _____	Incorporated/Organized in what State? Alabama _____
---------------------------	--

Person(s) authorized to sign the application and any documents required by the MLCC: _____

(Check one of each) ☐ Profit or ☐ Non-profit Corporation

☐ Public or ☐ Private Corporation

Date last annual report / statement filed with Michigan Corporation & Securities: _____

Corporate Officers:

NAME

ADDRESS

PHONE NUMBER

President _____

Vice-President _____

Secretary _____

Treasurer _____

13. Corporations and Limited Liability Companies - List all persons, companies and other entities who hold or will hold stock interest or membership interest in applicant entity.

NAME

ADDRESS

PHONE #

% INTEREST

1. _____
2. _____
3. _____
4. _____
5. _____

*Note: All persons, companies and other entities holding 10% interest or more must complete and submit an "Individual, General Partner, Stockholder or Member Questionnaire" (LC-621). All persons, companies and other entities holding less than 10% interest, must complete and submit a "Limited Partners, Stockholders or Members Statement" (LC-38).

14. Financial Details - All Applicants

(A) Source of funds used to establish business, or which will be used to purchase this business, list name address and amount of all money lenders. Money lenders to fill out special "Statement of Money Lender" form enclosed.

Name

Address

Amount

\$ _____

\$ _____

\$ _____

(B) Attorney or representative

Name _____ Address _____ Phone Number _____

(C) Real estate is owned by

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

(D) Realtor/Broker

Name _____ Address _____ Phone Number _____

(E) Accountant or Bookkeeper

Name _____ Address _____ Phone Number _____

15. Transaction Details - All Applicants

- Note • Any balance owed on the business selling price must be secured by a non-title retaining instrument such as a promissory note, security agreement, etc.
- Land contracts are not acceptable as security for any unpaid balance to be owed on the business portion of the sale.
 - Business, fixtures and equipment cannot be listed on land contracts or real estate mortgages.
 - All alcoholic beverage inventory must be paid for in cash at the time of transfer and not by installment payments.
 - Acceptable lease agreements must be provided if ownership of real estate is not in the names of applicants.
 - Purchasers of "ON-PREMISES" licensed establishments are required to have 10% of the purchase price for the licensed business, excluding real estate, in their own funds.

Business/Fixtures/Equipment \$ _____

Goodwill (if applicable) \$ _____

Covenant not to compete (if applicable) \$ _____

Alcoholic beverages (estimate) \$ _____

Other inventory (estimate) \$ _____

TOTAL COST OF BUSINESS \$ _____

Down Payment \$ _____

BALANCE OWED \$ _____

Land \$ _____

Building(s) \$ _____

Other \$ _____

TOTAL REAL ESTATE COSTS \$ _____

Down Payment \$ _____

BALANCE OWED \$ _____

Secured by \$ _____

For balance owed - explain:

• Terms:

For balance owed - explain:

• Terms:

• Collateral:

• Collateral:

The Commission wishes to warn all applicants for licenses not to invest any money or to commit themselves by any binding agreements in the expectation of being issued a license for sale of alcoholic beverages until officially notified by the Commission that their application has been approved.

WARNING! Section 436.2003 of the Liquor Code provides:

"A person who makes a false or fraudulent statement to the commission, orally or in writing, for the purpose of inducing the commission to act or refrain from taking action, or for the purpose of enabling or assisting a person to evade the provisions of this act is guilty of a violation of this act and is punishable in the manner provided for in section 909. Further, the rules and regulations of the Commission entitled "General Rules" provide: "A licensee shall not obtain a license for the use or benefit of another person whose name does not appear on the license nor shall a licensee allow a person whose name does not appear on the license to use or benefit from the license," and, "A licensee shall not sell or transfer an interest in a business licensed by the Commission without the prior written approval of the Commission."

I hereby authorize investigators of the Michigan Liquor Control Commission to obtain all documents, accounts, books, records and tax returns pertaining to myself and this business. I hereby swear that I have read all of the above answers and that they are true and further that I have read and understand the warning.

Application Date
(MM/DD/YYYY)

Signature of Applicant
(If applicant is a corporation, include title of signor)

Name of person completing this form if not the applicant

LC-887 (Rev. 2/04)
AUTHORITY: MAC R436.1103
COMPLETION: Mandatory
PENALTY: No license granted

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

(Page 4 of 4)

REDEVELOPMENT LIQUOR LICENSES

Through the provisions of [Public Act 501 of 2006](#), the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities to enhance the quality of life for their residents and visitors to their communities, the LLC may issue public on-premises licenses in addition to those quota licenses allowed in cities under Section 531 (L) of the Michigan Liquor Control Code, [Public Act 58 of 1998](#) as amended.

Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.

WHO IS ELIGIBLE?

A business must be located in either a business district listed below or in a city redevelopment area, as defined in Sec. 521a (2)(c)

- Tax Increment Finance Authority (TIFA) PA 450 of 1980
- Corridor Improvement Authority (CIA) PA 280 of 2006
- Downtown Development Authority (DDA) PA 197 of 1975
- Principal Shopping District (PSD) PA 120 of 1961

Applicants in these businesses districts must:

Be a business engaged in dining, entertainment or recreation and open to the general public.

- Have a seating capacity of at least 25 people;
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license;
- Show that the total amount of private and public investment in real and personal property in a district listed above was at least \$200,000 in the period covering the preceding five years.

The LCC may issue one license for each of the above (\$200,000) monetary thresholds reached and for each major fraction thereof after the initial threshold is reached.

The LCC may also issue redevelopment liquor licenses to businesses located in a city redevelopment area (there may be more than one in a city).

Applicants in city redevelopment areas must:

- Be a business engaged in dining, entertainment or recreation;
- Be open to the general public at least 10 hours per day, five days per week;

- Have a seating capacity of at least 25 people;
- Adopt a resolution from the governing body of the city establishing the redevelopment project area;
- Provide a map which clearly reflects and outlines where the redevelopment project area is located within the local unit of government;
- Provide an affidavit from the assessor, as certified by the city clerk, stating the total amount of investment in real and personal property within the redevelopment project area of the city during the preceding three year time period;
- Relative to a license issued in a city redevelopment project area, the amount of commercial investment in the redevelopment project area within the city shall constitute not less than 25 percent of the total investment in real and personal property as evidenced by an affidavit of the city assessor as certified by the city clerk;
- A resolution which approves a specific applicant (individual, corporation, limited liability company, limited partnership) at a specific location;
- Have total investment over the last three years in real and personal property in the redevelopment area of:
 - » At least \$50 million in cities having a population of 50,000 or more, or at least \$1 million per 1,000 people in cities of less than 50,000.

The LCC may issue a license when one of the abovementioned monetary thresholds is met.

WHAT IS THE PROCESS?

To be considered for the license by the LCC:

The local unit of government must pass a resolution approving the applicant for an on-premise liquor license pursuant to PA 501 of 2006. If the business is located in a city redevelopment project area the resolution should indicate the license be issued under Section 521a (1)a of PA 501 of 2006. If the business is located in a DDA, TIFA, PSD, etc., the resolution should indicate the license be issued under Section 521a (1)b of PA 501 of 2006.

- The resolution and application ideally should be submitted at the same time.

Applications can be obtained from the LCC by downloading via the internet at www.michigan.gov/documents/lara/RDA_Requirements_629245_7.pdf or by calling 517.322.1400.

All applicants will:

1. Need to demonstrate that they have attempted to purchase a readily available escrowed or quota on premise license within the municipality that they want to operate, and that a license was not available.
2. Pay a \$20,000 fee for the license. Upon receipt of the documentation from the local unit of government, the necessary application forms, other required documents and inspection fees, the application will be authorized for investigation.

The LCC will not transfer a license issued under this act to another location. If the licensee goes out of business, the licensee shall surrender the license to the LCC. The governing body of the local governmental unit may approve another applicant within the redevelopment project area or development district to replace

IMPORTANT NOTE

Do not invest any money in improvements or bind yourself in any agreements until you have been officially notified by the LCC that your request has been approved.

SUPPORTING STATUTE

[Public Act 501 of 2006](#)

[Public Act 58 of 1998 as amended](#)

CONTACT INFORMATION

For more information on redevelopment liquor licenses, contact the [Community Assistance Team \(CAT\) specialist](#) assigned to your territory or visit www.miplace.org.

OFF-PREMISE AND ON-PREMISE LIQUOR LICENSE POLICY

BACKGROUND

The Michigan Liquor Control Commission (MLCC) has final authority regarding the issuance and revocation of liquor licenses. This policy outlines the City of Mt. Pleasant process for providing input and/or recommendations to the MLCC for permanent establishments engaged in the sale of liquor for off-premise or on-premise consumption.

REDEVELOPMENT LIQUOR LICENSES

The City has established a Redevelopment Liquor License district. A map of the district can be found at: <http://www.mt-pleasant.org/maps/>

APPLICATION PROCESS

1. Applicant obtains a Special Use Permit for the proposed license location from the Planning Commission.
2. Applicant submits MLCC application, Special Use Permit approval and application fee as set by resolution of the City Commission, to the City Clerk.
3. The City Clerk initiates an investigation of the application by forwarding the complete application and all attachments to the Police Captain, the Fire Marshal, the Building Official, the Treasurer and the City Planner.
4. The City Clerk compiles a report of the investigative findings and submits to the City Manager within sixty (60) days of receipt of the application for inclusion on the next available City Commission meeting agenda.
5. The City Clerk notifies all property owners within 300 feet of the location of the proposed license of the date, time and place of the meeting at which the City Commission will consider the license application.
6. The City Commission holds the hearing on the proposed license. If the City Commission is satisfied that the establishment for which a new license is requested will constitute an asset to the City of Mt. Pleasant and is in the best interest of the City, it may adopt a resolution stating to the Liquor Control Commission that it is recommending granting a license, subject to satisfaction of conditions stated in the resolution.

If certain inspections were placed on the recommended approval, the Division of Public Safety will advise the City Manager and Liquor Control Commission when the conditions have been met.

All applicants and licensees should be aware that once a license is received, compliance with all state and city regulations is necessary and that failure of such compliance can result in the City Commission requesting the Liquor Control Commission to revoke or not renew the license.

7. The City Clerk prepares and submits necessary City documentation to the MLCC.

TEMPORARY LIQUOR LICENSE POLICY

BACKGROUND

The Michigan Liquor Control Commission (MLCC) has final authority regarding the issuance and revocation of liquor licenses. This policy outlines the City of Mt. Pleasant process for providing input and/or recommendations to the MLCC on temporary liquor licenses.

Throughout the year, various organizations ask the City of Mt. Pleasant to approve temporary liquor licenses for special events. The City intends to assist non-profit organizations conducting community-wide or business development focused events.

The chief local law enforcement officer is required to provide the MLCC with a recommendation to approve or deny the application. Applicants must fulfill all requirements of the MLCC as well as those of this policy. Carefully planned and implemented management, oversight and control of the service of alcohol at an event are key to City approval of any temporary liquor license.

APPLICATION PROCESS

1. Applicant submits all of the following to the Special Event point of contact at least sixty (60) days prior to the event:
 - a. MLCC application
 - b. Application fee as set by resolution of the City Commission *
 - c. Certificate of Insurance
 - d. Volunteer and risk management plan
 - e. If event to be held on public property, a complete City of Mt. Pleasant Special Event Application
2. For temporary licenses on private property: MLCC application, along with certificate of insurance is provided to Department of Public Safety. Public Safety will review the application and forward findings to the Director of Public Safety.
3. For temporary licenses on public property: The Special Event point of contact initiates an investigation of the application by forwarding the special event and MLCC applications, along with all attachments to the Special Events Committee. The Special Events point of contact compiles a report of the investigative findings and submits to the Public Safety Director for review.
4. The Public Safety Director determines whether to approve, approve with conditions, or deny the application and notifies the applicant.
5. If approved, the Public Safety Director forwards the approved application to the MLCC.

**The application fee will be waived for nonprofit organizations for those events which are determined by the Director of Public Safety to be substantially the same as a previous event held by the same organization in regard to location, facilities, event type and scope, and for which event the application fee was paid in full. All other application requirements set forth in this policy must be met for each licensed event.*

VOLUNTEERS AND RISK MANAGEMENT

The minimum number of volunteer or employed staff required for the event must be equal to one per every 25 persons attending.

Twenty-five percent of licensed location and activity volunteer or employed staff must be seminar trained and certified in Techniques of Alcohol Management (TAM), with the remaining 75 percent to be TAM tape trained prior to the event. Training is offered by the Michigan Liquor and Beverage Association.

At least 30 days prior to the event the applicant shall file with the Division of Public Safety a list of volunteer and/or employed staff who has received the TAM training.

NON-COMPLIANCE

Violation of any requirement may result in the immediate revocation of the license as well as non-issuance of future licenses for that organization/applicant.

ADDITIONAL COSTS AND FEES

If, during the review of the application and event plan, the Director of Public Safety, in consultation with other City staff, determines that City employees will be required to be on-site during the event or that the City will incur extraordinary costs in preparation for, during or after the event, the Director of Public Safety may present the City Manager and the applicant an itemized list of those anticipated extraordinary costs. The City Manager may, if it is determined such costs are out of proportion to the City's general benefit from the event, condition approval of the temporary liquor license on the applicant's agreement to reimburse the City for itemized costs as the City Manager determines are extraordinary.

PUBLIC LOCATION REQUIREMENTS

Approval of temporary liquor license for City-owned or controlled public property will depend on the Public Safety Director's findings on:

- Whether or not the event will meet the purposes of this policy and the requirements of this policy as stated in the notes of interest above and other provisions of this policy.
- How the proposed location and event will affect residents and residential areas.
- How the location and event will affect vehicular and pedestrian traffic and access.
- How the location and event meet the other criteria in this policy.
- Such other information and considerations as he or she may find important with respect to any given request.

The City will accept temporary liquor license applications for the following public properties:

- Island Park
- Areas within the Central Business District
- Other locations within the City that meet all requirements of this policy.

Liability Coverage

The applicant must obtain liquor liability and general commercial liability insurance coverage of at least \$1,000,000 that names the City (including its officers and employees) as an insured or additional insured and certificate holder. A Certificate of Insurance must be submitted to the City Clerk with the temporary liquor license application.

Performance Bond

Applicants must post with the City Clerk a \$1,000 performance bond for every 100 persons expected to attend, but not to exceed a total bond of \$5,000. The bond shall protect the City against unexpected costs the City may incur due to violations of this policy, violations of any agreed upon event layout or security measures or violations of any state laws, rules or regulations or local ordinances applicable to liquor licenses. Such bond shall be returned within 30 days after the event if all requirements for the event were fulfilled. The City Manager may order payment on the bond to recover the added costs incurred by the City in those instances where there is repeated response from Public Safety officials during the event, individuals at the event are not cooperative when Public Safety officials arrive, or public property is significantly damaged. The parties agree that if any of these circumstances result in costs to the City that exceed the total amount of the bond, the City reserves the right to also recover from any licensee the amount of costs the City incurs in these situations that exceeds the amount of the required bond. If the event organizer wishes to appeal the decision to order payment, the appeal would be made to the City Commission with appropriate justification as to why the expenses seem unreasonable.

PRIVATE PROPERTY REQUIREMENTS

1. All security, safety, convenience, product storage, on-site parking and other required or desired on-site needs are met, accommodate 110% of the anticipated maximum number of patrons and event staff (paid and volunteer) to be on the site at any given time during the event.
2. Is zoned for business and church facility uses and is in a location so that the event will not be incompatible with or unreasonably interfere with uses of nearby property. Applicants may address potential concerns about incompatibility or interference by providing the City with the written consents of those who may be affected by the proposed event.
3. Provide for adequate, unencumbered parking within a 300- foot radius of one space per every two persons who are anticipated to patronize and staff the event as provided in above. Unencumbered parking means parking that is not already designated or reasonably required for a specific structure or, if the event is conducted during a normal business day, is not needed to support normal business activities in the vicinity.
4. Meet all State and local public assembly requirements of the MLCC, Building Code and Fire Code as they relate to the minimum number of persons stated in the request proposal. Inspection and approval by the Building Official and Public Safety Officials must be obtained to determine acceptability of the structure, size capacity, and review of LCC and public assembly requirements.
5. Proof of liability insurance as may be required by the City.

BASIS FOR DENIAL

In addition to other requirements of this policy, the following are reasons why the Director of Public Safety may decide against the issuance of a temporary liquor license as requested by an applicant:

1. The Director of Public Safety determines the applicant has not adequately planned for the activity or demonstrated the capability to control participants.
2. There are other events scheduled within the community that may draw heavily on public safety resources.
3. The applicant or others involved in the event have previously violated this policy, or have violated laws, rules, regulations or ordinances including the sale or distribution of alcohol or controlled substances.
4. The Director of Public Safety determines that a sufficient amount of temporary liquor licenses have already been issued for events during the calendar year.
5. The Director of Public Safety determines that the proposed location or dates for the event are not in the community's best interest. Examples might include: due to circumstances such as public improvement projects in its general vicinity, private construction in the general vicinity, private events occurring at or near the same time, or other circumstances explained during the consideration of the request.

Resolution Liquor License Fees

WHEREAS, the City provides various services for both temporary and permanent liquor licenses,

WHEREAS, the City Commission adopted fee/charges for temporary liquor license applications on February 14, 1990, and for redevelopment liquor licenses on June 27, 2011,

WHEREAS, the City Commission adopted fee/charges policy guidelines in July 2017,

NOW, THEREFORE, BE IT RESOLVED that the following fees are consistent with the policy guidelines and are set to reconfirm for temporary licenses and redevelopment liquor license application fees and begin a new application fee for permanent licenses on July 12, 2021,

FURTHER BE IT RESOLVED that the application fee will \$250 for a temporary liquor license and \$250 for a permanent liquor license.

Web Content Policy

The City of Mt. Pleasant's website is a mechanism to exclusively share news, information, services, activities, policies and programs of the City of Mt. Pleasant.

The main landing page banner is updated regularly to reflect current matters and items of special interest to website users. On the main landing page, information on Quick Links, City Updates and the City Calendar is updated regularly for speedy and easy access. The Director of Public Relations determines which current items should be displayed on the main page.

Other pages on the website are reviewed at least annually by the appropriate City departments. Individual City departments are responsible for providing changes and updates to the Director of Public Relations.

The City does not endorse commercial entities, products, services, events, or other non-governmental organizations or individuals on its website.

Any references to governmental organizations or tax-payer funded agencies are for informational purposes only.

The City Calendar displayed on the website is reserved solely for promoting meetings and events hosted and/or sponsored by the City.

Dated: June, 2021

Memorandum



MEMO TO: Nancy Ridley, City Manager

FROM: Chris Saladine, Assistant Finance Director

DATE: June 24, 2021

SUBJECT: Self Insurance Fund Operating Policy Update

Background:

The City last updated its Self-Insurance Fund Operating Policy in 1995. The policy defines the purpose of the fund as well as operational guidance for staff to follow in administering the Self Insurance Fund. Since the last revision, changes to health, liability and property insurance operations necessitates updating the policy to reflect changes that have occurred over the past 26 years.

Material changes include updating limits for property and liability self-insured limits before hitting stop loss, documenting how excess and deficit funds are currently handled and aligning minimum fund balance with our stop loss amounts.

Recommendation:

I recommend the City Commission approve the revised Self Insurance Fund Operating Policy as outlined below.

Self-Insurance Fund Operating Policy



Last Revised: April 10, 1995

CURRENT REVISION: July 12, 2021

Approved by City Commission: July 12, 2021

Purpose of Fund Overview

The Self-Insurance Fund was created to account for insurance transactions of the City where the City retains some of the insurance risk. The fund is an internal service fund type. Similar to a private insurance company, the Self-Insurance Fund charges the various funds and departments of the City a premium. The premiums are to cover current claims, administration and to establish and maintain a reserve to cover the risk that is being transferred to the Self-Insurance Fund.

Currently the City is self-insured for health benefits and a portion of the property and general liability insurance. Each of these types of insurance requires a different premium calculation and reserve balance. Therefore, a separate operating policy is required for each.

Property and General Liability Insurance

1. Background

The City participates in the Michigan Municipal Risk Management Authority (MMRMA) insurance pool. The pool provides insurance for civil suits, property damage, general liability, automobile damage, machinery damage and errors and omissions. The City pays ~~quarterly~~ premiums ~~to the pool. The premiums are paid~~ into two funds at MMRMA, the General Fund and the Self-Insured Retention Fund.

The Retention Fund is monies in the City's name that bear interest. They are used to pay all losses up to maximum amounts set in the policy. Losses includes damages, loss adjustment expenses and defense costs. The maximum self-insured retention per year is as follows: general liability ~~\$75,000~~ \$100,000; vehicle physical damage \$15,000 per vehicle, \$30,000 per occurrence; sewer overflow \$100,000. ~~property and crime \$10,000 per each \$100,000. The City participates in MMRMA's stop loss program, whereby the City is not responsible for any payments from the Self Insured Retention Fund in excess of \$98,000 per year.~~

The City participates in MMRMA's stop loss program, whereby the City is not responsible for any payments from the Self-Insured Retention Fund in excess of the annual stop loss amount.

The General Fund of MMRMA pays all claims beyond the self-insured retention per year, procures re-insurance, provides risk management, underwriting, establishes loss reserves and other related expenses. The City has no obligation for payment of another member's losses to the extent of the self-insured retention amount, beyond that losses are covered through the MMRMA General Fund and reinsurance. The cash balance and activity of the City's MMRMA Self-Insured Retention Fund will be recorded in the Self-Insurance Fund. ~~The premium paid to MMRMA General Fund will be expense to the various funds and departments of the City.~~

2. Premiums

The premiums paid for both components of property and general liability insurance are set annually by MMRMA. ~~The City bids out the property and general liability insurance every few years.~~ The Self-Insurance Fund premiums charged for the MMRMA Self-Insured Retention Fund, ~~as determined by MMRMA,~~ will be allocated to the various funds and departments in the same percentage as the MMRMA General Fund portion. The premium paid to MMRMA General Fund will be expensed to the various funds and departments of the City.

3. Reserve

A reserve in the Self-Insurance Fund shall be established on an annual basis equal to the loss reserve for both known and unknown claims, calculated by MMRMA, plus ~~\$98,000~~ \$185,000. ~~No additional premium will be charged to establish the reserve without City Commission approval.~~ MMRMA calculates this amount when they set our annual premium.

4. Excess Funds

~~The City must obtain approval from MMRMA to withdraw funds from the Self Insured Retention Fund. If the balance in the MMRMA Self Insured Retention Fund at the end of the year exceeds one and one half times the reserve balance required in item three (3), the~~

~~Finance Director and or City Manager will recommend to the City Commission that the City seek approval from MMRMA to withdraw monies from the Self Insured Retention Fund and recommend the method of distribution.~~ MMRMA pays net asset distributions back to member municipalities based on projected fund balance, investment performance, member claim history and length of time in the MMRMA pool. These distributions are returned to the funds that pay insurance premiums on a pro rata basis.

Health Benefits

1. Background

The City self-insures for the following employee benefits; health, prescription ~~and~~ dental. ~~and vision.~~ The City pays the premiums for the benefits as provided for in the union contract and administrative rules. The employees have the option to select and pay for additional benefits ~~thru~~ via the City's section 125 cafeteria plan. Retirees and former employees and dependents covered by COBRA may also purchase these benefits.

The City has contracted with a third-party administrator to administer, ~~Weyco, Inc.,~~ the plan, handle claims and obtain re-insurance. The City obtains annual stop loss insurance from a re-insurance company for limits on individual claims and the plans aggregate claims

2. Premiums

The Finance Division shall ~~determine~~ annually determine an illustrated rate for each type of benefit for single persons and families. The rate shall be determined using current market data, fund balance and the City's claims history.

The Self-Insurance Fund premiums charged to the various funds and departments will be the illustrated rate for the benefits ~~selected by the~~ available to the employees assigned to them. ~~Payments to employees opting out of benefits provided by the union contracts and administrative rules will be charged to the fund or department where the employee is assigned.~~ The Self- Insurance Fund premiums charged to retirees and COBRA persons will be the illustrated rate for retirees and the illustrated rate plus 2% for COBRA persons.

Employees selecting more benefits than provided for in the union contracts and administrative rules, will pay the amount determined in the cafeteria enrollment process. The cafeteria enrollment "credits" will be determined by the Finance Division annually and are not the same as the illustrated rates. The amount of the payroll deduction will be deposited in the Self-Insurance Fund. Employees opting out of health insurance coverage are eligible for opt out payments as defined by union contracts and administrative rules.

3. Reserve

A minimum reserve in the Self-Insurance Fund shall be established on an annual basis equal to ~~the current claims payable plus three (3) times the individual stop loss amount. No additional premiums will be charged to establish the reserve without City Commission approval.~~ forty percent of net claims from the prior year plus two stop loss payment thresholds.

4. Excess/Deficiency of Funds

In the event that the reserve plus the current premiums charged is insufficient to pay the current claims, a surcharge will be charged to the individual funds and departments based on the same proportion as the current year premiums. If the cash balance at the end of the year is in excess of the minimum reserve balance required in item three (3), the Self-Insurance Fund will ~~pay dividends to the various funds and departments in the same proportion as the current year premium~~ carry the excess fund balance over to use in subsequent years to mitigate illustrated rate increases. This smoothing effect decreases the likelihood of surcharging the various funds and allows for a more predictable financial impact from administering the health plan. While preparing the final amended budget, if the Finance

Division and City Manager determines fund balance is well in excess of minimum fund balance requirement, they will have the option to skip charging departments for December premiums.

Self-Insurance Fund Operating Policy



Last Revised: April 10, 1995

CURRENT REVISION: July 12, 2021

Approved by City Commission: July 12, 2021

Overview

The Self Insurance Fund was created to account for insurance transactions of the City where the City retains some of the insurance risk. The fund is an internal service fund type. Similar to a private insurance company, the Self Insurance Fund charges the various funds and departments of the City a premium. The premiums are to cover current claims, administration and to establish and maintain a reserve to cover the risk that is being transferred to the Self Insurance Fund.

Currently the City is self-insured for health benefits and a portion of the property and general liability insurance. Each of these types of insurance requires a different premium calculation and reserve balance. Therefore, a separate operating policy is required for each.

Property and General Liability Insurance

1. Background

The City participates in the Michigan Municipal Risk Management Authority (MMRMA) insurance pool. The pool provides insurance for civil suits, property damage, general liability, automobile damage, machinery damage and errors and omissions. The City pays premiums into two funds at MMRMA, the General Fund and the Self-Insured Retention Fund.

The Retention Fund is monies in the City's name that bear interest. They are used to pay all losses up to maximum amounts set in the policy. Losses includes damages, loss adjustment expenses and defense costs. The maximum self-insured retention per year is as follows: general liability \$100,000; vehicle physical damage \$15,000 per vehicle, \$30,000 per occurrence; sewer overflow \$100,000.

The City participates in MMRMA's stop loss program, whereby the City is not responsible for any payments from the Self-Insured Retention Fund in excess of the annual stop loss amount.

The General Fund of MMRMA pays all claims beyond the self-insured retention per year, procures re-insurance, provides risk management, underwriting, establishes loss reserves and other related expenses. The City has no obligation for payment of another member's losses to the extent of the self-insured retention amount, beyond that losses are covered through the MMRMA General Fund and reinsurance. The cash balance and activity of the City's MMRMA Self Insured Retention Fund will be recorded in the Self Insurance Fund.

2. Premiums

The premiums paid for both components of property and general liability insurance are set annually by MMRMA. The Self Insurance Fund premiums charged for the MMRMA Self Insured Retention Fund will be allocated to the various funds and departments in the same percentage as the MMRMA General Fund portion. The premium paid to MMRMA General Fund will be expensed to the various funds and departments of the City.

3. Reserve

A reserve in the Self Insurance Fund shall be established on an annual basis equal to the loss reserve for both known and unknown claims, calculated by MMRMA, plus \$185,000. MMRMA calculates this amount when they set our annual premium.

Excess Funds

MMRMA pays net asset distributions back to member municipalities based on projected fund balance, investment performance, member claim history and length of time in the MMRMA pool. These distributions are returned to the funds that pay insurance premiums on a pro rata basis.

Health Benefits

1. Background

The City self-insures for the following employee benefits; health, prescription and dental. The City pays the premiums for the benefits as provided for in the union contract and administrative rules. The employees have the option to select and pay for additional benefits via the City's section 125 cafeteria plan. Retirees and former employees and dependents covered by COBRA may also purchase these benefits.

The City has contracted with a third-party administrator to administer the plan, handle claims and obtain re-insurance. The City obtains annual stop loss insurance from a re-insurance company for limits on individual claims and the plans aggregate claims

2. Premiums

The Finance Division shall annually determine an illustrated rate for each type of benefit for single persons and families. The rate shall be determined using current market data, fund balance and the City's claims history.

The Self Insurance Fund premiums charged to the various funds and departments will be the illustrated rate for the benefits available to the employees assigned to them. The Self Insurance Fund premiums charged to retirees and COBRA persons will be the illustrated rate for retirees and the illustrated rate plus 2% for COBRA persons. Employee premium co-share amounts are charged based on union contracts and administrative rules.

Employees selecting more benefits than provided for in the union contracts and administrative rules, will pay the amount determined in the cafeteria enrollment process. The cafeteria enrollment "credits" will be determined by the Finance Division annually and are not the same as the illustrated rates. The amount of the payroll deduction will be deposited in the Self Insurance Fund. Employees opting out of health insurance coverage are eligible for opt out payments as defined by union contracts and administrative rules.


3. Reserve

A minimum reserve in the Self Insurance Fund shall be established on an annual basis equal to forty percent of net claims from the prior year plus two stop loss payment thresholds.

4. Excess/Deficiency of Funds

In the event that the reserve plus the current premiums charged is insufficient to pay the current claims, a surcharge will be charged to the individual funds and departments based on the same proportion as the current year premiums. If the cash balance at the end of the year is in excess of the minimum reserve balance required in item three (3), the Self Insurance Fund will carry the excess fund balance over to use in subsequent years to mitigate illustrated rate increases. This smoothing effect decreases the likelihood of surcharging the various funds and allows for a more predictable financial impact from administering the health plan. While preparing the final amended budget, if the Finance Division and City Manager determines fund balance is well in excess of minimum fund balance requirement, they will have the option to skip charging departments for December premiums.

COMMISSION LETTER #127-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION REGARDING CHARTER AMENDMENT FOR
CHANGING THE CITY COMMISSION TERM OF OFFICE

During a work session earlier this year, general direction provided was to move forward with a charter amendment to change the length of the City Commission terms. General direction was also provided to have the appropriate charter amendment placed on the November 2022 ballot when more voters are typically at the polls.

Foster Swift reviewed the Home Rule City Act and concluded that charter amendments must be submitted to the electors at the next election after a charter amendment is approved by the City Commission. Since the direction was provided to plan on the amendment for the November 2022 election, we are providing the following options.

Option A

Foster Swift has prepared a resolution (Attachment A) that, if passed, would declare the City Commission's support for ballot language to change the terms of office and would defer the actual consideration and approval of it to mid next year in order to have it on the preferred November 2022 ballot. Attachment A-1 is a chart that shows the staggering that would be necessary to get to even year elections with three City Commissioners in one group and a second group of four City Commissioners. You will note from the chart that it takes longer for the staggering to work out in a way to eliminate the odd year election. It also requires a five-year term length during the transition time.

Option B

If the City Commission is not comfortable with Option A, we have presented an alternative Option B. Option B would place the language to change the terms of office to four years on the November 2021 ballot. A resolution for this action is attached (Attachment B). Attachment B-1 is the chart that shows the staggering necessary. Option B would address the matter now, get to even year elections in 2024 instead of 2026, and does not require a five-year term to address the staggering.

The City Commission has the following motions available related to this potential charter amendment.

Recommended Motions:

Move to approve resolution Attachment A to indicate support of ballot language for four-year terms at the November 2022 election. Note: This would require next year's City Commission to consider the actual resolution needed to put it on the November 2022 ballot. A simple majority of those in attendance is needed to pass this resolution.

OR

Move to approve resolution Attachment B to put the four-year term language on the November 2021 ballot. Note: A 3/5 majority vote of all City Commissioners (5 affirmative votes) is needed on July 12 to allow the Attorney General time to review the ballot language prior to the November 2021 election ballot language deadline.

OR

Take no action and allow next year's City Commission to determine whether four-year terms is a matter they are interested in for the November 2022 ballot.

NJR/ap

CITY OF MT. PLEASANT

RESOLUTION NO. _____

**RESOLUTION TO RECOMMEND THE 2022 CITY COMMISSION APPROVE
APPROPRIATE RESOLUTIONS FOR A CHARTER
AMENDMENT AT THE NOVEMBER 8, 2022 ELECTION TO CHANGE
THE TERM OF OFFICE FOR COMMISSION MEMBERS**

At a meeting of the City Commission of the City of Mt. Pleasant ("City"), Isabella County, Michigan, held at the City Hall in said City on the _____, 2021 at _____ p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____
_____ and seconded by _____.

WHEREAS, pursuant to the City Charter, the City of Mt. Pleasant has the authority to amend the City Charter in a manner prescribed by the State of Michigan; and

WHEREAS, this City Commission desires to ask voters to approve an amendment to Article II, Section 4 of the City Charter to increase the term of office from three (3) years to four (4) years; if approved, this amendment would lengthen the term of office for each Commission member; and

WHEREAS, the City believes that such amendment should be approved by voters at the November 8, 2022 election so that the amendment is voted on during an election which traditionally has a higher voter turnout; and

WHEREAS, the City Commission of Mt. Pleasant recommends that in mid-2022 the City Commission follow the statutory process to place the ballot proposal on the ballot at the November 8, 2022 election as follows:

THEREFORE, the City Commission of Mt. Pleasant, Isabella County, resolves as follows:

1. The City recommends that the City Commission take action in 2022 to place a charter amendment on the November 8, 2022 ballot to increase the term for each City Commission office from three (3) years to four (4) years. The amendment also requires a change in the staggering of office terms so that there are two groups, one of three (3) and one of four (4), who are elected in even years.

2. The City Commission recommends that the wording of the proposed amendment be as follows:

Wording of Proposed Amendment: Article II, Section 4 of the City Charter would be amended to read as follows:

(A) The seven (7) Commissioners shall be elected in two (2) groups, one group of three (3) and one group of (4). The term of each Commissioner shall commence on the first day of January following election and shall last for four (4) years, except as provided for in Article II, Section 4(B).

(B) The terms of office for Commissioners who are currently in office at the time of this Charter amendment shall be as follows:

(1) For the two (2) offices that expire on December 31, 2023, there shall be an election in November 2023 for a three (3) year term each of which shall expire on December 31, 2026.

(2) For the three offices that expire on December 31, 2024, there shall be an election in November 2024 for a four (4) year term each of which shall expire on December 31, 2028.

(3) For the two offices that expire on December 31, 2022, there shall be an election in November 2022 for a three (3) year term each of which shall expire on December 31, 2025. Then, there shall be an election

in November 2025 for a five (5) year term each of which shall expire on December 31, 2030.

(4) After the terms of office provided in this Section B have expired, the terms of the office shall be as provided in Article II, Section 4(A).

3. The City Commission recommends that the proposed amendment shall be submitted to the electors in the following form:

PROPOSED AMENDMENT TO ARTICLE II, SECTION 4
OF THE CHARTER OF THE CITY OF MT. PLEASANT

This amendment will amend Article II, Section 4 of the City Charter of the City of Mt. Pleasant, Isabella County, Michigan, to increase the term for each City Commission office from three (3) years to four (4) years and to change the staggering of office terms so that there are two groups, one of three (3) and one of four (4), who are elected in even years; if approved, this amendment would lengthen the term of office for each Commission member and require elections only in even years.

Shall Article II, Section 4 of the City Charter be so amended?

Yes []

No []

4. Any resolution inconsistent with this Resolution is hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF ISABELLA)

I, the undersigned, the duly qualified and acting City Clerk of the City of Mt. Pleasant, Isabella County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a meeting held on the _____, 2021.

Heather Bouck, City Clerk

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Staggering Terms Based on November, 2022 ballot consideration

2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Two positions (currently Joseph and Cyman)	Current 3 year term ending in 2023. Officials elected in 2020 for a 3 year term ending December 31, 2023		<u>This will remain a 3-year term</u> with an election in November 2023 for a 3-year term beginning January 1, 2024-December 31, 2026.			Officials elected in November 2026 for a 4-year term beginning January 1, 2027-December 31, 2030. Officials now on 4-year terms with elections in even years.			
Three positions (currently Perschbacher Gillis Tolas)	<u>This will be a 3-year term</u> Officials elected in November 2021 for a 3-year term beginning January 1, 2022-December 31, 2024.			Officials elected in November 2024 for 4-year term beginning January 1, 2025-December 31, 2028. Officials now on 4-year terms with elections in even years.					
Two positions (currently Ronan and Alsager)	Current 3 year terms ending December 31, 2022	<u>This will be a three-year term.</u> Officials elected in November 2022 for a 3-year term beginning January 1, 2023-December 31, 2025.			<u>This will be a five-year term.</u> Officials elected in November 2025 for a 5-year term beginning January 1, 2026-December 31, 2030. After this term ends, officials will be elected for 4-year terms with elections in even years.				

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Note: Elections required in 2022, 2023, 2024, 2025, 2026. The first “odd year” election that will not be required is in 2027.

CITY OF MT. PLEASANT

RESOLUTION NO. _____

**RESOLUTION TO APPROVE CHARTER AMENDMENT BALLOT LANGUAGE TO
CHANGE THE TERM OF OFFICE FOR COMMISSION MEMBERS**

At a meeting of the City Commission of the City of Mt. Pleasant ("City"), Isabella County, Michigan, held at the City Hall in said City on the _____, 2021 at _____ p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____
_____ and seconded by _____.

WHEREAS, pursuant to the City Charter, the City of Mt. Pleasant has the authority to amend the City Charter in a manner prescribed by the State of Michigan; and

WHEREAS, the City desires to ask voters to approve an amendment to Article II, Section 4 of the City Charter to increase the term of office from three (3) years to four (4) years; if approved, this amendment would lengthen the term of office for each Commission member; and

WHEREAS, the City of Mt. Pleasant desires to follow the statutory process to place the ballot proposal on the ballot at the November 2, 2021 election as follows:

THEREFORE, the City Commission of Mt. Pleasant, Isabella County, resolves as follows:

1. Pursuant to the authority granted by at least a 3/5 vote of the City Commission, the City resolves to present to the electors of the City of Mt. Pleasant at the November 2, 2021 election a proposal to amend the City Charter as follows:

- a. **Purpose of Amendment:** The purpose of the amendment is as follows:

This amendment will amend Article II, Section 4 of the City Charter of the City of Mt. Pleasant, Isabella County, Michigan, to increase the term for each City Commission office from three (3) years to four (4) years. The amendment also requires a change in the staggering of office terms so that there are two groups, one of three (3) and one of four (4), who are elected in even years; if approved, this amendment would lengthen the term of office for each Commission member and require elections only in even years.

- b. **Wording of Proposed Amendment:** Article II, Section 4 of the City Charter would be amended to read as follows:

(A) The seven (7) Commissioners shall be elected in two (2) groups, one group of three (3) and one group of (4). The term of each Commissioner shall commence on the first day of January following election and shall last for four (4) years, except as provided for in Article II, Section 4(B).

(B) The terms of office for Commissioners who are currently in office at the time of this Charter amendment shall be as follows:

(1) For the two (2) offices that expire on December 31, 2023, there shall be an election in November 2023 for a three (3) year term each which shall expire on December 31, 2026.

(2) For the three offices that expire on December 31, 2021, there shall be an election in November 2021 for a three (3) year term each which shall expire on December 31, 2024.

(3) For the two offices that expire on December 31, 2022, there shall be an election in November 2022 for a four (4) year term which shall expire on December 31, 2026.

(4) After the terms of office provided in this Section B have expired, the terms of the office shall be as provided in Article II, Section 4(A).

- c. **Statement of the Current Wording of Section to be Amended:** The existing language of Article II, Section 4 of the City Charter currently reads as follows:

The seven (7) Commissioners shall be elected in three (3) groups, one group of three (3) and two (2) groups of two (2). The term of each Commissioner shall commence on the first day of January following election and shall last for three (3) years, except as provided for in Article XV, Section 5.

- d. **Form in which the Amendment Shall Appear on the Ballot:** The proposed Amendment shall be submitted to the electors in the following form:

**PROPOSED AMENDMENT TO ARTICLE II, SECTION 4 OF THE
CHARTER OF THE CITY OF MT. PLEASANT**

This amendment will amend Article II, Section 4 of the City Charter of the City of Mt. Pleasant, Isabella County, Michigan, to increase the term for each City Commission office from three (3) years to four (4) years and to change the staggering of office terms so that there are two groups, one of three (3) and one of four (4), who are elected in even years; if approved, this amendment would lengthen the term of office for each Commission member and require elections only in even years.

Shall Article II, Section 4 of the City Charter be so amended?

Yes []

No []

2. The City Clerk is authorized and directed to promptly submit the proposed amendment to the Governor of the State of Michigan for his/her approval and transmit a copy of the foregoing Statement of Purpose of such proposed amendment to the Attorney General of the State of Michigan for his/her approval, as required by law.

3. Once approved by the Governor and the Attorney General, the City Clerk is authorized and directed to promptly submit this resolution along with the above ballot language to the County Clerk so that the charter proposition may be included on the November 2, 2021 election ballot.

4. The proposed amendment shall be submitted to the qualified electors of the City of Mt. Pleasant at the regular City election to be held on Tuesday, November 2, 2021 and the City Clerk is hereby directed to give notice of election and notice of registration therefor in the manner prescribed by law and to do all things and provide all supplies necessary to submit such charter amendment to the vote of the electors as required by law.

5. The City Clerk is directed to publish the proposed amendment in full together with the existing charter provision altered or abrogated thereby as required by law.

6. The City Commission reserves the right to amend the ballot proposal in the event that the Attorney General or Governor recommend such amendment and the amended ballot proposal is approved by City Commission as provided by law.

7. Any resolution inconsistent with this Resolution is hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF ISABELLA)

I, the undersigned, the duly qualified and acting City Clerk of the City of Mt. Pleasant, Isabella County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a meeting held on the _____, 2021.

Heather Bouck, City Clerk


Staggering Terms Based on November, 2021 ballot consideration

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Two positions (currently Joseph and Cyman)	Current 3 year term ending in 2023. Officials elected 2020 for 3 year term ending December 31, 2023			<u><i>This will remain a 3-year term</i></u> with an election in November 2023 for a 3-year term beginning January 1, 2024-December 31, 2026.			Officials elected in November 2026 for a 4 year term beginning January 1, 2027-December 31, 2030. Officials now on 4 year terms with elections in even years.			
Three positions (currently Perschbacher Gillis Tolas)	Current term ends in 2021.	<u><i>This will remain a 3 year term</i></u> with an election in November 2021 for a 3 year term beginning January 1, 2022-December 31, 2024.			Officials elected in November 2024 for 4 year term beginning January 1, 2025-December 31, 2028. Officials now on 4 year terms with elections in even years.					
Two positions (currently Ronan and Alsager)	Current term ending in 2022.		Officials elected in November 2022 for a 4 year term beginning January 1, 2023-December 31-2026. Officials now on 4 year terms with elections in even years.							

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Note: Elections required in 2022, 2023, 2024, 2026. The first “odd year” election that will not be required is in 2025.

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: RECEIVE REPORTS REGARDING CHANGES TO OVERNIGHT PARKING
AND DOWNTOWN SIDEWALK SNOW REMOVAL

Overnight Parking Restrictions

In October 2020 when the amendments to the overnight parking restrictions were approved by the City Commission, the ordinance included a requirement for staff to provide a report on or before August 31, 2021 regarding the administration of the ordinance. The attached memo from City Planner Jacob Kain provides the information from the 2020-2021 winter season.

You will note the report indicates that the Street Department was deployed 13 times to conduct snow removal activities which included both snow removal and salting. There were no snow falls significant enough for it to be necessary to implement the snow emergency portion of the ordinance.

In addition, we would point out that there were no site plans submitted since October which included zero on-site parking spaces as allowed for in the zoning ordinance.

Based on the review of this past snow season, staff does not recommend any changes to the current ordinance regarding overnight parking and snow emergencies.

Downtown Sidewalk Snow Removal Near Parking Lots

Also, last fall the contractor used for the removal of snow around downtown City-owned parking lots changed and the City Commission asked for a report regarding the experience with the new snow removal contractor. The attached memo from Downtown Development Director Michelle Sponseller indicates the number of times and the cost for the new contract.

During the initial implementation, there were some concerns with snow removal but those issues were readily addressed by the contractor and the rest of the year went smoothly. Staff is in the process of seeking bids for the snow removal contract for the 2021-2022 snow season with minor changes to the bid specifications based on what was learned during the initial implementation.

Recommended Motion:

No action is required on either of these matters.

NJR/ap

Memorandum



TO: Nancy Ridley
City Manager

CC: William R. Mrdeza
Community Services and Economic Development Director

Jason Moore
Public Works Director

FROM: Jacob Kain
City Planner

Matt Weaver
Superintendent of Streets

DATE: July 2, 2021

SUBJECT: Overnight parking and snow emergencies

On October 12, 2020 the City Commission adopted an ordinance that repealed the prohibition of on-street parking in the City (outside of Downtown) between the hours of 2 a.m. and 5 a.m. between December 1 and April 1 and replaced it with a snow emergency process.

The adopted ordinance empowers the City Manager or designee to declare a snow emergency, a period of time during which the parking of vehicles would be prohibited on City streets, which would continue until terminated by notice from the City. This allows residents to park on-street during the majority of the year when snow removal is not necessary. It also provides public works staff with additional access to the streets during a declared snow emergency to complete removal activities; previously, on-street parking was permitted during the winter months from 5 a.m. to 2 a.m. regardless of snow conditions.

During the winter of 2020-21, no snow emergency declarations were issued. The Streets Department deployed in 13 instances to conduct snow removal activities. During that time period, no major issues occurred, including equipment related issues. No unusual equipment repairs were required.

One on-street parking issue related to an existing group home was observed in the westside neighborhood due to parking on both sides of the street. Streets Department staff will be reaching out to that property this fall to request assistance during snow events in the upcoming removal season.

Memorandum



TO: Nancy Ridley, City Manager

CC: William R. Mrdeza, Community Services and Economic Development Director
Mary Ann Kornexl, Finance and Administration Division Director

FROM: Michelle Sponseller, Downtown Development Director

DATE: July 2, 2021

SUBJECT: Downtown Sidewalk Snow Removal Review

On December 10, 2020 the City Commission approved the bid recommendation of the Principal Shopping District for snow removal on the sidewalks surrounding the municipal parking lots.

The sidewalk snow removal bid was awarded to Green Scene Landscaping with a per event price of \$600 for snow removal and \$700 for salt application. Downtown staff coordinated the calls for service with the contractor and Street department to ensure that expectation of snow removal could be conducted as efficiently and as quickly as possible. The budget approved was a not-to-exceed cost of \$40,000.

The following is a snapshot pertaining to the service calls during the 2020-2021 snow season:

- 7 calls for snow removal;
- 13 calls for salt application;
- Total cost for 2020-2021 was \$13,400.

Staff is preparing to bid the sidewalk snow removal contract for the 2021-2022 snow season in July with minor changes to the bid specs and does not expect a significant increase to the cost of this bid.

COMMISSION LETTER #129-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER SETTING A SPECIAL MEETING FOR AUGUST 21, 2021 AT
9:00 A.M. FOR CITY MANAGER INTERVIEWS


On June 28 a work session was held with Frank Walsh of Walsh Municipal Services regarding the City Manager search process. Part of the process will involve the City Commission interviewing potential candidates and general agreement during the work session was that a special meeting should be set for that purpose. Therefore, it is recommended the City Commission set a special meeting for August 21, 2021 at 9:00 a.m. for the purpose of conducting City Manager interviews.

Recommended motion:

Move to set a special meeting for Saturday, August 21, 2021 at 9:00 a.m. for City Manager interviews.

NJR/ap

COMMISSION LETTER #130-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER AGREEMENT WITH ISABELLA BANK FOR PARKING LOT #6
AT THE CORNER OF UNIVERSITY STREET AND ILLINOIS STREET

The City Commission previously approved bids for the reconstruction of Parking Lot #6 located at the northwest corner of University and Illinois.

While preparing the final paperwork, it was determined that the existing agreement with Isabella Bank for the use of the parcel as a municipal lot had expired. The attached memo from Downtown Development Director Michelle Sponseller indicates that Isabella Bank has agreed to an updated agreement for Parking Lot #6. The attached agreement has been prepared by the City Attorney and approved by Isabella Bank. We recommend the City Commission authorize the Mayor to sign the agreement as presented.

Recommended Motion:

Move to authorize the Mayor to sign the Reciprocal Parking Space Lease Agreement with Isabella Bank as presented.

NJR/ap

Memorandum



TO: Nancy Ridley, City Manager

CC: William R. Mrdeza, Community Services and Economic Development Director
Mary Ann Kornexl, Finance and Administration Division Director

FROM: Michelle Sponseller, Downtown Development Director

DATE: July 2, 2021

SUBJECT: Parking Lot 6 Property Agreement

Background

In 1992, an agreement between the Tax Increment Finance Authority (TIFA) and Isabella Bank was entered into for the lease of 22 parking spaces in lot 11, located at the NE corner of Broadway and Franklin, so that Parking Lot 6, located at the NW corner of Illinois and University, could be used as a municipal lot. Lot 6 is situated on property owned by Isabella Bank.

This long-standing agreement has served the city well as it has provided a municipal lot at the southern section of downtown in exchange for the 22 spaces in parking lot 11 and use of Lot 6 as a municipal lot. The city has maintained Lot 6 under the agreement with Isabella Bank since 1992.

The original agreement ended in 2007 and an updated agreement is necessary before beginning the reconstruction of Lot 6. The updated 20 year agreement should be between Isabella Bank and the City, rather than TIFA, for consistency of municipal lot ownership.

Requested Action:

Review and authorize the mayor to sign the updated Parking Lot 6 agreement as presented.

RECIPROCAL PARKING SPACE LEASE AGREEMENT

This Reciprocal Parking Space Lease Agreement (the "Agreement") is entered into by and between the City of Mt. Pleasant, Isabella County, Michigan (the "City"), a Michigan municipal corporation and Isabella Bank (the "Bank"), collectively the "Parties". The following terms and conditions shall apply to this Agreement:

1. **Lease to Bank:** The City does hereby agree to let to the Bank twenty-two (22) parking spaces (the "Lot 11 Parking Spaces") located at Lot 11, Parcel Nos 17-000-00-091-00 and 17-000-00-092-00 and commonly known as the "Hall Property", as shown in in the map attached hereto as Exhibit A in Mt. Pleasant, Michigan. Bank agrees to pay the City \$1.00 for the lease of the aforementioned Lot 11 Parking Spaces.
2. **Lease to City:** The Bank does hereby agree to let to the City twenty-two (22) parking spaces (the Lot 6 Parking Spaces") located at Lot 6, Parcel Nos 17-000-00398-00 and 17-000-00399-00 commonly known as the "Bank Property", as shown on the map attached hereto as Exhibit B in Mt. Pleasant, Michigan. The City agrees to pay the Bank \$1.00 for the lease of the aforementioned Lot 6 Parking Spaces.
3. **Term:** The period of this Agreement shall be for twenty (20) years unless otherwise terminated per section 5 of this Agreement.
4. **Ownership of Lots:** The City shall maintain ownership of Lot 11. The Bank shall maintain ownership of Lot 6 and shall continue to be responsible for any taxes and special assessments levied against Lot 6.
5. **Termination:** Either Party may terminate this Agreement by providing thirty (30) days written notice to the other Party. Any such notice shall be directed to a Party at the Party's address listed below in this Agreement.
6. **Maintenance:** The City will be responsible for development and maintenance costs for Lots 6 and 11.
7. **Entire Agreement:** This Agreement contains the entire and only agreement between the Parties concerning the Lots 6 and 11 Parking Spaces. No prior oral or written statements or representation, if any, of any Party hereto or any representative of any Party hereto not contained in this Agreement shall have any force or effect. This Agreement shall not be modified in any way except in writing executed by both Parties.

EXECUTE AND AGREED by the Parties hereto, this ____ day of _____, 2021.

City of Mt. Pleasant
320 W. Broadway
Mt. Pleasant, MI 48858

Isabella Bank
139 E. Broadway
Mt. Pleasant, MI 48858

William Joseph, Mayor

**Peggy Wheeler, Chief Operations
Officer**

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Exhibit A



City of Mt. Pleasant

Parking Lot 11 (Hall
Property)



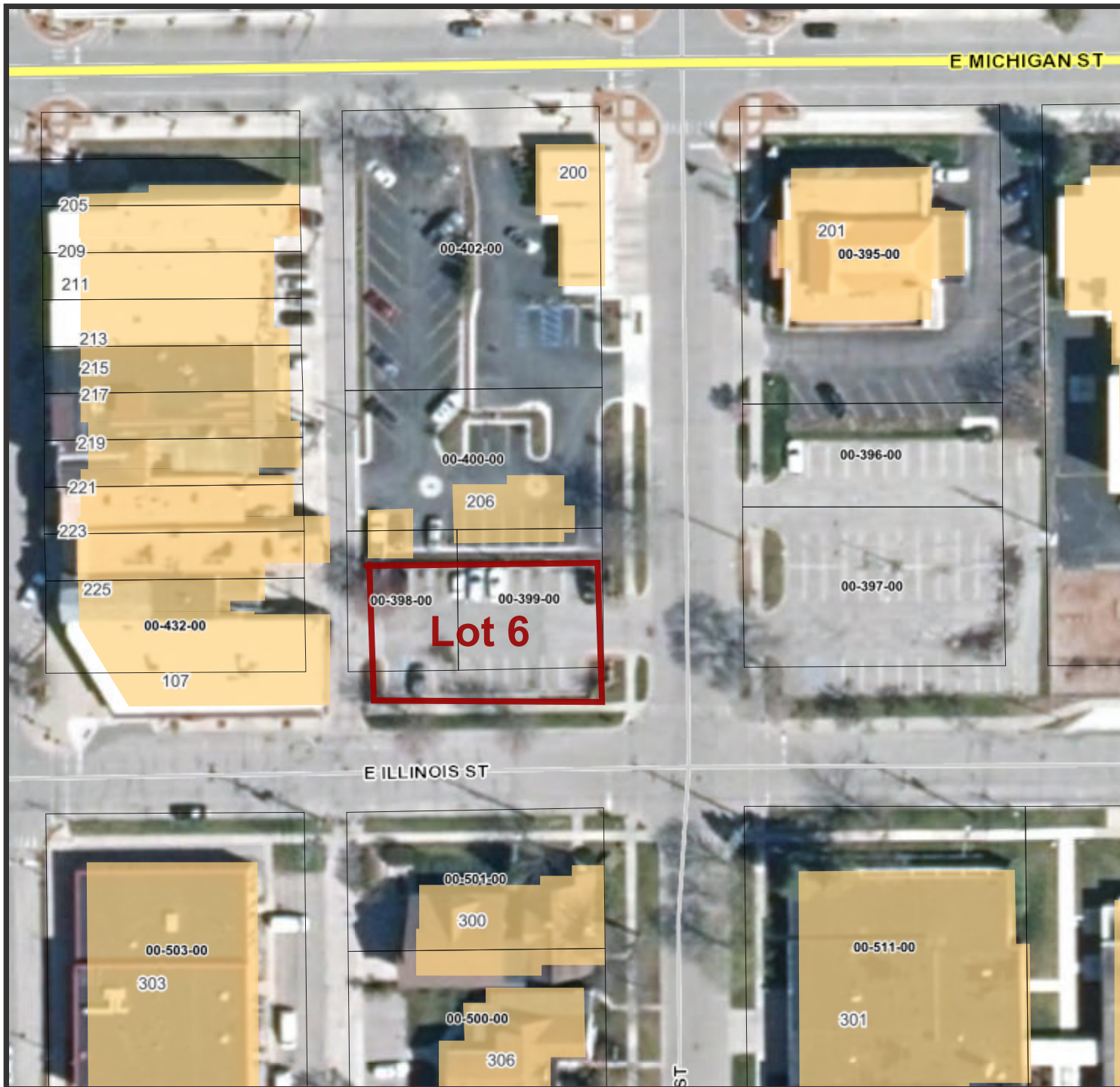
Map Publication:
07/07/2021 10:10 AM



powered by
FetchGIS 

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.

Exhibit B



City of Mt. Pleasant

Parking Lot 6 (Bank Property)



Map Publication:

07/07/2021 9:37 AM




powered by
FetchGIS

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.

COMMISSION LETTER #131-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER APPROVAL OF AN ORDINANCE TO AMEND CHAPTER 10.05
AND CHAPTER 91 ANIMALS OF THE CODE OF ORDINANCES AS
POSTPONED FROM JUNE 28, 2021

Attached are the materials from the June 28 meeting when the public hearing on the proposed ordinance was held and consideration of the ordinance amendments were tabled until staff met with representatives from the Humane Animal Treatment Society (HATS). Staff met with HATS on Wednesday, July 7.

Attached is a new redline/strikeout version of the ordinance including the additional changes that are recommended to the ordinance as a result of the discussion with HATS representatives. The changes include adding cats to section 91.04, removing references to HATS, adding section 91.08, and fixing section 91.10 to be "four or more" to provide complete consistency with the zoning ordinance wording. They have indicated they are supportive of these changes. Because the additional changes do not substantially change the ordinance amendment, another public hearing is not required prior to consideration.

The original recommended ordinance and the new one are proposed to provide authority for enforcement in those instances where property owners are not cooperative in addressing health and safety issues created by animals. The method of enforcement, as with most all of our regulatory ordinances, will start with an educational step. Next steps of enforcement will be dependent on the individual circumstances and in working with the local partners. We expect that there may be costs associated with working with veterinarians and local organizations leading potentially to trap, spay/neuter and release/adoption. Until we have experience with enforcement and implementation of options, we cannot accurately estimate what the costs might be. Staff will provide regular reports as implementation occurs.

As previously mentioned, the limit of three cats/dogs (no more than four) has been a part of the zoning ordinance for decades. It is included in this regulatory ordinance merely so that information related to animals is all in one place for easy reference. If the Commission is interested in adjusting the number of animals allowed, the zoning ordinance would first need to be amended through the Planning Commission and then this regulatory ordinance could be amended again at the same time. There is no plan to go door to door to ascertain how many animals each residence has. Like many of our

regulatory ordinances, enforcement would occur if there is a health/safety concern or complaints related to problems with the number of animals.

Based on the additional changes recommended from the discussion with HATS, we recommend that the newest draft of the ordinance amendments be approved as presented. A report to the City Commission will be provided six months after its effective date.


Recommended Motion:

Move to approve the amendments to ordinance section 10.05 and Chapter 91 as presented.

NJR/ap

COMMISSION LETTER #113-21
MEETING DATE: JUNE 28, 2021

TO: MAYOR AND CITY COMMISSION JUNE 23, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: PUBLIC HEARING ON AN ORDINANCE TO AMEND CHAPTER 10.05 AND
CHAPTER 91 ANIMALS OF THE CODE OF ORDINANCES AND CONSIDER
APPROVAL OF THE SAME

Attached are the materials from the June 14 City Commission meeting when the public hearing for this matter was set.

After holding the public hearing, it is recommended the City Commission adopt the ordinance as presented. Like many of our recently enacted ordinances, staff will provide a report after six months to provide information on the effectiveness.


Recommended Motion:

Move to approve ordinance amendments to Chapter 10.05 and 91 of the Code of Ordinances as presented.

NJR/ap

COMMISSION LETTER #106-21
MEETING DATE: JUNE 14, 2021

TO: MAYOR AND CITY COMMISSION JUNE 9, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: RECEIVE AN ORDINANCE TO AMEND CHAPTER 10.05 AND CHAPTER 91
ANIMALS OF THE CODE OF ORDINANCES AND SET A PUBLIC HEARING
FOR JUNE 28, 2021 ON THE SAME

During the May 24 work session discussion there was general agreement to move forward with introducing proposed changes to Chapter 10 and 91 of the Code of Ordinances regarding animals. The memo and draft ordinance amendments from Assistant Fire Chief and NRU Coordinator Doug Lobsinger are attached. These ordinance amendments are intended to provide additional tools for Code Enforcement to use to work with our community partners on these matters. Also attached is the full Chapter 91: Animals ordinance for reference.

We recommend the City Commission set a public hearing for June 28 on the proposed ordinance amendments as presented.

Recommended Motion:

Move to set a public hearing for June 28, 2021 on proposed amendments to Chapter 10.05 and 91 of the Code of Ordinances as presented.

NJR/ap



City of Mount Pleasant, Michigan
DEPARTMENT OF PUBLIC SAFETY



DATE: May 6, 2021
TO: Paul Lauria, Director of Public Safety
FROM: Doug Lobsinger, Assistant Fire Chief and NRU Coordinator
SUBJECT: Updated Animal Ordinance

In last few years we have received additional complaints concerning stray cats. These complaints are mostly about quality of life issues that some residents are experiencing. These concerns include noise, sanitary issues, safety of children, and the growing population of stray cats in certain areas of the city.

To address these issues over the last few years, Code Enforcement has worked with Isabella County Humane Animal Treatment Society (ICHATS) and Isabella County Animal Control. Trap, spay and release concept has been tried, however we have only experienced limited success. One of the key components to this concept is cooperation of property owners. In some attempts to utilize this concept, we have been denied permission by residents claiming to own all the stray cats in the area. In one instance, the resident would feed and provide shelter to dozens of stray cats without concern for the problems they were causing other nearby neighbors.

The Animal Ordinance, Chapter 91 of the City Ordinances that is currently in place does not address stray cats or clearly state how many a property owner or tenant may have on their property. However, the Zoning Ordinance does provide the framework by defining a Kennel as: any Structure or premises on which four or more dogs and/or cats over four months of age are kept, excluding, however, any Structure or premises on which such animals are kept for Retail sale in Character Districts CD-4 or CD-5.

Working with the City Attorney and City Prosecutor, attached to this memorandum are proposed changes to Chapter 91 "Animals" Ordinance. These changes will provide Code Enforcement with the tools and authority to address the issues stated above. In addition, it provides residents with clear guidelines that are consistent between City Ordinance and the Zoning Ordinance.

It is important to mention that this ordinance change does not allow stray cats to be euthanized, except in instances as determined by a licensed veterinarian. It is an attempt to balance providing staff with the tools to address quality of life concerns that are caused by stray cats and treating them humanely. We feel this ordinance change accomplishes that balance.

**CITY OF MOUNT PLEASANT
ISABELLA COUNTY, MICHIGAN**

ORDINANCE NO. __

**AN ORDINANCE TO AMEND CHAPTERS 10 AND 91 OF THE MOUNT PLEASANT
CITY CODE**

It is Hereby Ordained by the People of the City of Mount Pleasant:

Section 1. Amendment. Section 10.05 of the City Code entitled, “Definitions” is hereby amended to add the following definition, as follows:

§ 10.05 DEFINITIONS.

HARBOR. The act of owning, maintaining, or keeping an animal on a person’s premises while providing food and shelter to that animal.

Section 2. Amendment. Chapter 91 of the City Code entitled, “Animals” is hereby amended to add Section 91.08, as follows:

§ 91.08 IMPOUNDMENT OF ANIMALS.

(A) Any stray dog or cat found at large may be impounded by the City, Isabella County Animal Control, and/or Humane Animal Treatment Society and confined in a humane manner.

(B) Immediately upon impounding an animal, the City, Isabella County Animal Control, and/or Humane Animal Treatment Society shall make every reasonable effort to notify the owner and inform such owner of the conditions whereby custody of the animal may be regained.

(C) All stray dogs and cats that are not spayed or neutered and which have not been claimed within a period of 7 full days from the date of seizure, shall be spayed or neutered by a licensed veterinarian unless the animal is deemed medically unfit to undergo the procedure.

Section 3. Amendment. Chapter 91 of the City Code entitled, “Animals”, is hereby amended to add Section 91.09, as follows:

§ 91.09 NEGLECTED OR ABANDONED ANIMALS

The City, Isabella County Animal Control, and/or Humane Animal Treatment Society may impound any animal found to be cruelly exposed to the weather, starved or denied adequate water, neglected, abandoned or otherwise treated in a cruel manner and may deliver such animal to another person to be sheltered, cared for and given medical attention, if necessary.

Section 4. Amendment. Chapter 91 of the City Code entitled, “Animals”, is hereby amended to add Section 91.10, as follows:

§ 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.

(A) It shall be unlawful for any person to harbor three or more dogs and/or cats over four months of age on that person's premises within the City. The provisions of this section shall not apply to an animal shelter, kennel, pet store, veterinary hospital, veterinary clinic, or pet grooming facility that is in compliance with all applicable licensing and zoning regulations.

Penalty, see § 91.99

Section 5. Amendment. Section 91.99 of Chapter 91 is hereby amended to read, in its entirety, as follows:

§ 91.99 PENALTY.

(A) Municipal civil infraction. Any person violating the following designated provisions of this chapter shall be held responsible for a municipal civil infraction and prosecuted in accordance with the Municipal Civil Infractions Ordinance:

91.01 Dogs running at large

91.02 Noisy dogs prohibited

91.04 Premises to be kept clean

91.05 Removal of excrement

91.06 Dog license required

91.07 Rabies control

91.10 Number of household pets permitted

(1) The fine for violation of a municipal civil infraction under §§ 91.01, 91.02, 91.04, ~~and 91.06~~, 91.07, and 91.10 shall be \$50; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(2) The fine for violation of § 91.05 shall be \$20; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(B) Criminal misdemeanor. Any person violating any provision of this chapter, with the exception of those specifically set forth in division (A) above, shall be guilty of a misdemeanor and shall be punished as provided in § 10.99.

Section 6. Repeal and Replace. Any and all ordinances inconsistent with this Ordinance are hereby repealed, but only to the extent necessary for this Ordinance to be in full force and effect.

Section 7. Publication and Effective Date. The City Clerk will cause to be published a notice of adoption of this ordinance within ten (10) days of the date of its adoption. This ordinance will take effect thirty (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 _____, 2021.

Date: _____, 2021

William L. Joseph, Mayor

Date: _____, 2021

Heather Bouck, City Clerk

Introduced: _____, 2021

Adopted: _____, 2021

Published: _____, 2021

Effective: _____, 2021

**CITY OF MOUNT PLEASANT
ISABELLA COUNTY, MICHIGAN**

ORDINANCE NO. __

**AN ORDINANCE TO AMEND CHAPTERS 10 AND 91 OF THE MOUNT PLEASANT
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Section 2. Amendment. Chapter 91 of the City Code entitled, “Animals” is hereby amended to add Section 91.08, as follows:

§ 91.08 IMPOUNDMENT OF ANIMALS.

(A) Any stray dog or cat found at large may be impounded by the City, Isabella County Animal Control, and/or Humane Animal Treatment Society and confined in a humane manner.

(B) Immediately upon impounding an animal, the City, Isabella County Animal Control, and/or Humane Animal Treatment Society shall make every reasonable effort to notify the owner and inform such owner of the conditions whereby custody of the animal may be regained.

(C) All stray dogs and cats that are not spayed or neutered and which have not been claimed within a period of 7 full days from the date of seizure, shall be spayed or neutered by a licensed veterinarian unless the animal is deemed medically unfit to undergo the procedure.

Section 3. Amendment. Chapter 91 of the City Code entitled, “Animals”, is hereby amended to add Section 91.09, as follows:

§ 91.09 NEGLECTED OR ABANDONED ANIMALS

The City, Isabella County Animal Control, and/or Humane Animal Treatment Society may impound any animal found to be cruelly exposed to the weather, starved or denied adequate water, neglected, abandoned or otherwise treated in a cruel manner and may deliver such animal to another person to be sheltered, cared for and given medical attention, if necessary.

Section 4. Amendment. Chapter 91 of the City Code entitled, “Animals”, is hereby amended to add Section 91.10, as follows:

§ 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.

(A) It shall be unlawful for any person to harbor three or more dogs and/or cats over four months of age on that person's premises within the City. The provisions of this section shall not apply to an animal shelter, kennel, pet store, veterinary hospital, veterinary clinic, or pet grooming facility that is in compliance with all applicable licensing and zoning regulations.

Penalty, see § 91.99

Section 5. Amendment. Section 91.99 of Chapter 91 is hereby amended to read, in its entirety, as follows:

§ 91.99 PENALTY.

(A) Municipal civil infraction. Any person violating the following designated provisions of this chapter shall be held responsible for a municipal civil infraction and prosecuted in accordance with the Municipal Civil Infractions Ordinance:

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91.02 Noisy dogs prohibited

91.04 Premises to be kept clean

91.05 Removal of excrement

91.06 Dog license required

91.07 Rabies control

91.10 Number of household pets permitted

(1) The fine for violation of a municipal civil infraction under §§ 91.01, 91.02, 91.04, ~~and~~ 91.06 , 91.07, and 91.10 shall be \$50; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(2) The fine for violation of § 91.05 shall be \$20; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(B) Criminal misdemeanor. Any person violating any provision of this chapter, with the exception of those specifically set forth in division (A) above, shall be guilty of a misdemeanor and shall be punished as provided in § 10.99.

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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 _____, 2021.

Date: _____, 2021

William L. Joseph, Mayor

Date: _____, 2021

Heather Bouck, City Clerk

Introduced: _____, 2021

Adopted: _____, 2021

Published: _____, 2021

Effective: _____, 2021

CHAPTER 91: ANIMALS

Section

- 91.01 Dogs running at large
- 91.02 Noisy dogs and cats prohibited
- 91.03 Fierce or dangerous dogs prohibited
- 91.04 Premises to be kept clean
- 91.05 Removal of excrement
- 91.06 Dog license required
- 91.07 Rabies control

91.99 Penalty

§ 91.01 DOGS RUNNING AT LARGE.

It shall be unlawful for the owner, or any other person having the possession, care, custody or control, to permit any dog to run at large upon the public streets, walks, parks, or other public places within the city, unless attached to a leash of sufficient strength.

Penalty, see § 91.99

§ 91.02 NOISY DOGS AND CATS PROHIBITED.

It shall be unlawful for any person to own or keep any dog or cat which shall cause annoyance or disturbance to persons by frequent and habitual barking, howling or yelping.

Penalty, see § 91.99

§ 91.03 FIERCE OR DANGEROUS DOGS PROHIBITED.

It shall be unlawful for any person to own or keep any fierce or dangerous dog or any dog which:

- (A) Runs and barks at pedestrians or vehicles,
- (B) Destroys property, or
- (C) Bites any human being.

(Ord. passed -- ; Am. Ord. 668, passed 4-4-88) Penalty, see § 91.99

Statutory reference:

Dangerous animals, see M.C.L.A. §§ 287.321 et seq.

§ 91.04 PREMISES TO BE KEPT CLEAN.

The owner or custodian of any dog shall maintain the premises where the dog is kept in a clean and sanitary condition free from feces, rodents, vermin and disagreeable odors.

(Ord. passed -- ; Am. Ord. 668, passed 4-4-88) Penalty, see § 91.99

§ 91.05 REMOVAL OF EXCREMENT.

(A) Any person owning or having charge of any dog or cat shall be responsible for the removal of any excrement deposited by such dog or cat on public thoroughfares, sidewalks, parks, or any public property whatsoever, or upon any private property.

(B) Any person owning or having charge of a dog or cat, which deposits excrement on public or private property, other than the property of the animal's owner or keeper, shall, upon being made aware of such fact, immediately remove such excrement and dispose in a sanitary manner.

(C) No person owning or having charge of a dog or cat shall cause or permit such dog or cat to be on public or private property, not owned or possessed by such person, unless such person has in his/her immediate possession an appropriate device for the removal of excrement and disposal in a sanitary manner.

(Ord. 762, passed 8-14-95) Penalty, see § 91.99

§ 91.06 DOG LICENSE REQUIRED.

It shall be unlawful for any person to own, maintain, keep or harbor any dog within the city without first procuring a license as prescribed by state law. Application for a license shall be made to the City or County Treasurer and shall state the breed, sex, age, color and markings of the dog, and the name and address of the applicant and the last known previous owner. The application shall be accompanied by a certificate of a licensed veterinarian showing that the dog has been vaccinated against rabies.

(Ord. passed -- ; Am. Ord. passed 7-25-74) Penalty, see § 91.99

§ 91.07 RABIES CONTROL.

(A) (1) If any person is bitten by a dog, it shall be the duty of that person, or the owner or custodian of the dog having knowledge of same, to report same to the Police Department within 12 hours thereafter.

(2) If the owner or custodian of any dog has any reason to believe or suspect that such dog has become affected with rabies, it shall be the duty of that person to report the to the Police Department within 12 hours thereafter.

(B) In the event of any report to it as set forth in divisions (A)(1) and (2) above, the Police Department may seize such dog and deliver it to the Isabella County Animal Control. Penalty, see § 91.99

§ 91.08 IMPOUNDMENT OF ANIMALS.

(A) Any stray dog or cat found at large may be impounded by the City, Isabella County Animal Control, and/or Humane Animal Treatment Society and confined in a humane manner.

(B) Immediately upon impounding an animal, the City, Isabella County Animal Control, and/or Humane Animal Treatment Society shall make every reasonable effort to notify the owner and inform such owner of the conditions whereby custody of the animal may be regained.

(C) All stray dogs and cats that are not spayed or neutered and which have not been claimed within a period of 7 full days from the date of seizure, shall be spayed or neutered

by a licensed veterinarian unless the animal is deemed medically unfit to undergo the procedure.

§ 91.09 NEGLECTED OR ABANDONED ANIMALS

The City, Isabella County Animal Control, and/or Humane Animal Treatment Society may impound any animal found to be cruelly exposed to the weather, starved or denied adequate water, neglected, abandoned or otherwise treated in a cruel manner and may deliver such animal to another person to be sheltered, cared for and given medical attention, if necessary.

§ 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.

(A) It shall be unlawful for any person to harbor three or more dogs and/or cats over four months of age on that person's premises within the City. The provisions of this section shall not apply to an animal shelter, kennel, pet store, veterinary hospital, veterinary clinic, or pet grooming facility that is in compliance with all applicable licensing and zoning regulations.

Penalty, see § 91.99

§ 91.99 PENALTY.

(A) Municipal civil infraction. Any person violating the following designated provisions of this chapter shall be held responsible for a municipal civil infraction and prosecuted in accordance with the Municipal Civil Infractions Ordinance:

91.01 Dogs running at large

91.02 Noisy dogs prohibited

91.04 Premises to be kept clean

91.05 Removal of excrement

91.06 Dog license required

91.07 Rabies control

91.10 Number of household pets permitted

(1) The fine for violation of a municipal civil infraction under §§ 91.01, 91.02, 91.04, ~~91.06, 91.07, and 91.10 and 91.06~~ shall be \$50; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(2) The fine for violation of § 91.05 shall be \$20; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(B) Criminal misdemeanor. Any person violating any provision of this chapter, with the exception of those specifically set forth in division (A) above, shall be guilty of a misdemeanor and shall be punished as provided in § 10.99.

(Ord. 762, passed 8-14-95)

Cross-reference:

Municipal civil infractions, see Chapter 36

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**CITY OF MOUNT PLEASANT
ISABELLA COUNTY, MICHIGAN**

ORDINANCE NO. __

**AN ORDINANCE TO AMEND CHAPTER 91 OF THE MOUNT PLEASANT CITY
CODE**

CHAPTER 91: ANIMALS

Section

- 91.01 Dogs running at large
- 91.02 Noisy dogs and cats prohibited
- 91.03 Fierce or dangerous dogs prohibited
- 91.04 Premises to be kept clean
- 91.05 Removal of excrement
- 91.06 Dog license required
- 91.07 Rabies control

91.99 Penalty

§ 91.01 DOGS RUNNING AT LARGE.

It shall be unlawful for the owner, or any other person having the possession, care, custody or control, to permit any dog to run at large upon the public streets, walks, parks, or other public places within the city, unless attached to a leash of sufficient strength.

Penalty, see § 91.99

§ 91.02 NOISY DOGS AND CATS PROHIBITED.

It shall be unlawful for any person to own or keep any dog or cat which shall cause annoyance or disturbance to persons by frequent and habitual barking, howling or yelping.

Penalty, see § 91.99

§ 91.03 FIERCE OR DANGEROUS DOGS PROHIBITED.

It shall be unlawful for any person to own or keep any fierce or dangerous dog or any dog which:

- (A) Runs and barks at pedestrians or vehicles,
- (B) Destroys property, or
- (C) Bites any human being.

(Ord. passed - - ; Am. Ord. 668, passed 4-4-88) Penalty, see § 91.99

Statutory reference:

Dangerous animals, see M.C.L.A. §§ 287.321 et seq.

§ 91.04 PREMISES TO BE KEPT CLEAN.

The owner or custodian of any dog or cat shall maintain the premises where the dog or cat is kept in a clean and sanitary condition free from feces, rodents, vermin and disagreeable odors.

(Ord. passed - - ; Am. Ord. 668, passed 4-4-88) Penalty, see § 91.99

§ 91.05 REMOVAL OF EXCREMENT.

(A) Any person owning or having charge of any dog or cat shall be responsible for the removal of any excrement deposited by such dog or cat on public thoroughfares, sidewalks, parks, or any public property whatsoever, or upon any private property.

(B) Any person owning or having charge of a dog or cat, which deposits excrement on public or private property, other than the property of the animal's owner or keeper, shall, upon being made aware of such fact, immediately remove such excrement and dispose in a sanitary manner.

(C) No person owning or having charge of a dog or cat shall cause or permit such dog or cat to be on public or private property, not owned or possessed by such person, unless such person has in his/her immediate possession an appropriate device for the removal of excrement and disposal in a sanitary manner.

(Ord. 762, passed 8-14-95) Penalty, see § 91.99

§ 91.06 DOG LICENSE REQUIRED.

It shall be unlawful for any person to own, maintain, keep or harbor any dog within the city without first procuring a license as prescribed by state law. Application for a license shall be made to the City or County Treasurer and shall state the breed, sex, age, color and markings of the dog, and the name and address of the applicant and the last known previous owner. The application shall be accompanied by a certificate of a licensed veterinarian showing that the dog has been vaccinated against rabies.

(Ord. passed - - ; Am. Ord. passed 7-25-74) Penalty, see § 91.99

§ 91.07 RABIES CONTROL.

(A) (1) If any person is bitten by a dog, it shall be the duty of that person, or the owner or custodian of the dog having knowledge of same, to report same to the Police Department within 12 hours thereafter.

(2) If the owner or custodian of any dog has any reason to believe or suspect that such dog has become affected with rabies, it shall be the duty of that person to report the to the Police Department within 12 hours thereafter.

(B) In the event of any report to it as set forth in divisions (A)(1) and (2) above, the Police Department may seize such dog and deliver it to the Isabella County Animal Control. Penalty, see § 91.99

§ 91.08 IMPOUNDMENT OF ANIMALS.

(A) Any stray dog or cat found at large may be impounded by the City and/or Isabella County Animal Control, ~~and/or Humane Animal Treatment Society~~ and confined in a humane manner.

(B) Immediately upon impounding an animal, the City, and/or Isabella County Animal Control, ~~and/or Humane Animal Treatment Society~~ shall make every reasonable effort to notify the owner and inform such owner of the conditions whereby custody of the animal may be regained.

(C) All stray dogs and cats that are not spayed or neutered and which have not been claimed ~~within a period of 7 full days from the date of seizure~~, shall be spayed or neutered by a licensed veterinarian according to Michigan State Law unless the animal is deemed medically unfit to undergo the procedure.

(D) No dog or cat impounded will be euthanized unless deemed necessary by a licensed veterinarian.

§ 91.09 NEGLECTED OR ABANDONED ANIMALS

The City, and/or Isabella County Animal Control, ~~and/or Humane Animal Treatment Society~~ may impound any animal found to be cruelly exposed to the weather, starved or denied adequate water, neglected, abandoned or otherwise treated in a cruel manner and may deliver such animal to another person to be sheltered, cared for and given medical attention, if necessary.

§ 91.10 NUMBER OF HOUSEHOLD PETS PERMITTED.

(A) It shall be unlawful for any person to harbor* ~~three~~ four or more dogs and/or cats over four months of age on that person's premises within the City. The provisions of this section shall not apply to an animal shelter, kennel, pet store, veterinary hospital, veterinary clinic, or pet grooming facility that is in compliance with all applicable licensing and zoning regulations.

Penalty, see § 91.99

§ 91.99 PENALTY.

(A) Municipal civil infraction. Any person violating the following designated provisions of this chapter shall be held responsible for a municipal civil infraction and prosecuted in accordance with the Municipal Civil Infractions Ordinance:

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91.07 Rabies control

91.10 Number of household pets permitted

(1) The fine for violation of a municipal civil infraction under §§ 91.01, 91.02, 91.04, 91.06, **91.07, and 91.10** ~~and 91.06~~ shall be \$50; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(2) The fine for violation of § 91.05 shall be \$20; the second violation, \$100; and the third or any subsequent violation within any one calendar year, \$250.

(B) Criminal misdemeanor. Any person violating any provision of this chapter, with the exception of those specifically set forth in division (A) above, shall be guilty of a misdemeanor and shall be punished as provided in § 10.99.

(Ord. 762, passed 8-14-95)

Cross-reference:


Municipal civil infractions, see Chapter 36

* Section 1. Amendment. Section 10.05 of the City Code entitled, “Definitions” is hereby amended to add the following definition, as follows:

§ 10.05 DEFINITIONS.

HARBOR. The act of owning, maintaining, or keeping an animal on a person’s premises while providing food and shelter to that animal.

COMMISSION LETTER #132-21
MEETING DATE: JULY 12, 2021

TO: MAYOR AND CITY COMMISSION JULY 7, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION AUTHORIZING CITY MANAGER TO ACCEPT
AMERICAN RESCUE FUNDS

The State of Michigan just opened up the process for non-entitlement cities to request our allocation of funding through the federal American Rescue Plan. The current estimates are that we would receive just under \$2.6 million based on our population number.

The guidance is unclear whether the Chief Administrative Officer may accept the distribution of funds or whether the governing board must provide specific authorization for the Chief Administrative Officer to do so. To err on the side of caution, we are recommending the City Commission approve the attached resolution which authorizes the City Manager to accept the funds.

Any decision on how to allocate the funds will not occur until additional information is obtained as discussed during the June 14 work session.

Recommended Motion:

Move to approve the resolution authorizing the City Manager to accept the American Rescue Funds as presented.

NJR/ap

Whereas on May 10, 2021 the U.S. Department of Treasury launched the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act (ARPA) of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial and Tribal governments;

Whereas based on population, the City of Mt Pleasant qualifies for these funds as a Non-Entitlement Unit of Local Government (NEU);

Whereas based on Michigan Department of Treasury estimates of June 17, 2021, the City will receive \$2,595,466 split in two payments in 2021 & 2022;

Whereas the funds must be allocated by December 31, 2024 and must be spent by December 31, 2026;

Whereas the current interim rules allow for use to:

- Respond to the public health emergency or its negative economic impacts
- Premium pay to eligible workers performing essential work
- Cover the reduction in revenue for local government
- Investment in water, sewer or broadband internet;

Whereas the City Commission reviewed the ARPA funding and requirements thus far at a Work session held June 14, 2021 and the consensus was the funds would be useful to the community and the Commission should take time to carefully plan for the use of the funds;

Whereas the Michigan Department of Treasury is offering local government the options to accept the funding, to decline the ARPA funding and either return it to the State or have it proportionally distributed to other NEUs in the state;

Be it Therefore resolved, the City of Mt Pleasant chooses to accept the CRLF funding and authorizes the City Manager to execute all necessary documents.

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 06/18/2021 THRU 07/01/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/22/2021	CITY TREASURER-PAYROLL FUND	REG PAY #516, 6/25/21	\$286,406.46
06/29/2021	ABC FASTENER GROUP, INC	SUPPLIES	152.67
06/29/2021	AIRGAS USA, LLC	CONTRACT SVCS	3.53
06/29/2021	ASSMANN'S INC	CONTRACT SVCS	301.24
06/29/2021	AVFUEL CORPORATION	MONTHLY RENTAL	20.00
06/29/2021	CHRIS BECK	FARMERS MKT	138.10
06/29/2021	PHILLIP BISCOMER	REIMBURSEMENT	376.32
06/29/2021	BLOCK ELECTRIC COMPANY	CONTRACT SVCS	70.00
06/29/2021	BOUND TREE MEDICAL, LLC	SUPPLIES	10.98
06/29/2021	KIMBERLY BROWN	FARMERS MKT	24.70
06/29/2021	RAY BROWERS	FARMERS MKT	189.10
06/29/2021	BUSINESS CONNECTIONS, INC.	CONTRACT SVCS	95.00
06/29/2021	C & C ENTERPRISES, INC	UNIFORMS	39.00
06/29/2021	CARMEUSE AMERICAS	CHEMICALS	7,481.00
06/29/2021	ROSEMARY CARSON	FARMERS MKT	27.60
06/29/2021	CDW GOVERNMENT, INC	SUPPLIES	136.79
06/29/2021	CENTRAL CONCRETE INC	SUPPLIES	492.00
06/29/2021	CENTRAL RENTAL	CONTRACT SVCS	7,200.00
06/29/2021	JESSE CHICK	FARMERS MKT	36.80
06/29/2021	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	11,201.30
06/29/2021	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	3,615.46
06/29/2021	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	735.00
06/29/2021	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	183.00
06/29/2021	CENTRAL MICHIGAN UNIVERSITY	CONTRACT SVCS	183.00
06/29/2021	CONSUMERS ENERGY	UTILITIES	11,975.93
06/29/2021	COYNE OIL CORPORATION	FUEL	5,940.87
06/29/2021	ANDREW CURTISS	FARMERS MKT	68.40
06/29/2021	DELTA COLLEGE	TRAINING	285.00
06/29/2021	DEWOLF & ASSOCIATES	TRAINING	465.00
06/29/2021	DISTRIBUTORS GROUP, INC	SUPPLIES	48.94
06/29/2021	BRAD DOEPKER	REIMBURSEMENT	23.00
06/29/2021	KAREN FENTON	FARMERS MKT	72.05
06/29/2021	FISHER SCIENTIFIC COMPANY	CHEMICALS	62.79
06/29/2021	FOSTER, SWIFT, COLLINS & SMITH, P.C	CONTRACT SVCS	10,596.00
06/29/2021	DAVID FREMIN	REIMBURSEMENT	100.00
06/29/2021	FREDRICKSON SUPPLY, LLC	SUPPLIES	419.08
06/29/2021	FRONT LINE SERVICES, INC	CONTRACT SVCS	1,108.10
06/29/2021	GALGOCI OIL COMPANY	FUEL	275.90
06/29/2021	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	103.02
06/29/2021	DAVID GROTHAUSE	FARMERS MKT	88.35
06/29/2021	HEIMAN FIRE EQUIPMENT	SUPPLIES	338.55

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 06/18/2021 THRU 07/01/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/29/2021	INDEPENDENT LANDSCAPING	CONTRACT SVCS	225.00
06/29/2021	THE ISABELLA CORPORATION	CONTRACT SVCS	164,113.37
06/29/2021	JOHN JOHNSON	FARMERS MKT	31.30
06/29/2021	J. RANCK ELECTRIC INC.	CONTRACT SVCS	2,639.42
06/29/2021	BILL KEHOE	FARMERS MKT	37.10
06/29/2021	KENNY MACHINING, LLC	SUPPLIES	140.00
06/29/2021	ROBERT W LAMSON, PHD	CONTRACT SVCS	465.00
06/29/2021	RYAN LONGORIA	REIMBURSEMENT	89.60
06/29/2021	MANNIK SMITH GROUP	CONTRACT SVCS	25,271.56
06/29/2021	MHOK, PLLC	PROSECUTORIAL SVCS	7,483.64
06/29/2021	JENNIFER MAYER	FARMERS MKT	4.60
06/29/2021	MCGUIRK SAND & GRAVEL INC	CONTRACT SVCS	19,517.00
06/29/2021	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	1,065.50
06/29/2021	MCMASTER-CARR SUPPLY CO.	SUPPLIES	308.68
06/29/2021	MICHIGAN MUNICIPAL LEAGUE	DUES	8,636.00
06/29/2021	MID MICHIGAN AREA CABLE	CONTRACT SVCS	450.00
06/29/2021	MIDLAND CHEMICAL CO, INC	SUPPLIES	97.32
06/29/2021	MID-MICHIGAN EQUIPMENT CORP.	SUPPLIES	107.51
06/29/2021	MICHIGAN PIPE & VALVE	SUPPLIES	1,010.00
06/29/2021	MOREY'S LOGO	SUPPLIES	679.00
06/29/2021	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	518.42
06/29/2021	ROBERT MURPHY	REIMBURSEMENT	13.86
06/29/2021	DOUG NEFF	CONTRACT SVCS	500.00
06/29/2021	NYE UNIFORM COMPANY	UNIFORMS	157.30
06/29/2021	OFFICE DEPOT	SUPPLIES	65.98
06/29/2021	PAPAS PUMPKIN PATCH	FARMERS MKT	747.10
06/29/2021	PETE'S AUTO BODY, INC	SUPPLIES/VEHICLE MAINT	81.12
06/29/2021	PETERSON MCGREGOR OF CADILLAC	AIRPORT LIABILITY	6,771.00
06/29/2021	PRO SURFACES	CONTRACT SVCS	25,000.00
06/29/2021	PURITY CYLINDER GASES INC	CHEMICALS	3,720.74
06/29/2021	DENNIS STEPHENSON	REIMBURSEMENT	2,500.00
06/29/2021	STACI BIGELOW	REFUND	150.00
06/29/2021	MITCHELL LEITER	REFUND	90.00
06/29/2021	H & R BLOCK #22510	REFUND	132.39
06/29/2021	RENT-RITE OF MT PLEASANT	EQUIPMENT RENTAL	77.28
06/29/2021	RENT-RITE, INC - ALMA	EQUIPMENT RENTAL	192.89
06/29/2021	ROBBIN HARSH EXCAVATING INC	CONTRACT SVCS	19,875.00
06/29/2021	SHRED-IT USA LLC	CONTRACT SVCS	906.84
06/29/2021	SIGN-FAB	SUPPLIES	90.00
06/29/2021	SIMPLY ENGRAVING	SUPPLIES	158.43
06/29/2021	DAN SODINI	FARMERS MKT	9.50

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 06/18/2021 THRU 07/01/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
06/29/2021	STANDARD ELECTRIC COMPANY	SUPPLIES	31.87
06/29/2021	SARAH STEVENS	FARMERS MKT	9.20
06/29/2021	SUMMIT FIRE PROTECTION	CONTRACT SVCS	235.00
06/29/2021	STEVIE SWAREY	FARMERS MKT	16.80
06/29/2021	THIELEN TURF IRRIGATION, INC	CONTRACT SVCS	133.50
06/29/2021	TRACE ANALYTICAL LABORATORIES, INC.	CONTRACT SVCS	691.00
06/29/2021	KURT FRELING	UMPIRE	78.00
06/29/2021	JACKSON PELESS	UMPIRE	18.00
06/29/2021	KEAGEN PAISLEY	UMPIRE	65.00
06/29/2021	JOSH WILSON	UMPIRE	70.00
06/29/2021	KALE REID	UMPIRE	96.00
06/29/2021	THOMAS PACKARD	UMPIRE	80.00
06/29/2021	ELI SCHLICHT	UMPIRE	52.00
06/29/2021	UNIFIRST CORPORATION	CONTRACT SVCS	284.58
06/29/2021	MR. FRANK WALSH	CONTRACT SVCS	6,800.00
06/29/2021	WALTON HEATING-COOLING-PLUMBING-	CONTRACT SVCS	12,800.00
06/29/2021	JAKE WALRAVEN	FARMERS MKT	327.10
06/29/2021	ERNEST WOLF	FARMERS MKT	40.55
06/29/2021	YEO & YEO CONSULTING, LLC	CONTRACT SVCS	1,108.00
06/29/2021	BRYAN ZUZGA	FARMERS MKT	27.25
07/01/2021	WRIGHT EXPRESS FINANCIAL SERVICES	N/A	125,686.27

COMM TOTALS:

Total of 103 Checks:	\$793,869.60
Less 0 Void Checks:	0.00
Total of 103 Disbursements:	<u>\$793,869.60</u>

Wright Express7/1/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
4IMPRINT, INC.	SUPPLIES	\$3,928.28	2
7-ELEVEN 29775	SUPPLIES	4.00	1
A.M. LEONARD	SUPPLIES	258.03	1
ADOBE SYSTEMS, INC	SUPPLIES	73.98	2
ADOBE SYSTEMS, INC	CONTRACT SVCS	69.98	2
ADVANCE AUTO PARTS	SUPPLIES	378.78	6
ADVANTAGE MEDICAL COMPANY	SUPPLIES	1,195.00	1
AHA SHOPCPR	CONTRACT SVCS	97.50	1
AIRGAS GREAT LAKES	SUPPLIES	93.72	2
ALLEN R SHUFFLEBOARD CO INC	SUPPLIES	151.95	1
AMAZON.COM	COMMUNICATIONS	32.34	1
AMAZON.COM	SUPPLIES	1,834.85	34
AUTOZONE	SUPPLIES/VEHICLE MAINT	36.84	1
BATTERIES PLUS #120	SUPPLIES	367.95	2
C & C ENTERPRISES, INC	SUPPLIES	15.95	1
CANVA PTY LTD.	CONTRACT SVCS	119.40	1
CELLEBRITE USA, INC	TRAINING	3,850.00	1
CENTER MASS, INC.	SUPPLIES	24.98	1
CENTRAL CONCRETE	SUPPLIES	165.48	1
CHARTER COMMUNICATIONS	CONTRACT SVCS	313.90	2
COYNE OIL CORPORATION	SUPPLIES	151.70	1
DEWITT LUMBER	SUPPLIES	37.98	1
DICKS SPORTING GOODS	SUPPLIES	79.97	2
DISPLAY SALES COMPANY	SUPPLIES	242.00	1
DOLLARTREE	SUPPLIES	12.00	1
DOUG'S SMALL ENGINE REPAIR	SUPPLIES	117.60	3
DREAMSTIME.COM	SUPPLIES	39.00	1
DROPBOX INC.	CONTRACT SVCS	119.88	1
DTE ENERGY	UTILITIES	10,947.29	21
EDUCATION.COM	SUPPLIES	59.94	1
ELLENS EQUIPMENT	SUPPLIES	1,150.50	1
ELM CREEK LTD	SUPPLIES	635.36	1
ETNA SUPPLY	SUPPLIES	61.98	2
FASTENAL COMPANY	SUPPLIES	155.74	2
FERGUSON ENTERPRISES	SUPPLIES	9.58	1
FIVE BELOW	SUPPLIES	52.25	1
FLEETPRIDE	SUPPLIES	16.14	1
FRANKLIN PLANNER CORPORATION	SUPPLIES	205.40	3
FRONTIER COMMUNICATONS	COMMUNICATIONS	65.98	1
FURNITURE PART SOURCE OF VA LLC	SUPPLIES	376.60	1
GENERAL JIM'S SURPLUS	SUPPLIES	213.65	2
GILL-ROY'S HARDWARE	SUPPLIES	774.31	18
GORDON FOOD SERVICE	SUPPLIES	390.56	4
GOTOMYPC.COM	CONTRACT SVCS	44.00	1

Wright Express7/1/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
GOVERNMENT FINANCE OFF ASSN	DUES	530.00	1
GRAINGER	SUPPLIES	364.14	5
GT RUBBER SUPPLY	SUPPLIES	410.27	8
HAYES INSTRUMENT CO. INC.	SUPPLIES	224.09	1
HILTON HOTELS	TRAINING	352.80	1
HOLIDAY INN CREDIT CARD	TRAINING	189.00	1
HOME DEPOT	SUPPLIES	4,306.49	36
HUTSON, INC	SUPPLIES	496.60	2
JIMMY JOHN'S	SUPPLIES	128.80	2
JOTFORM INC.	CONTRACT SVCS	384.95	3
KIMBALL MIDWEST - CC	SUPPLIES	109.99	1
LITTLE CAESARS	SUPPLIES	21.28	1
LYNN PEAVEY COMPANY	SUPPLIES	75.50	1
MAX & EMILY'S EATERY	SUPPLIES	34.72	1
MCGUIRK SAND & GRAVEL	SUPPLIES	649.50	4
MCMASTER-CARR SUPPLY CO.	SUPPLIES	326.49	4
MEDLER ELECTRIC COMPANY	SUPPLIES	6,616.77	4
MEIJER INC	SUPPLIES	410.28	10
MENARDS - MT. PLEASANT	SUPPLIES	197.25	5
MICHIGAN ASSESSORS ASSOCIATION	TRAINING	62.00	1
MICHIGAN CAT	SUPPLIES	2,180.33	3
MICHIGAN DEPT OF HEALTH & HUMANS SVCS	TRAINING	25.00	1
MICHIGAN MUNICIPAL LEAGUE	TRAINING	195.00	1
MIDLAND CHEMICAL CO, INC	SUPPLIES	189.67	2
MILAN SUPPLY COMPANY	SUPPLIES	499.95	1
MONTAGUE METAL PRODUCTS	SUPPLIES	660.00	2
MT PLEASANT AREA CHAMBER OF COMMERC	TRAINING	65.00	1
MT PLEASANT AUTOMOTIVE SUPPLY	SUPPLIES	149.46	3
NAPA AUTO PARTS	SUPPLIES	1,319.29	7
NATIONAL ALLIANCE-YOUTH SPORTS	SUPPLIES	1,268.09	2
NATIONAL RECREATION & PARK ASSOC	TRAINING	200.00	1
NBS COMMERCIAL INTERIORS	SUPPLIES	3,232.30	1
OFFICE DEPOT	SUPPLIES	170.90	5
OLSON TIRE SERVICE	CONTRACT SVCS	430.47	4
PARTY CITY	SUPPLIES	150.51	1
PERSONALITY PROFILE SO	CONTRACT SVCS	2,150.00	1
PICKARD STREET CITGO	SUPPLIES	39.19	2
PISANELLO'S PIZZA	SUPPLIES	157.19	1
POWER EQUIPMENT COMPANY	SUPPLIES	334.99	1
PURITY CYLINDER GASES	SUPPLIES	59.71	1
REPUBLIC SERVICES #239	CONTRACT SVCS	51,786.87	9
RJTHOMAS MFG.CO., INC	SUPPLIES	1,735.00	1
S & S WORLDWIDE, INC.	SUPPLIES	51.00	1
SAM'S CLUB #4982	SUPPLIES	984.70	6

Wright Express7/1/2021

<u>Merchant Name</u>	<u>Description</u>	<u>Amount</u>	<u># of Invoices</u>
SHANTY CREEK RESORTS	TRAINING	85.00	1
SOARING EAGLE WATERPARK & HOTEL	CONTRACT SVCS	150.00	1
STAPLES - MP	SUPPLIES	570.37	3
STAPLES BUSINESS ADVANTAGE	SUPPLIES	313.94	4
STAPLES CREDIT PLAN	SUPPLIES	35.80	1
STAPLES DIRECT	SUPPLIES	147.96	1
STATE OF MICHIGAN EGLE	TRAINING	190.00	2
STATE OF MICHIGAN ICHAT LOOK UP	CONTRACT SVCS	20.00	2
SUNCOAST LEARNING SYSTEMS, INC	TRAINING	225.00	1
SWEENEY SEED COMPANY	SUPPLIES	265.74	2
TARGET	SUPPLIES	42.60	1
TERRY'S CYCLE & SPORTS	SUPPLIES	59.98	1
THE CHRONICLE STORE	SUBSCRIPTION	5.99	1
THE MORNING SUN	SUBSCRIPTION	91.00	1
THE UPS STORE	CONTRACT SVCS	21.02	2
THE WALL STREET JOURNAL	SUBSCRIPTION	19.49	1
TLO ONLINE	CONTRACT SVCS	75.00	1
TOP DOG CAR AUDIO CENTER	SUPPLIES	39.99	1
TOWN CENTER INC	CONTRACT SVCS	499.74	2
TOWNPLACE SUITES	TRAINING	833.94	2
TRACTOR SUPPLY - MP	SUPPLIES	375.91	4
U S POSTMASTER	CONTRACT SVCS	11.60	2
U S POSTMASTER	SUPPLIES	275.00	3
ULINE SHIP SUPPLIES	SUPPLIES	287.61	1
VERIZON WIRELESS	CONTRACT SVCS	24.72	1
VERIZON WIRELESS	SUPPLIES	38.01	1
VERIZON WIRELESS	COMMUNICATIONS	3,542.01	43
VOLGISTICS, INC	CONTRACT SVCS	196.00	2
WAL-MART	SUPPLIES	1,389.71	9
WASD KEYBOARDS	SUPPLIES	-26.52	1
WINN TELECOM	COMMUNICATIONS	2,260.80	7
WINN TELECOM	CONTRACT SVCS	324.52	3
ZOOM, INC.	CONTRACT SVCS	87.69	8
ZOOM, INC.	SUPPLIES	158.89	1
ZOOM, INC.	CONTRACT SVCS	149.90	2
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	TOTALS	\$125,686.27	405