

Regular Meeting of the City Commission
Monday, July 26, 2021
7:00 p.m.

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PROCLAMATIONS AND PRESENTATIONS:

1. Introduction of recent City employees hired.
 - a. Swear in Mt. Pleasant Police Officer Braxton Gomez.
2. Quarterly update from Jim McBryde of Middle Michigan Development Corporation (MMDC).
3. Presentation on Isabella County Central Dispatch proposition for renewal of 9-1-1 surcharge by Marc Griffis.
4. Presentation on Limitless Outdoors by Latherio Agoff.

ADDITIONS/ DELETIONS TO AGENDA:

PUBLIC INPUT ON AGENDA ITEMS:

RECEIPT OF PETITIONS AND COMMUNICATIONS:

5. City Manager report on pending items.
6. Second Quarter Investment Report.
7. Minutes of the Airport Joint Operations and Management Board (June).

CONSENT CALENDAR: DESIGNATED (*) ITEMS

CITY COMMISSION MINUTES

- * 8. Approval of the minutes of the regular meeting held July 12, 2021.

PUBLIC HEARINGS:

STAFF RECOMMENDATIONS AND REPORTS:

9. Consider update to Liquor License Policy and applicable fee resolution as postponed from July 12, 2021.
- * 10. Consider contract amendment with JCI Jones Chemicals for the purchase of caustic soda.
- * 11. Consider submission of Mt. Pleasant Housing Commission Environmental Review for 2020-2024.

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.

- * 12. Consider resolution authorizing 2022 Michigan Arts Council for Arts and Cultural Affairs mini-grant submission for Paint the Pavement Project.
- 13. Consider approval of a fireworks display as part of the 2021 Christmas Celebration (December 4, 2021) and authorize the Public Safety Director to represent the City in the State of Michigan pyrotechnic display application process.
- * 14. Consider resolution in support of final approval of Temporary Traffic Control Order #3-2021.
- * 15. Consider resolution in support of final approval of Temporary Traffic Control Order #4-2021.
- 16. Consider resolution regarding recreational marijuana petition to increase number of retailers.
- 17. Consider resolution extending conditional approval of a Class A medical marijuana grow operation for LowKey Properties LLC.
- * 18. 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:

- 19. Principal Shopping District (PSD) special assessment.

ADJOURNMENT:

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MIDDLE MICHIGAN DEVELOPMENT CORPORATION

2021 Quarters One and Two Report

	Overall Totals	Totals for the City of Mt. Pleasant	% of Overall Totals Represented by the City of Mt. Pleasant
Company Visits	155	68	44%
New Job Hires	506	333	66%
Net New Investments	\$6,321,643	\$158,639	3%
Company Assists	267	143	54%

Grants

\$30,000 Survival Grants

\$50,000 Match on Main Grants

\$80,000 TOTAL

COMMISSION LETTER #133-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 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 7-21-2021
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.
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 postponed to this agenda. Last item of Town Center civic space will likely be 2022.
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.

SHORT DESCRIPTION OF TOPIC	MEETING TOPIC WAS AGREED TO	REQUESTED DUE DATE	STATUS AS OF 7-21-2021
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. Staff working on website update and coordinating additional meeting focused on downtown.

2. Tentative Work Session Schedule:

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.

**CITY OF MT. PLEASANT
INVESTMENT REPORT
JUNE 30, 2021**

PORTFOLIO SUMMARY

PORTFOLIO BY INVESTMENT TYPE:

<u>Investment Type</u>	<u>30-Jun-21 Balance</u>	<u>Interest Rate</u>	<u>Percentage of Portfolio</u>
Demand Deposits:			
Isabella Bank Checking	\$ 1,301,693.15	0.1200%	5.4337%
Federated Government Obligatic	491,992.39	0.0100%	2.0538%
MBIA CLASS Investment Pool	2,730,665.13	0.0151%	11.3988%
TCF Municipal Money Market	200,605.80	0.0500%	0.8374%
Isabella Bank -Insured Cash Sweep	12,002,934.05	0.1500%	50.1047%
Fixed Income:			
Municipal Bonds	3,243,531.00	0.3670%	13.5397%
Government Agencies	3,455,400.80	1.5710%	14.4241%
US Treasuries	528,902.73	1.4300%	2.2078%
Portfolio Total	<u><u>\$23,955,725.05</u></u>		<u><u>100.00%</u></u>

PORTFOLIO BY FINANCIAL INSTITUTION/BROKER:

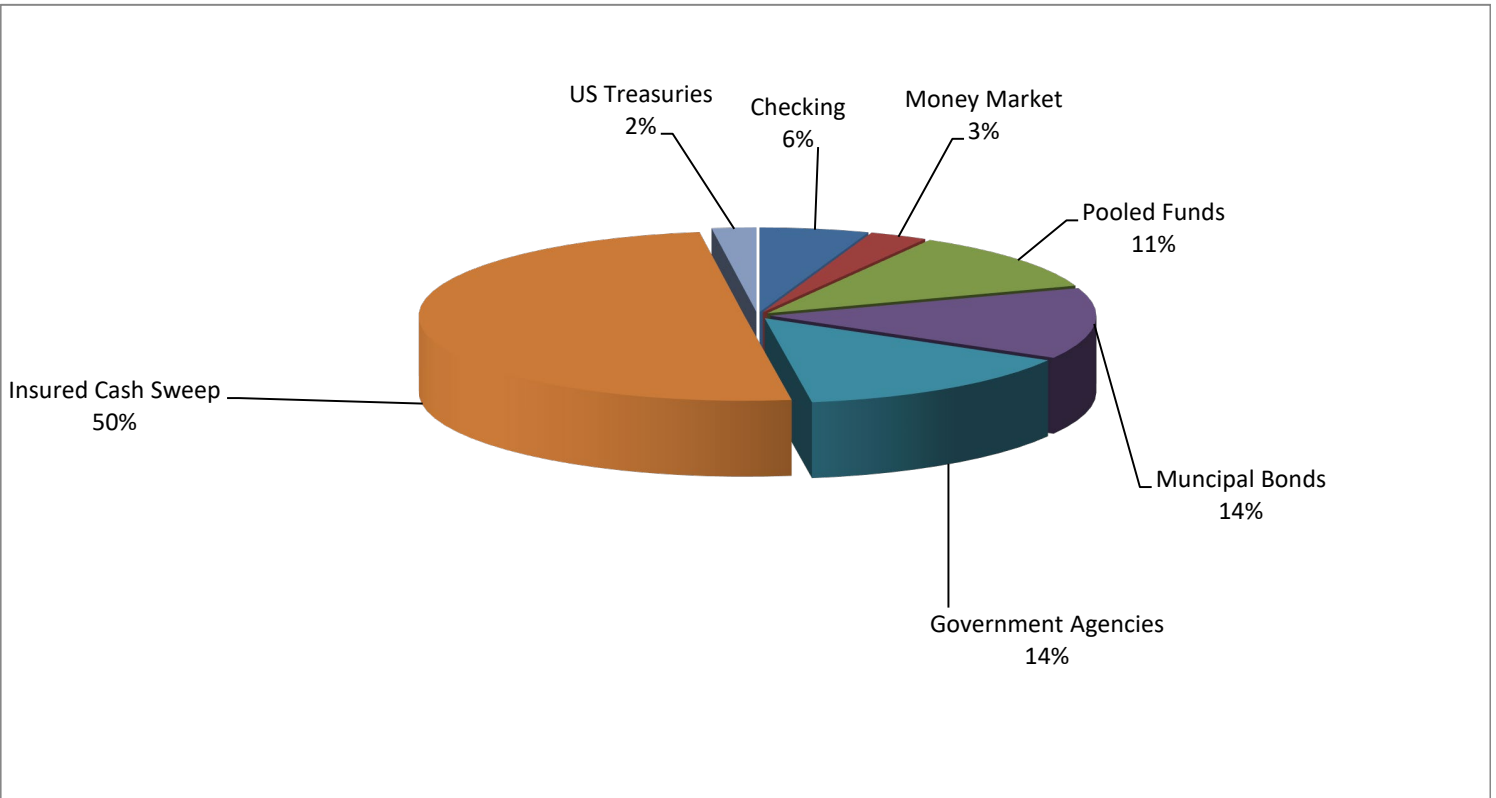
	<u>30-Jun-21 Balance</u>	<u>Percentage of Portfolio</u>
Meador Investment Management	\$ 7,719,826.92	32.23%
MBIA CLASS	2,730,665.13	11.40%
Isabella Bank	1,301,693.15	5.43%
TCF Bank	200,605.80	0.84%
Insured Cash Sweep	12,002,934.05	50.10%
Portfolio Total	<u><u>\$23,955,725.05</u></u>	<u><u>100.00%</u></u>

All investments were made in accordance with the investment policy dated May 26, 1998 including CDARS revision dated September 14, 2009.

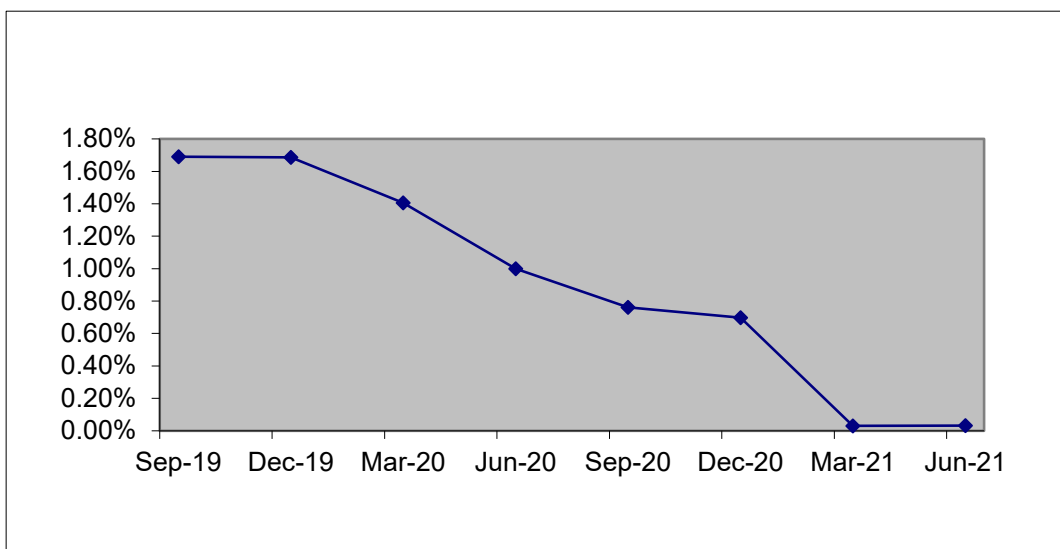
**CITY OF MT. PLEASANT
INVESTMENT REPORT
JUNE 30, 2021**

PORTFOLIO SUMMARY (Continued)

Portfolio by Investment Type



Interest Rates



**CITY OF MT. PLEASANT
INVESTMENT REPORT**

JUNE 30, 2021

FIXED INCOME PORTFOLIO - Balance March 31, 2021

Municipal Bonds

<u>Bank Name</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount / Premium Amount</u>
Chippewa Valley School	29-Sep-20	01-May-23	944	0.4780%	\$ 255,000.00	\$ 255,000.00
River Rouge School	13-Oct-20	01-May-22	565	0.4410%	280,000.00	280,000.00
River Rouge School	13-Oct-20	01-May-23	930	0.5140%	765,000.00	765,000.00
River Rouge School	13-Oct-20	01-May-24	1296	0.7170%	495,000.00	495,000.00
Allegan Schools	20-Oct-20	01-May-23	923	0.3990%	275,000.00	275,000.00
Allegan Schools	20-Oct-20	01-May-22	558	0.2830%	310,000.00	310,000.00
Dexter Schools	24-Mar-21	01-May-23	768	0.2500%	250,000.00	250,000.00
Dexter Schools	24-Mar-21	01-May-24	1134	0.3800%	250,000.00	250,000.00
Elk Rapids Schools	25-Mar-21	01-May-25	1498	4.0000%	100,000.00	113,531.00
Lake Orion Schools	29-Jun-21	01-May-25	1402	0.8500%	250,000.00	250,000.00
Total Municipal Bonds					\$ 3,230,000.00	\$ 3,243,531.00

Government Agencies

<u>Issuer</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount Amount</u>
FFCB	05-Sep-19	05-Sep-24	1827	1.4900%	\$ 310,000.00	\$ 309,435.80
FHLB	09-Aug-19	16-Aug-24	1834	1.6100%	750,000.00	749,512.50
FHLB	15-Aug-19	15-Aug-24	1827	1.5500%	1,000,000.00	997,650.00
FFCB	09-Sep-19	09-Sep-24	1827	1.6500%	300,000.00	300,000.00
FHLMC	09-Sep-19	09-Sep-24	1827	1.6250%	300,000.00	300,000.00
FNMA	26-Nov-19	15-Oct-24	1785	1.6250%	250,000.00	249,402.50
FNMA	29-Jan-20	06-Sep-22	951	1.3750%	250,000.00	249,400.00
FFCB	05-Oct-20	05-Oct-23	1095	1.6100%	300,000.00	300,000.00
Total Government Agencies					\$ 3,460,000.00	\$ 3,455,400.80

US Treasuries:

<u>Issuer</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount Amount</u>
US Treasury	29-Aug-19	31-Aug-23	1463	1.4300%	\$ 530,000.00	\$ 528,902.73
Total US Treasuries					\$ 530,000.00	\$ 528,902.73

Total Fixed Income Portfolio June 30, 2021

\$ 7,220,000.00 \$ 7,227,834.53

**CITY OF MT. PLEASANT
INVESTMENT REPORT
JUNE 30, 2021**

FIXED INCOME PORTFOLIO - Transactions During Quarter

PURCHASES:

<u>Company Name</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount/ Carrying Amount</u>
Lake Orion Schools	29-Jun-21	01-May-25	1402	0.8500%	\$ 250,000.00	\$ 250,000.00

Total Purchases					<u>\$ 250,000.00</u>	<u>\$ 250,000.00</u>
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MATURITIES:

<u>Company Name</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u># of Days</u>	<u>Interest Rate</u>	<u>Par Amount</u>	<u>Discount/ Carrying Amount</u>
Allegan Schools	20-Oct-20	01-May-21	193	0.2030%	\$ 60,000.00	\$ 60,000.00

Total Maturities					<u>\$60,000.00</u>	<u>\$60,000.00</u>
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**CITY OF MT. PLEASANT
INVESTMENT REPORT
JUNE 30, 2021**

INVESTMENT EARNINGS

SUMMARY:

Interest Earned on Fixed Income Maturities:	\$ 64.62
Interest on Demand Deposits	4,838.74
Interest on Government Agency/Treasuries	8,995.49
Investment Fees	(1,957.86)
Interest/Discount Accrual March 31, 2021	(16,800.00)
Interest/Discount Accrual June 30, 2021	25,000.00
Total Interest Earned for Quarter	<u><u>\$ 20,140.99</u></u>

INTEREST EARNINGS BY FUND:

<u>Fund</u>	<u>Quarterly Interest</u>	<u>Year to Date Interest</u>	<u>Original Budget</u>
General	\$4,154	\$11,753	\$ 17,000
Major Street	2,171	4,843	18,000
Local Street	1,219	2,720	6,000
Cemetery Trust	208	491	2,000
Special Assessment	290	687	2,000
Downtown Improvements/Parking	82	215	590
Capital Improvements	2,304	5,423	18,000
Economic Development Corporation	90	183	-
Mission Street DDA	595	1,392	2,800
TIFA	689	1,635	3,300
LDFA	205	482	1,250
BRDA	14	31	50
Airport	308	679	2,600
Sewer	3,222	7,884	35,000
Water	3,401	7,560	30,000
Solid Waste	1,111	2,672	7,500
Restricted Donations	77	183	-
	<u><u>\$20,141</u></u>	<u><u>\$48,831</u></u>	<u><u>\$146,090</u></u>

AIRPORT JOINT OPERATIONS AND MANAGEMENT BOARD

Meeting Minutes

Thursday, June 17, 2021

3:00-4:30 p.m.

Virtual Meeting Held via Zoom

I. Call to Order

Chairwoman McAvoy called the meeting to order at 3:30 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	Yes	Saginaw Chippewa Reservation, Isabella County, Michigan

Staff: Bill Brickner, Jason Moore

III. Approval of Agenda

Motion by Nanney, support by Ridley, to add election of Vice-Chairperson to Agenda

Motion passed unanimously

IV. Public Input on Agenda Items

None

V. Election of Vice-Chairperson

Motion by McBryde, support by Ridley, to nominate Nanney for Vice-Chairperson

Motion passed unanimously

Motion by McBryde, support by Ridley, to cast unanimous vote for Nanney

Motion passed

VI. Airport Manager's Report

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

Motion passed unanimously

VII. Old Business

None

VIII. New Business

a. Review and discuss potential by-laws – City Ethics Policy – Attachment

Motion by Nanney, support by McBryde, to approve by-laws as amended

Motion passed unanimously

- b. Input opportunity from Airport Advisory Board members
None
- c. Community benefit analysis presentation (recorded)
Presentation viewed
- d. Consider future meetings be held in-person or virtually
Motion by McAvoy, support by Nanney, to hold the July meeting virtually
Motion passed unanimously

IX. Announcements on Airport Related Issues and Concerns
Brickner announced 66+ kids were given flights at the EAA's Young Eagles event held on June 12.

X. Public Comment on Non-Agenda Items
None

XI. Adjournment
McAvoy adjourned the meeting at 4:34 p.m.

Minutes of the electronically conducted regular meeting of the City Commission held Monday, July 12, 2021, at 7:00 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, City Clerk Heather Bouck and City Attorney Michael Homier

All present attended virtually via Zoom video conference.

Proclamations and Presentations

Introduced recently hired City employee Micah Kemler, Water Resource Recovery Facility Operator.

Public Input on Agenda Items

*Due to the meeting being conducted electronically, some public comments were emailed to the City and then read aloud by City Manager Ridley.

E-mail communication was received and read from Tony Kulick, 409 S. Fancher, expressing his support for the adoption of the feral cat ordinance.

Tracy Collins, 312 N. Arnold, expressed her support for the adoption of the feral cat ordinance.

Receipt of Petitions and Communications

Received the following petitions and communications:

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

Item #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." was removed from the Consent Calendar.

Moved by Commissioner Gillis 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 28, 2021.
2. Bid of Denali Construction of Mt. Pleasant, Michigan in the amount of \$38,655 for the replacement of three bridge decks at Broadway Street and Leaton Street.
3. Receive proposed 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 at 7:00 p.m. on the same.
4. Receive proposed 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 at 7:00 p.m. on the same.
5. 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.
6. Set a special meeting for Saturday, August 21, 2021 at 9:00 a.m. for City Manager interviews.
7. Authorize the Mayor to sign the Reciprocal Parking Space Lease Agreement for Parking Lot #6 at the corner of University Street and Illinois Street with Isabella Bank as presented.
8. Resolution authorizing the City Manager to accept the American Rescue Funds as presented.

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 CLFRF funding and authorizes the City Manager to execute all necessary documents.

9. Warrants dated June 22, 29 & July 1, 2021 and Payrolls dated June 25, 2021 all totaling \$1,025,232.33.

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

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Commissioner Alsager and seconded by Commissioner Cyman to receive a proposed 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 at 7:00 p.m. on the same

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

NAYS: Commissioner Gillis

ABSENT: None

Motion carried.

Moved by Commissioner Tolas and seconded by Commissioner Alsager to postpone action on liquor license policy and applicable fees until further information is available.

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

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Commissioner Ronan and seconded by Vice Mayor Perschbacher to consider updates to the following policies and applicable fee resolutions:

- a. Approve the Website Policy as presented. (CC Exh. 7-2021)
- b. Approve the updated Self-Insurance Fund Operating Policy as presented. (CC Exh. 8-2021)

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

NAYS: None

ABSENT: None

Motion unanimously adopted.

Moved by Commissioner Gillis and seconded by Commissioner Tolas to approve Resolution Attachment A to indicate support of ballot language for four-year terms at the November 2022 election.

AYES: Commissioners Alsager, Gillis & Tolas

NAYS: Commissioners Cyman, Joseph, Perschbacher & Ronan

ABSENT: None

Motion failed.

Moved by Commissioner Ronan and seconded by Vice Mayor Perschbacher to approve Resolution Attachment B to put the four-year term language on the November 2021 ballot. (CC Exh. 9-2021)

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

NAYS: Commissioners Gillis & Tolas

ABSENT: None

Motion carried.

Received reports regarding changes to overnight parking and downtown sidewalk snow removal.

Moved by Commissioner Tolas and seconded by Commissioner Alsager that Ordinance 1069, an Ordinance to amend Chapter 10: GENERAL PROVISIONS, §10.05 DEFINITIONS and Chapter 91: ANIMALS of the Mt. Pleasant City Code of Ordinances having been introduced and read, now be passed, ordained and ordered published.

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

NAYS: Commissioners Cyman & Perschbacher

ABSENT: None

Motion carried.

Announcements on City-Related Issues and New Business

Commissioner Gillis reminded residents that Indian Pines Park, located north of the airport, is a beautiful 80 acre park available for those who wish to visit.

Mayor Joseph encouraged those that have not already done so to seek a COVID vaccination to avoid the potential for serious illness and hospitalization. He announced that several e-mails had been received regarding the signage for GreenTree. Further discussion ensued regarding the sign ordinance, including previous concerns from three other downtown properties, and Manager Ridley will have staff review the ordinance and take the matter to the Planning Commission.

Public Comment on Agenda and Non-Agenda Items

Sara Moffitt, 721 N. Franklin, an employee of GreenTree, spoke regarding the injustice the current sign ordinance has inflicted upon the business.

Tracy Collins, 312 N. Arnold, thanked the Commission for their action on the feral cat ordinance and expressed her desire for the City to continue to collaborate with HATS on the matter.

*Due to the meeting being conducted electronically, some public comments were emailed to the City and then read aloud by City Manager Ridley.


E-mail communication was received and read from Megan Barber, 1706 W. Michigan St., expressed her concern with the current sign ordinance and the fact it prohibits GreenTree from showcasing their business adequately, appropriately or professionally.

Mayor Joseph adjourned the meeting without objection at 8:47 p.m.

William L. Joseph, Mayor

Heather Bouck, City Clerk

TO: MAYOR AND CITY COMMISSION JULY 21, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER UPDATE TO LIQUOR LICENSE POLICY AND APPLICABLE FEE
RESOLUTION AS POSTPONED FROM JULY 12, 2021

Attached are the materials from the July 12 City Commission agenda packet when this matter was first introduced. This item was postponed from that meeting so staff could gather additional information regarding the state required minimum capital investments.

Attached are two documents from the State of Michigan Liquor Control Commission (LCC). The first attachment is for general liquor licenses and the second attachment is for development district liquor licenses. Appropriate categories have been highlighted to indicate what the minimum capital investment is from a state perspective for each of those licenses.

To summarize the requirements:

- Development liquor licenses require a minimum capital investment of \$75,000 (see bullet 5 highlighted in LCC summary)
- Other liquor licenses require a minimum capital investment that varies (depending on which section of the law it is issued under) ranging from \$0 under MCL 436.1531(2) to \$1.5 million under MCL 436.1531(4) (see highlighted bullets in LCC summary)

The proposed City of Mt. Pleasant liquor policies remove any additional capital investment requirements beyond those required by state law. The rationale for this change was to lower barriers to new and existing businesses. This was a result of conversations from work sessions last August and last March, as well as numerous conversations about helping with business development.

We recommend the City Commission approve the recommendation from the July 12 agenda regarding the City liquor license policies and the application fee.

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.

NJR/ap

COMMISSION LETTER #126-21
MEETING DATE: JULY 12, 2021

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.

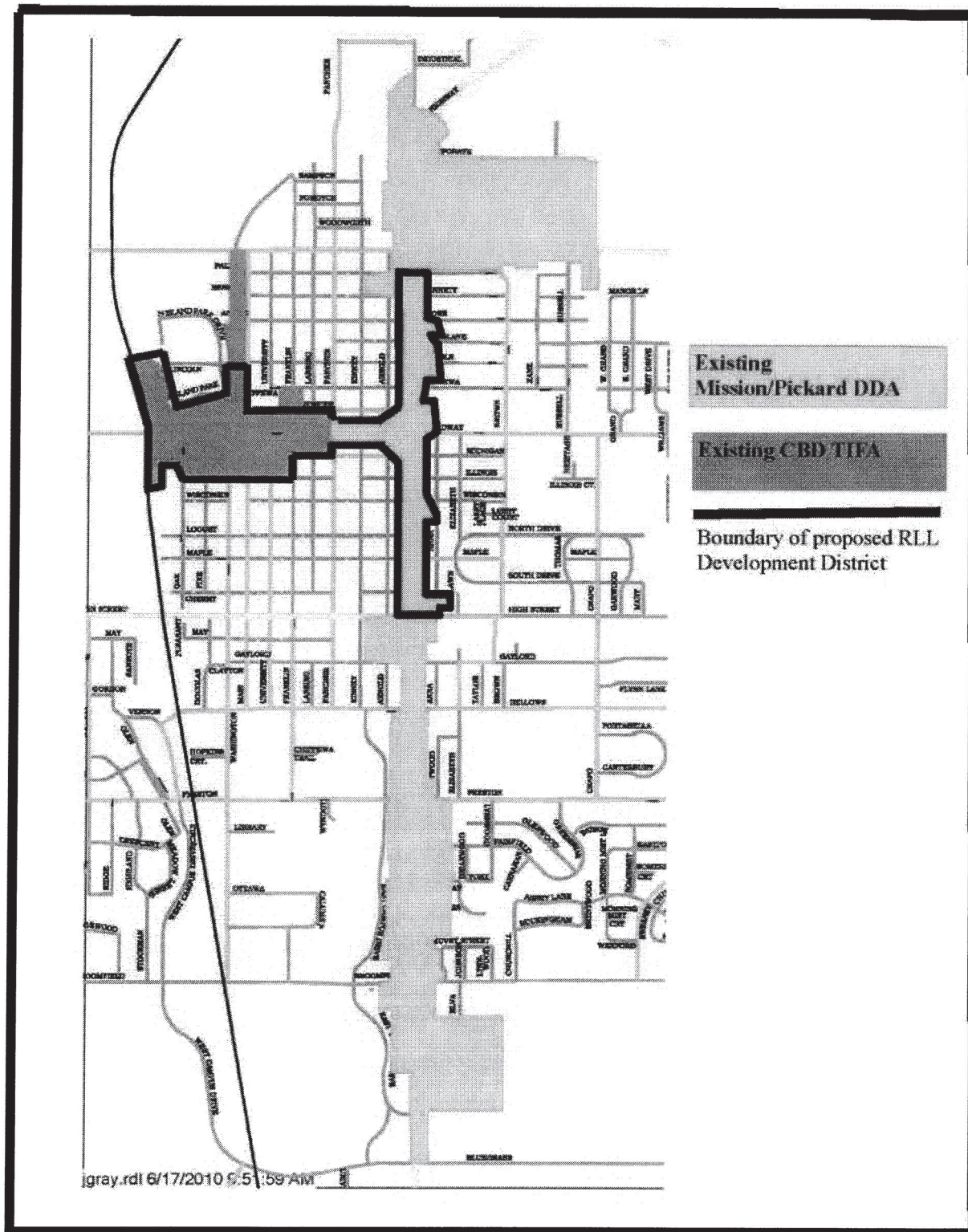
CONSIDERATION OF NON-RESTAURANT USES

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





Michigan Department of Labor & Economic Growth
LIQUOR CONTROL COMMISSION (MLCC)
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505

FOR MLCC USE ONLY

APPLICATION FOR NEW LICENSES, OR APPLICATION OF BUYERS FOR TRANSFER OF OWNERSHIP OR INTEREST IN LICENSE

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".**

1. Applicant Identification - all applicants			
Name of individual, partnership, corporation or limited liability company who will hold the license:		Contact Person Name:	
Business Street Address:		Street Address:	
City / State / Zip Code:		City / State / Zip Code:	
Township:	County:	Business Phone No.	Home Phone No.
<input type="checkbox"/> New License <input type="checkbox"/> Transfer of Ownership - NAME of current Licensee: _____ <input type="checkbox"/> New Permit <input type="checkbox"/> Transfer Location From ADDRESS: _____ <div style="text-align: center;">TOWNSHIP and COUNTY: _____</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Add Partner <input type="checkbox"/> Drop Partner <input type="checkbox"/> Add Space <input type="checkbox"/> Stock Transfer </div> <div style="width: 30%;"> <input type="checkbox"/> Transfer Status from Individual or <input type="checkbox"/> Limited Partnership to a Corporation <input type="checkbox"/> Drop Space <input type="checkbox"/> Other : _____ </div> <div style="width: 30%;"> <input type="checkbox"/> Transfer Classification <input type="checkbox"/> Tavern to Class C <input type="checkbox"/> Class C to Tavern <input type="checkbox"/> B-Hotel to Class C <input type="checkbox"/> Class C to B-Hotel </div> </div>			
3. Retail Applicants - (All existing permits will be included with a transferred license unless cancelled in writing)			
3a. Check Type of License		3b. Check Type of Permits	
<input type="checkbox"/> SDM <input type="checkbox"/> Class C <input type="checkbox"/> A-Hotel <input type="checkbox"/> B-Hotel <input type="checkbox"/> Tavern <input type="checkbox"/> Club <input type="checkbox"/> G-1 <input type="checkbox"/> G-2	<input type="checkbox"/> SDD <input type="checkbox"/> Resort Class C <input type="checkbox"/> Resort A-Hotel <input type="checkbox"/> Resort B-Hotel <input type="checkbox"/> Resort Tavern <input type="checkbox"/> Resort G-1 <input type="checkbox"/> Resort G-2 <input type="checkbox"/> Other: _____	<input type="checkbox"/> Sunday Sales <input type="checkbox"/> Add Bar <input type="checkbox"/> Dance <input type="checkbox"/> Dance/Entertainment <input type="checkbox"/> Direct Connection <input type="checkbox"/> Living Quarters	Before or After Hours For: _____ (Food, Bowling, Golf, Ski, Misc.) <input type="checkbox"/> Outdoor Service <input type="checkbox"/> Topless Activity
4. New Manufacturer or Wholesale Applicants (Check one)			
<input type="checkbox"/> Wholesaler <input type="checkbox"/> Wine Maker <input type="checkbox"/> Small Wine Maker <input type="checkbox"/> Wine Maker Wine Tasting Room <input type="checkbox"/> Micro Brewer	<input type="checkbox"/> Brewer <input type="checkbox"/> Manufacturer of Spirits <input type="checkbox"/> Industrial Manufacturer <input type="checkbox"/> Warehouse <input type="checkbox"/> Brewpub	<input type="checkbox"/> Manufacturer of Mixed Spirit Drinks <input type="checkbox"/> Outstate Seller of Mixed Spirit Drinks <input type="checkbox"/> Outstate Seller of Wine <input type="checkbox"/> Outstate Seller of Beer <input type="checkbox"/> Other: _____	
5. Names of Current Licensees: _____			
6. Current Licensed Address: _____			
7. Proposed Licensed Address: _____			
8. Briefly describe this business, for instance - Drug Store, Restaurant, Party Store, Wholesaler, Wine Maker, Etc.			

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 to	OCCUPATION	EMPLOYER NAME AND ADDRESS
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) <input type="radio"/> Profit or <input type="radio"/> Non-profit Corporation		<input type="radio"/> Public or <input type="radio"/> 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	\$ _____	Land	\$ _____
Goodwill (if applicable)	\$ _____	Building(s)	\$ _____
Covenant not to compete (if applicable)	\$ _____	Other	\$ _____
Alcoholic beverages (estimate)	\$ _____	TOTAL REAL ESTATE COSTS	\$ <u> </u>
Other inventory (estimate)	\$ _____	Down Payment	\$ <u> </u>
TOTAL COST OF BUSINESS	\$ <u> </u>	BALANCE OWED	\$ <u> </u>
Down Payment	\$ <u> </u>	Secured by	\$ <u> </u>
BALANCE OWED	\$ <u> </u>		

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

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.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall – 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free 866-813-0011 – www.michigan.gov/lcc

General Resort Requirements & Information

A Resort license is type of Class C, Tavern, A-Hotel, B-Hotel, or Specially Designated Distributor license issued without regard to the quota limitation in a local governmental unit.

The Commission may only issue a limited number of new Resort licenses each year pursuant to the limit set by the section of the statute under which the license is issued.

Types of Resort Licenses by Statute Section

MCL 436.1531(2) “Original 550 Resort” – This type of resort license was first authorized by statute in 1964. The statute allowed for only 550 resort licenses of this type. Resort licenses of this type are transferrable anywhere in Michigan.

- A Resort license under Subsection (2) may be a Class C, Tavern, A-Hotel, B-Hotel, G-1, or G-2 license.
- If any class of resort license under Subsection (2) is transferred to a new location, it must meet one of the following requirements:
 - Be a full-service restaurant, open to the public 5 hours a day, 5 days a week, with seating for 100 persons and food sales must be 50% or more of gross receipts; -OR-
 - Maintain sleeping facilities with a minimum of 25 bedrooms, meeting and conference rooms capable of accommodating 200 persons, or convention facilities capable of accommodating 200 persons; -OR-
 - Be a sports or entertainment venue, as defined under R 436.1001(u), which has a capacity of 4,500 or more; -OR-
 - Be located on a golf course which is open to the public and has at least 18 holes that measure at least 5,000 yards.

MCL 436.1531(3) – This type of resort license was first authorized by statute in 1964. The Commission may issue no more than 5 new resort licenses under Subsection (3) each year. A Resort license of this type cannot be transferred from its original location.

- A Resort license under Subsection (3) may be a Class C, Tavern, A-Hotel, or B-Hotel license.
- Must be a business designed to attract and accommodate tourists and visitors to resort area.
- Primary business of the establishment is not the sale of alcohol.
- The Commission shall consider economic development factors of the area.
- **Must have a capital investment of \$75,000.**

- Must meet one of the following requirements:
 - Be a full-service restaurant, open to the public 5 hours a day, 5 days a week, with seating for 100 persons, except for establishments in counties with less than 50,000 population are only required to have seating for 50 persons. Food sales must be 50% or more of gross receipts; -OR-
 - Maintain sleeping facilities with a minimum of 25 bedrooms, meeting and conference rooms capable of accommodating 200 persons, or convention facilities capable of accommodating 200 persons; -OR-
 - Be a sports or entertainment venue, as defined under R 436.1001(u), which has a capacity of 4,500 or more; -OR-
 - Be located on a golf course which is open to the public and has at least 18 holes that measure at least 5,000 yards.

MCL 436.1531(4) “Resort Economic Development License” – This type of resort license was first authorized by statute in 1983. The Commission may issue no more than 15 new resort licenses under Subsection (4) each year. A Resort license of this type cannot be transferred from its original location.

- A Resort license under Subsection (4) may be a Class C, Tavern, A-Hotel, or B-Hotel license.
- Must be a business designed to attract and accommodate tourists and visitors to resort area.
- Primary business of the establishment is not the sale of alcohol.
- The Commission shall consider economic development factors of the area.
- **Must have a capital investment in excess of \$1.5 million.**
- Casino gambling prohibited at licensed establishment.
- Must meet one of the following requirements:
 - Be a full-service restaurant, open to the public 5 hours a day, 5 days a week, with seating for 100 persons and food sales must be 50% or more of gross receipts; -OR-
 - Maintain sleeping facilities with a minimum of 25 bedrooms, meeting and conference rooms capable of accommodating 200 persons, or convention facilities capable of accommodating 200 persons; -OR-
 - Be a sports or entertainment venue, as defined under R 436.1001(u), which has a capacity of 4,500 or more; -OR-
 - Be located on a golf course which is open to the public and has at least 18 holes that measure at least 5,000 yards.

MCL 436.1531(5) “Resort Specially Designated Distributor License” – This type of resort license was first authorized by statute in 1984. The Commission may issue no more than 15 new resort licenses under Subsection (5) each year. Resort licenses of this type cannot be transferred from its original location.

- A Resort license under Subsection (5) must be a Specially Designated Distributor license.
- Must be located in a local governmental unit with a population of 50,000 or fewer.
- Must be a business designed to attract and accommodate tourists and visitors to resort area.
- The Commission shall consider economic development factors of the area.

- May be located within 2,640 feet of an existing Specially Designated Distributor location.
-

How to Apply

All applicants requesting a new Resort license, seeking to transfer ownership of a Resort license, or transferring interest (stock or membership interest) in a Resort license must submit the following:

- **Application Form**

For a new Resort license or to transfer a Resort license - [Retail License & Permit Application \(Form LCC-100\)](#)

To transfer interest in a Resort license – [License Interest Transfer Application \(LCC-101\)](#)

- **Inspection Fee** - A \$70.00 nonrefundable inspection fee is required for each license requested in an application.
- **License & Permit Fees** – The initial and renewal fees for a Resort license are the same as the license fees of the corresponding type of quota license, except the initial license fee for a new on-premises Resort license issued under Subsections (3) or (4) is \$20,000.00 (payable at the time of licensure). Additional fees will vary based upon whether additional licenses and permits are requested in conjunction with a Resort license.
- **Livescan Fingerprints** – Applicants that have never been licensed through the Michigan Liquor Control Commission must submit fingerprints through the Livescan fingerprinting process - [Livescan Fingerprint Background Request Form](#).
- **Purchase Agreement** – Applicants requesting to transfer a license from another licensee must submit an executed purchase agreement or other documentation signed by both the applicant and the current licensee, which details the sale of the liquor license(s) and other business assets.
 - Purchase agreements must specifically indicate that the liquor license is being sold and provide the purchase price and terms of the sale.
 - Purchasers of on-premises licenses must have at least 10% of the purchase price of the business, excluding real estate.
 - Purchase agreements that are not for cash only sales and include real estate must list the personal property, including the licenses, and real estate with the terms and price for each.
 - If the personal property and real estate are being purchased by separate people or entities, the purchase agreement must indicate those names and who is purchasing which items.

- If the applicant will not pay the full purchase price at closing, the balance due may be covered by a security agreement or promissory note. Alcoholic beverage inventory cannot be included on a security agreement or promissory note.
- **Property Document** – Applicants must provide documentation that demonstrates they will have control over the property that comprises the proposed licensed premises. Property documents include deeds, land contracts, and lease agreements.
 - A provision to reassign the license in the event of a default on a land contract or termination of a lease agreement may be included, but may only provide for the reassignment subject to Commission approval.
 - If the applicant is a company and its members or stockholders own the real estate as individuals or under another company, a lease agreement is needed.
 - If the applicant is an individual and he or she owns the real estate with a spouse or someone else who will not be named on the license, a lease between the applicant and the owners of the real estate is needed.
- **Proof of Attempt to Secure Escrowed Resort License** – Applicants requesting a new Resort license under Subsections (3), (4), or (5) must submit documentation that demonstrates that they have contacted all holders of escrowed quota licenses within their county of the same type of license for which they are requesting a new Resort license and have been unable to secure an escrowed license for use at the proposed location.

In addition to the documents required by all applicants:

Corporations must submit the following information per Administrative Rule R 436.1109:

- Copy of current, filed Articles of Incorporation.
- Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of this state.
- Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission (or Part 3 of Form LCC-301).
- [Report of Stockholders/Members/Partners \(Form LCC-301\)](#)

Limited Liability Companies (LLC) must submit the following information pursuant to Administrative Rule R 436.1110:

- Copy of Articles of Organization and copies of any amendments to the Articles of Organization.
- Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- Copy of Operating Agreement entered into by members.
- Copy of most recent annual statement filed with the Corporations Division, if an existing LLC.
- Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person

authorized to sign the application and other documents required by the Commission (or Part 3 of Form LCC-301).

- [Report of Stockholders/Members/Partners \(Form LCC-301\)](#)

Partnerships must submit the following information per Administrative Rule R 436.1111:

- Partnership Agreement, if a Limited Partnership.
 - [Report of Stockholders/Members/Partners \(Form LCC-301\)](#)
-

Licensing Process

- The Licensing Division reviews the application and corresponding documents for completeness and verifies the appropriate fees have been received. If additional documents, fees, or corrections to documents are needed, Licensing will notify the applicant.
- Once all the necessary documents have been received Licensing will submit the request to the Enforcement Division for its investigation. If an applicant has applied for and meets the requirements for a conditional license, the request will be considered by the Commission.
- The Enforcement Division will contact the applicant to schedule an interview with the applicant (and current licensee for license transfers). At this meeting an investigator will review with the applicant documents, including:
 - purchase agreement
 - financial documents
 - property documents
 - other items pertaining to the application
- After the interview, the investigator will prepare a report for the Commission regarding the investigation and submit the request back to Licensing for further processing.
- Licensing reviews the report from Enforcement and any additional documents received during the interview process. The request is prepared for the Commission to consider and placed on a docket for an upcoming licensing meeting.
- The Commission considers the request, including:
 - the liquor license operating history of the applicant (if a current or prior licensee)
 - the arrest and conviction record of the applicant
 - whether the applicant meets the requirements for a license
 - the applicant's financial information
 - opinions of the local legislative body or police department, if received.
- The Commission will approve or deny the request based on these factors. Occasionally, the Commission will request more information from the applicant before making a final decision.

- After the Commission makes a decision on the request, the file is returned to Licensing for final processing.
 - Approval orders are sent to the applicant requesting any final items before the issuance of the license.
 - Denial orders are sent to the applicant and the applicant may appeal the decision.
 - When all the final items are received by Licensing, the completed request is forwarded to the Renewal Unit for the issuance of the physical license documents.
 - Any changes in financial provisions at the time of closing which do not conform to the terms previously indicated and investigated may require submission of new forms and possible additional investigation.
-

Local Government Unit Approval for New On-Premise Resort Licenses

- The applicant must obtain a recommendation from the legislative body of the local governmental unit (city council, village council, or township board).
 - The legislative body may pass a resolution to recommend the applicant's application for the new Class C license. It may also record its approval on the [Local Government Approval Form \(Form LCC-106\)](#).
 - The resolution must be submitted to the Commission with the initial application and documents.
-

Churches & Schools

A new application to sell alcoholic beverages at retail, or a request to transfer location of an existing license, may be denied if the proposed location is within 500 feet of a church or school. The Commission may waive the church/school provision if the church or school does not file an objection to the proposed license. If the church or school does file an objection, the Commission shall hold a hearing before making a decision on the issuance of the license.

Proof of Financial Responsibility

- Liquor liability coverage of at least \$50,000.00 is required by Michigan law for active operation of a licensed business. Types of acceptable coverage are:
 - liquor liability insurance
 - cash
 - unencumbered securities
 - constant value bond

- membership in an authorized group self-insurance pool
- For more information, please read the instructions in the [Proof of Financial Responsibility form \(Form LC-95\)](#).



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall – 525 W. Allegan, Lansing, MI 48933
Mailing Address: PO Box 30005, Lansing, MI 48909
Toll Free 866-813-0011 – www.michigan.gov/lcc

New On-Premises Development District (DDA) License – MCL 436.1521a(1)(b) **Requirements & General Information**

- A license issued under MCL 436.1521a(1)(b) may be a Class C, Tavern, B-Hotel, or A-Hotel license. For details on the specific permits and permissions for these licenses, please visit the MLCC's [Retail Licensing Information website](http://www.michigan.gov/lcc).
- **The building shall be a restoration or rehabilitation of an existing building and cannot be a brand new building.**
- The proposed licensed premises must be located in one of the development districts or areas listed in MCL 436.1521a(1)(b):
 - Tax Increment Finance Authority Act (TIFA) District under Part 3 of Public Act 57 of 2018 (formerly Public Act 450 of 1980)
 - Corridor Improvement Authority Act Development Area under Part 6 of Public Act 57 of 2018 (formerly Public Act 280 of 2005)
 - Downtown Development Authority (DDA) District under Part 2 of Public Act 57 of 2018 (formerly Public Act 197 of 1975)
 - Principal Shopping District under Public Act 120 of 1961
- The total investment in real and personal property within the development district or area shall not be less than \$200,000.00 over a period of the preceding five (5) years.
- **The building that will house the proposed licensed premises must have at least \$75,000.00 expended for the rehabilitation or restoration of the building over the preceding five (5) years or a commitment for a capital investment of at least \$75,000.00 in the building that must be expended before the license is issued.**
- The licensed business must be engaged in activities related to dining, entertainment, or recreation.
- The licensed business must be open to the general public and have a seating capacity of not less than 25 persons.
- The initial enhanced license fee for a license issued under this section is \$20,000.00.
- Pursuant to MCL 436.1521a(8) a license issued under MCL 436.1521a(1)(b) cannot be transferred to another location and if the licensee goes out of business the license issued under MCL 436.1521a(1)(b) shall be surrendered by the licensee to the Commission and the Commission will terminate the license.

How to Apply

All applicants requesting a new license under MCL 436.1521a(1)(b) must submit the following:

- **Application Form** - [Retail License & Permit Application \(Form LCC-100\)](#)
- **License Questionnaire** – [New On-Premises Redevelopment or Development District License Questionnaire \(Form LCC-109b\)](#)
- **Inspection Fee** - A \$70.00 nonrefundable inspection fee is required for each license requested in an application. For example, if an applicant has requested a new Class C license under MCL 436.1521a(1)(b) that has a Specially Designated Merchant (SDM) license in conjunction, the inspection fee would be \$140.00.
- **License & Permit Fees** – The annual renewal fees vary by the type of on-premises license. Additional fees will vary based upon whether additional licenses and permits are requested in conjunction with the on-premises license. An initial enhancement fee of \$20,000.00 will be required prior to issuance of the license if the development district license is approved.
- **Livescan Fingerprints** – Applicants that have never been licensed through the Michigan Liquor Control Commission must submit fingerprints through the Livescan fingerprinting process - [Livescan Fingerprint Background Request Form](#).
- **Local Governmental Unit Approval** – [Local Governmental Approval Form \(Form LCC-106\)](#). The city, village, or township must approve the new redevelopment license with a recommendation for the issuance of a “new Class C* license issued under the provisions of MCL 436.1521a(1)(b)”. The resolution must specifically state the applicant’s name and the proposed licensed address. **You may substitute other license types, such as Tavern, B-Hotel, or A-Hotel licenses, as applicable.*
- **Resolution from local governmental unit establishing the development district or area which specifically references the statute under which the area was established:**
 - Part 3 of Public Act 57 of 2018 (formerly Public Act 450 of 1980) for Tax Increment Finance Authorities
 - Part 6 of Public Act 57 of 2018 (formerly Public Act 280 of 2005) for Corridor Improvement Authorities
 - Part 2 of Public Act 57 of 2018 (Formerly Public Act 197 of 1975) for Downtown Development Authorities
 - Public Act 120 of 1961 for Principal Shopping Districts

- **Affidavit from the Assessor** – The affidavit from the assessor must be certified by the city, township, or village clerk and must state the following:
 - The total amount of public and private investment in real and personal property within the development district or area over a period of the preceding five (5) years (must specifically state start and end dates for the investment, e.g. January 1, 2011 to December 31, 2015).
- **Legible map of the development district or area which clearly labels all street names.**
- **Proof of Attempt to Secure Escrowed License** – Applicants requesting new license under MCL 436.1521(a)(1)(b) must submit documentation that demonstrated they have contacted all holders of escrowed licenses within the same county and have been unable to secure a readily available escrowed license for use at their proposed location. Escrow responses must follow these guidelines:
 - MCL 436.1521a(9) requires that the individual signing the application for a license issued under MCL 436.1521a shall state and demonstrate that the applicant attempted to secure a readily available on-premises escrowed license or unissued quota license issued under Section 531 and that, to the best of his or her knowledge, an on-premises escrowed license or quota license is not readily available within the county in which the applicant proposes to operate.
 - Applicant will be provided a Licensee Listing Report from the MLCC which lists all on-premises escrowed licensee for the county. Applicant is required to contact all licensees on the report effective as of the date the application is filed with the MLCC.
 - Applicant should send certified letters of inquiry as to the availability of the license to each licensee either at the business address or escrow contact address listed on the report.
 - Applicant should submit copies of the letters sent, certified tags, signed certified return receipts, copies of any envelopes returned by the USPS, and copies of any correspondence received from the licensees.
 - Applicant should provide dates, the name of the person contacted, and a synopsis of the conversation, if escrowed licensees are contacted by telephone.
 - Applicant should provide documentation regarding the fair-market value of the license based on where the applicant will be located, if determinable, the size and scope of the proposed operation, and/or the existence of mandatory contractual restrictions or inclusion attached to the sale of the license when indicating to the MLCC that purchase of a license is not economically feasible or the license is not readily available.
 - Applicant should provide a notarized affidavit outlining all attempts and responses (or lack thereof) to secure a readily available license.
- **Property Document** – Applicants must provide documentation that demonstrates they will have control over the property that comprises the proposed licensed premises. Property documents include deeds, land contracts, and lease agreements.

- A provision to reassign the license in the event of a default on a land contract or termination of a lease agreement may be included, but may only provide for the reassignment subject to Commission approval.
- If the applicant is a company and its members or stockholders own the real estate as individuals or under another company, a lease agreement is needed.
- If the applicant is an individual and he or she owns the real estate with a spouse or someone else who will not be named on the license, a lease between the applicant and the owners of the real estate is needed.

In addition to the documents required by all applicants:

Corporations must submit the following information per Administrative Rule R 436.1109:

- Copy of current, filed Articles of Incorporation.
- Current Certificate of Good Standing from the state where incorporated and Certificate of Authority to Do Business in Michigan, if incorporated outside of this state.
- Certified copy of the minutes of a meeting of its board of directors or a statement signed by an officer of the corporation naming the persons authorized by corporate resolution to sign the application and other documents required by the Commission (or Part 3 of Form LCC-301).
- [Report of Stockholders/Members/Partners \(Form LCC-301\)](#)

Limited Liability Companies (LLC) must submit the following information pursuant to Administrative Rule R 436.1110:

- Copy of Articles of Organization and copies of any amendments to the Articles of Organization.
- Current Certificate of Authority to Do Business in Michigan, if the LLC is a non-Michigan LLC.
- Copy of Operating Agreement entered into by members.
- Copy of most recent annual statement filed with the Corporations Division, if an existing LLC.
- Statement signed by a manager of the limited liability company or by at least 1 member if management is reserved to the members naming the person authorized to sign the application and other documents required by the Commission (or Part 3 of Form LCC-301).
- [Report of Stockholders/Members/Partners \(Form LCC-301\)](#)

Partnerships must submit the following information per Administrative Rule R 436.1111:

- Partnership Agreement, if a Limited Partnership.
 - [Report of Stockholders/Members/Partners \(Form LCC-301\)](#)
-

Licensing Process


- The Licensing Division reviews the application and corresponding documents for completeness and verifies the appropriate fees have been received. If additional documents, fees, or corrections to documents are needed, Licensing will notify the applicant.
- Once all the necessary documents have been received Licensing will submit the request to the Enforcement Division for its investigation. If an applicant has applied for and meets the requirements for a conditional license, the request will be considered by the Commission.
- The Enforcement Division will contact the applicant to schedule an interview with the applicant (and current licensee for license transfers). At this meeting an investigator will review with the applicant documents, including:
 - purchase agreement
 - financial documents
 - property documents
 - other items pertaining to the application
- After the interview, the investigator will prepare a report for the Commission regarding the investigation and submit the request back to Licensing for further processing.
- Licensing reviews the report from Enforcement and any additional documents received during the interview process. The request is prepared for the Commission to consider and placed on a docket for an upcoming licensing meeting.
- The Commission considers the request, including:
 - the liquor license operating history of the applicant (if a current or prior licensee)
 - the arrest and conviction record of the applicant
 - whether the applicant meets the requirements for a license
 - the applicant's financial information
 - opinions of the local legislative body or police department, if received.
- The Commission will approve or deny the request based on these factors. Occasionally, the Commission will request more information from the applicant before making a final decision.
- After the Commission makes a decision on the request, the file is returned to Licensing for final processing.
 - Approval orders are sent to the applicant requesting any final items before the issuance of the license.
 - Denial orders are sent to the applicant and the applicant may appeal the decision.
- When all the final items are received by Licensing, the completed request is forwarded to the Renewal Unit for the issuance of the physical license documents.

- Any changes in financial provisions at the time of closing which do not conform to the terms previously indicated and investigated may require submission of new forms and possible additional investigation.

Churches & Schools

A new application to sell alcoholic beverages at retail may be denied if the proposed location is within 500 feet of a church or school. The Commission may waive the church/school provision if the church or school does not file an objection to the proposed license. If the church or school does file an objection, the Commission shall hold a hearing before making a decision on the issuance of the license.

COMMISSION LETTER #134-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER CONTRACT AMENDMENT WITH JCI JONES CHEMICALS FOR
THE PURCHASE OF CAUSTIC SODA

In November 2020, the City Commission approved bids for the purchase of various chemicals needed for the water treatment process. The attached memo from Assistant DPW Director Tim Middleton outlines the current challenges due to shortages in the chemical market and the resulting price volatility. JCI Jones Chemicals has indicated an inability to continue to provide caustic soda at the contract price of \$485 per ton.

Based on the research done by staff, we are recommending the City Commission approve a contract amendment with JCI Jones Chemicals at a new price of \$525 per ton with a stipulation in the contract that the City can purchase from other suppliers if lower prices are available.

Recommended Motion:

Move to approve a contract amendment with JCI Jones for caustic soda at \$525 per dry ton for the remainder of 2021 unless the product can be purchased at a lower cost from another supplier.

NJR/ap

Memorandum



TO: Nancy Ridley, City Manager

FROM: Tim Middleton, Assistant DPW Director

DATE: July 15, 2021

SUBJECT: Approve Contract Amendment with JCI Jones Chemicals


At the meeting held November 23, 2020, the City Commission awarded the 2021 caustic soda contract to JCI Jones Chemicals at \$485 per dry ton. The chemical is used to soften the drinking water supply. Recently, JCI informed us of a price increase from \$485 to \$525 per ton due to supply cost increases. This will result in a cost increase of \$460 per load based on a typical order of 11.5-tons per load. We anticipate purchasing one to three loads before year-end depending on actual water consumption rates. If the City does not agree to the price increase, JCI advised they can no longer supply the product at the contract price.

Considering the current price volatility for chemicals and shortages in the market, it is recommended the Commission approve a contract amendment with JCI, with the caveat the City would purchase from JCI at the higher price only if the product cannot be sourced elsewhere for a lower cost. In checking with other chemical companies, Univar Solutions predicts they should be able to supply caustic soda at \$490 per dry ton through the remainder of 2021, but cannot enter into a formal agreement at this time due to the aforementioned price volatility. Univar's price is an increase of \$57.50 per load compared to JCI's proposed \$460 per load increase.

The bid for the 2022 caustic soda contract will be let in October as part of our 2022 chemicals bid.

I recommend the City Commission approve a contract amendment with JCI Jones Chemicals for the purchase of caustic soda for \$525 per dry ton for the remainder of 2021, with the stipulation that the City will do so unless the product can be purchased at a lower cost from another supplier. Funds for the purchases have been allocated in the approved 2021 Water Department chemicals budget.

COMMISSION LETTER #135-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER SUBMISSION OF MT. PLEASANT HOUSING COMMISSION
ENVIRONMENTAL REVIEW FOR 2020-2024

The Mt. Pleasant Housing Commission was created as a result of a City of Mt. Pleasant ordinance and therefore the Housing and Urban Development (HUD) requires the City to sign off on certain documents. The required five-year environmental review is one document that requires the Mayor's signature.

Staff has reviewed the documents for compliance with appropriate HUD requirements and is recommending the City Commission authorize the Mayor to sign the documents for submittal.

Recommended Motion:

Move to authorize the Mayor to sign the 2020-2024 Mt. Pleasant Housing Commission Environmental Review for submission.

Memorandum



TO: Nancy Ridley
City Manager

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

FROM: Jacob Kain
City Planner

DATE: July 12, 2021

SUBJECT: Mt. Pleasant Housing Commission Environmental Review for FY 2020 – FY 2024

The Mt. Pleasant Housing Commission is required by the U.S. Department of Housing and Urban Development (HUD) to complete an Environmental Review in conjunction with a request for release of funds for capital expenses related to the administration and physical maintenance and development of the Riverview and Pheasant Run properties. The City acts as the Responsible Entity for these requests.

Staff has completed the environmental review to assess potential impacts associated with the following projects planned for fiscal years 2020 through 2024:

FY 2020 Riverview and Pheasant Run: Operations, kitchen upgrades, bathroom upgrades, replace domestic hot water tank, boiler replacement, replace bifold doors, elevator cab upgrades, replace rooftop exhaust vent, brick repair, unit A/Cs, camera upgrade, vinyl window replacement, outdoor picnic tables, snow plow, and community room divider.

FY 2021 Riverview and Pheasant Run: Operations, vinyl window replacement, boiler replacement, unit A/Cs, kitchen upgrades, bathroom upgrades, replace bifold doors, parking lot repair, sealcoat, and stripe, replace common area hallway flooring, replace toilets, and camera upgrade.

FY 2022 Riverview and Pheasant Run: Operations, boiler replacement, kitchen upgrades, 10 floors lobby furniture replacement, garage door replacement, sealcoating, elevator cab upgrades, entrance ramp carpet replacement, and stairwell painting.

FY 2023 Riverview: Operations and elevator controls.

FY 2024 Riverview and Pheasant Run: Operations, elevator controls, roof replacement, pavilion, replace flooring in 5 occupied units, computer server, computer upgrades, appliance replacements, siding replacement, and shed replacement.


Staff has determined that the proposed work complies with all HUD requirements. Before the documents can be submitted to the Housing Commission for filing with HUD they must be signed by the Mayor.

REQUESTED ACTION:

The City Commission authorize the Mayor to act as the Certifying Officer for the Mt. Pleasant Housing Commission Environmental Review.

COMMISSION LETTER #136-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER RESOLUTION AUTHORIZING 2022 MICHIGAN ARTS
COUNCIL FOR ARTS AND CULTURAL AFFAIRS MINI-GRANT SUBMISSION
FOR PAINT THE PAVEMENT PROJECT

For the last several years, Art Reach of Mid-Michigan has coordinated a “Paint the Intersection” project/event in downtown Mt. Pleasant. This event has brought many members of the community together to take part in the creation of this unique public art feature for the downtown area.

The attached memo from Recreation and Sports Director Ryan Longoria provides the background and details for the mini-grant offered through the Michigan Council for Arts and Cultural Affairs for this painting project. The City’s contribution toward this project has always been an in-kind contribution in the form of assistance with event planning, logistics and road closures.

A requirement of the mini-grant application process is to have the local governing board pass a resolution authorizing submission of the application. Therefore, it is recommended the Commission adopt the resolution as presented for the 2022 Paint the Pavement grant application.

Recommended Motion:

Move to approve the resolution approving submittal of the grant application to the Michigan Council for Arts and Cultural Affairs for the 2022 Paint the Pavement project as presented.

NJR/ap

Memorandum



MEMO TO: Nancy Ridley, City Manager

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

FROM: Ryan Longoria, Director of Recreation and Sports

DATE: July 15, 2021

SUBJECT: Resolution Supporting Michigan Council for Arts and Cultural Affairs
2022 Arts Project Mini-Grant – Paint the Pavement Application

The Department of Recreation and Sports, along with Art Reach of Mid Michigan, is intending to apply for a Michigan Council for Arts and Cultural Affairs 2022 Arts Project Mini-Grant for “Paint the Pavement” for the summer of 2022. The grant application process for the Michigan Council for Arts and Cultural Affairs requires the governing board approve a resolution as part of the completed grant package.

This project is supported through the City’s Master Plan in the Goals and Strategies sections for both Downtown (page 65, strategy D.3) and Recreational and Cultural Activities and Facilities (page 75, strategies D.3.e and E.5).

Started in 2013 at the intersection of Main and Broadway, Paint the Intersections, spearheaded by Art Reach of Mid Michigan, brings more than 400 people into downtown to participate in one of the most popular public art events offered each year. Since its inception, Paint the Intersections has added the intersections of Broadway and University and Broadway and Franklin, and has been rebranded to “Paint the Pavement”.

Art Reach has asked that the City apply for a Michigan Council for Arts and Cultural Affairs mini-grant to help cover additional costs for materials, as Art Reach is already applying for operational funds through the same agency and is limited to one application. The City was asked to apply as the lead organization with the mini-grant.

The application will request \$2,500 from the Michigan Council for Art and Cultural Affairs using matching funds from Art Reach and Max and Emily’s with an in-kind match from the City, valued at \$1,000. The \$1,000 in-kind match would be for staff time (event logistics and planning). Aside from the in-kind donation, the City is not committing any additional funds to the project should the grant not be funded.

REQUESTED ACTION

Consider adoption of resolution approving submittal of the Michigan Council for Arts and Cultural Affairs 2022 Arts Project Mini-Grant – Paint the Pavement Application.

City of Mt. Pleasant
Michigan Arts Council for Arts and Cultural Affairs
2022 Arts Project Mini-Grant – Paint the Intersections
Resolution of Adoption

Whereas, the City of Mt. Pleasant working with community partners wishes to expand the Paint the Intersection public art project in downtown to help serve the community's arts for the fiscal year 2022, and;

Whereas, the proposed Paint the Intersections project is consistent with the goals and objectives of the City's current Master Plan, and;

Whereas the proposed 2022 Paint the Intersection project and grant application were discussed at a public meeting of the Mt. Pleasant City Commission held July 26, 2021 at 7:00 p.m. via Zoom, and;

Whereas, The City of Mt. Pleasant has committed to providing \$1,000 in-kind funds toward the project cost from City staff for assistance in event planning, logistics, and road closures;

Now therefore, be it that the Mt. Pleasant City Commission hereby approves submittal of a 2022 Michigan Arts Council for the Arts and Cultural Affairs grant application for the 2022 Paint the Intersections project.

Yeas:

Nays:

Absent:

I, _____ City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Mt. Pleasant at a Regular Meeting thereof held the 26 day of July, 2021.

Signature

Clerk's name

_____ City Clerk

CITY SEAL HERE

COMMISSION LETTER #137-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021

FROM: NANCY RIDLEY, CITY MANAGER 

SUBJECT: CONSIDER APPROVAL OF A FIREWORKS DISPLAY AS PART OF THE 2021 CHRISTMAS CELEBRATION (DECEMBER 4, 2021) AND AUTHORIZE THE PUBLIC SAFETY DIRECTOR TO REPRESENT THE CITY IN THE STATE OF MICHIGAN PYROTECHNIC DISPLAY APPLICATION PROCESS

The attached memo from Director of Recreation and Sports Ryan Longoria requests authorization for a Christmas celebration fireworks display on December 4, 2021.

As indicated in Mr. Longoria's memo, the fireworks sponsored by the Breidenstein family in 2018 were well received. Last year, a number of 2020 events were cancelled due to Coronavirus pandemic restrictions. Funding of \$13,000 from those cancelled events was carried forward to 2021 in the hopes that the funds could be used for an additional event in Mt. Pleasant during the 2021 year.

We are recommending the funds carried forward be used for a fireworks event in coordination with the Christmas Celebration parade in December. Because this date falls outside of the dates authorized by the State of Michigan, City Commission approval is needed for this event. We recommend the City Commission authorize the Director of Public Safety to complete the application for the fireworks permit.

Recommended Motion:

Move to authorize Public Safety Director Paul Lauria to sign the application for a fireworks permit for a display on Saturday, December 4, 2021 at 7:00 p.m.

NJR/ap

Memorandum



TO: Nancy Ridley, City Manager

FROM: Ryan Longoria, Director of Recreation & Sports

DATE: July 12, 2021

SUBJECT: Christmas Celebration Fireworks Request

CC: Bill Mrdeza, Community Services Division Director

The 2018 Christmas Celebration included a fireworks show at the conclusion of Saturday night's parade, funded by private donations from the Breidenstein Family, which was very well-received by the community. Approval was granted for a 2019 display contingent on donations being coordinated by a local radio station. Unfortunately, the donations were not obtained and no display was held. Consideration for a Christmas fireworks display was made in the fall of 2020 but due to COVID-related restrictions and in the interest of public safety, it was not recommended. However, \$13,000 of funding from cancelled events was carried forward to the 2021 budget so that a recommendation for a 2021 Christmas fireworks display could be considered.

The fireworks display would be handled by Wolverine Fireworks Display, Inc. Wolverine is a Michigan-based fireworks display company which has been in business since 1979 and has extensive experience throughout the United States and Puerto Rico. Wolverine has become one of the largest importers of display fireworks and puts on some of the largest displays in Michigan and the United States. Wolverine was most recently the company that coordinated the 2018 fireworks.

Working with Wolverine Fireworks Display, Inc. of Kawkawlin, Michigan, Mt. Pleasant Fire Department's Assistant Chief Doug Lobsinger, and MPFD Lieutenant Brad Doepker, we have agreed to use the same location as 2018 within Island Park that meets the necessary setback from residential and commercial buildings and air traffic. This location will require a temporary closure of Island Park for the set-up and launch of the pyrotechnics, approximately 10 hours. Please see attached map for proposed location.

The Department of Public Safety will continue to work with the Recreation Director and Wolverine Fireworks Display to ensure all safety requirements are met.

Ordinance 133.02 (Ignition, Discharge and Use of Consumer Fireworks) states:

A person may ignite, discharge or use consumer fireworks within the city on the day proceeding, the day of, or the day after a holiday, but not between the hours of 1:00 a.m. and 8:00 a.m. The ignition, discharge, and use of consumer fireworks within the city are prohibited on all other days of the year.

Defined holidays:

(1) New Years' Day, January 1.

- (2) Birthday of Martin Luther King, Jr., the third Monday in January.
- (3) Presidents' Day, the third Monday in February.
- (4) Memorial Day, the last Monday in May.
- (5) Independence Day, July 4.
- (6) Labor Day, the first Monday in September.
- (7) Columbus Day, the second Monday in October.
- (8) Veterans' Day, November 11.
- (9) Thanksgiving Day, the fourth Thursday in November.
- (10) Christmas Day, December 25.

Since the display will take place on Saturday, December 4th, and is outside the defined holiday list, City Commission authorization is necessary.

Requested Action:

Request authorization for the Director of the Department of Public Safety to sign the application for fireworks with the State of Michigan Fire Marshal to hold a pyrotechnic display on Saturday December 4, 2021 at 7:00 PM.

RL/lmw

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4G LTE 81%



www.calcmaps.com



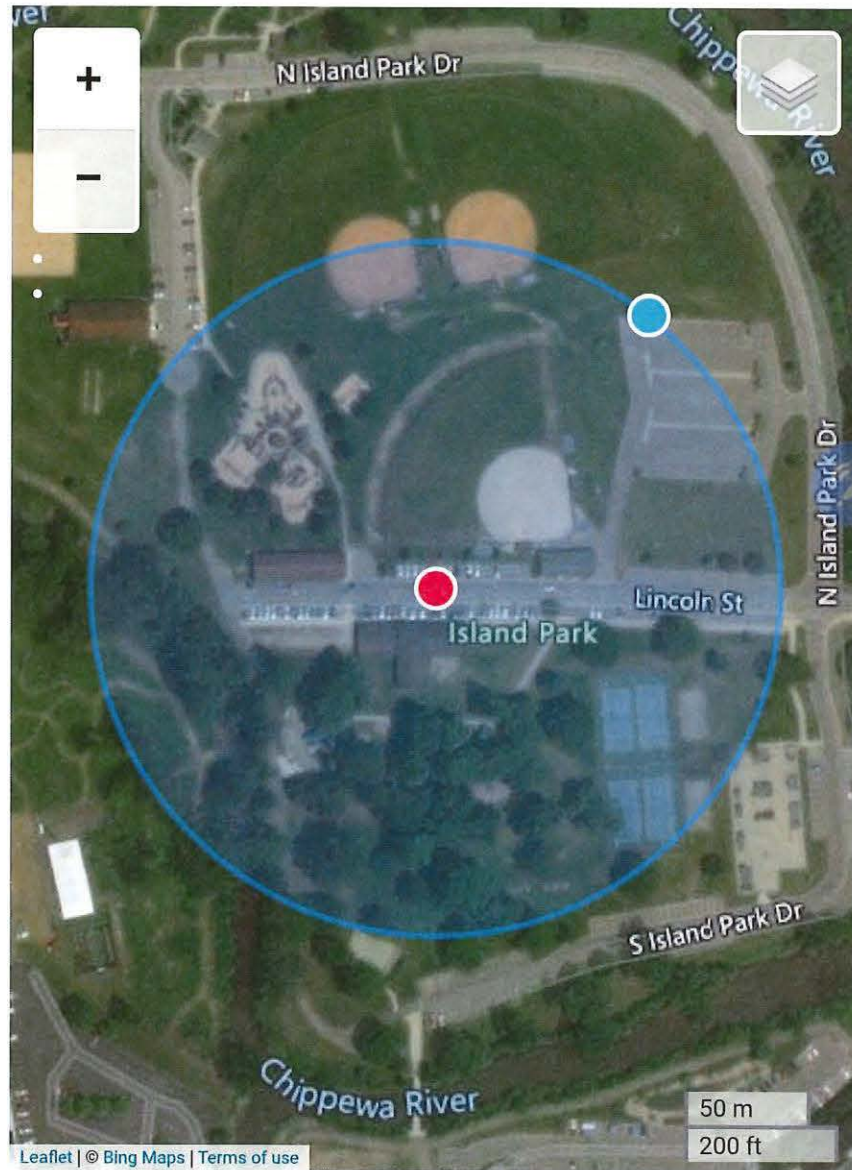
CalcMaps



Clear Edit Draw a Circle 1 mi

Radius: 137.34 m | 0.14 km | 0.09 mi | 451 ft

Circle Area: 59255.23 m² | 0.06 km² | 0.02 mi² | 637818 ft²




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map Download map



COMMISSION LETTER #138-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION IN SUPPORT OF FINAL APPROVAL OF
TEMPORARY TRAFFIC CONTROL ORDER #3-2021

The following Temporary Traffic Control Order has been in place for 90 days and is being recommended for final approval.

#3-2021- Place “No Parking Loading and Unloading Only” sign at the first parking space on east side of University Street south of Illinois/University intersection in front of Veterans Memorial Library.

No comments were received during the 90-day temporary period.

Recommended Motion:

Move to approve the resolution as drafted in support of final approval for Traffic Control Order #3-2021.

NJR/ap



City of Mt. Pleasant, Michigan
Traffic Control Order

TRAFFIC CONTROL ORDER NO.

TCO 3-2021

Issued By: Steve Tewari
Traffic Engineer

Date: 3-25-2021

Signs/work by: Haran Gruss
Demi Nelson
Street Department

Date: 5-10-21

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 Loading and Unloading Only" sign at the first parking space on east side of University Street south of Illinois/University intersection in front of Veterans Memorial Library.



WHEREAS, under the date of March 25, 2021, the Traffic Engineer of the City of Mt. Pleasant issued temporary traffic control order No. 3-2021 (Place “No Parking Loading and Unloading Only” sign at the first parking space on east side of University Street south of Illinois/University intersection in front of Veterans Memorial Library). Said temporary traffic control order was presented to the City Commission on July 26, 2021, for review and after reviewing said temporary control order and being fully advised in the premises,

BE IT RESOLVED, that the City Commission approves making temporary traffic control order No. 3-2021 a permanent traffic control order.

COMMISSION LETTER #139-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION IN SUPPORT OF FINAL APPROVAL OF
TEMPORARY TRAFFIC CONTROL ORDER #4-2021

The following Temporary Traffic Control Order has been in place for 90 days and is being recommended for final approval.

#4-2021- Place (2) “10 Min Parking Drop-offs and Pick-ups Only” signs at the hatched area on the north side of Broadway Street in front of the Isabella Bank at 139 E. Broadway Street (west of Broadway/Court intersection). Remove existing “No Parking” sign.

No comments were received during the 90-day temporary period.

Recommended Motion:

Move to approve the resolution as drafted in support of final approval for Traffic Control Order #4-2021.

NJR/ap



City of Mt. Pleasant, Michigan Traffic Control Order

TRAFFIC CONTROL ORDER NO.

TCO 4-2021

Issued By: Steve Jewell
Traffic Engineer

Date: 3-25-2021

Signs/work by: Aaron Guss
Devin Nelson
Street Department

Date: 5-10-21

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 2 - "10 Min Parking Drop-offs and Pick-ups Only" signs at the hatched area on the north side of Broadway Street in front of the Isabella Bank at 139 E. Broadway Street (west of Broadway/Court intersection). Remove existing No Parking sign.



WHEREAS, under the date of March 25, 2021, the Traffic Engineer of the City of Mt. Pleasant issued temporary traffic control order No. 4-2021 (Place 2 "10 Min Parking Drop-offs and Pick-ups Only" signs at the hatched area on the north side of Broadway Street in front of the Isabella Bank at 139 E. Broadway Street [west of Broadway/Court intersection]. Remove existing "No Parking" sign). Said temporary traffic control order was presented to the City Commission on July 26, 2021, for review and after reviewing said temporary control order and being fully advised in the premises,

BE IT RESOLVED, that the City Commission approves making temporary traffic control order No. 4-2021 a permanent traffic control order.

COMMISSION LETTER #140-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION REGARDING RECREATIONAL MARIJUANA
PETITION TO INCREASE NUMBER OF RETAILERS

On July 7, the City Clerk's Office received an initiative petition for an ordinance amendment to increase the number of recreational marijuana retailers. Under the Michigan Regulation Taxation and Marijuana Act (MRTMA) the Clerk's Office verified 339 signatures as valid, which exceeds the required threshold of greater than 5% of the votes cast for governor in the last election (the minimum requirement was 316 signatures). Based on the signatures received, the initiative is to be placed on the November 2, 2021 ballot as required by MRTMA. A copy of the initiative and the proposed ordinance is attached for reference.

The City Attorney has prepared the attached resolution for consideration by the City Commission which would approve the ballot language to be placed on the November ballot. The ballot language must be submitted to the Isabella County Clerk by Tuesday, August 10 at 4:00 p.m. We recommend the City Commission approve the resolution as drafted.

Recommended Motion:

Move to accept the initiative petition received under the MRTMA and approve the ballot language as presented for the November 2, 2021 election.

NJR/ap

FILED
ISABELLA

JUN 18 2021

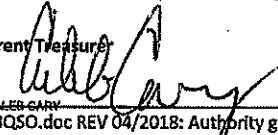
COUNTY CLERK
MT PLEASANT MICHIGAN



MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS

ORIGINAL OR AMENDED

STATEMENT OF ORGANIZATION FORM FOR LOCAL BALLOT QUESTION COMMITTEES FILED WITH COUNTY CLERK
Information on this form is made public.

1. Committee ID #: 50486	*2. Type of Filing: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment to Items: _____		Eff. Date: 6/18/21
*3. Date Committee was Formed: 6-18-21			
*4. Full Name of Committee: SAFER MT PLEASANT			
5. Acronym or Abbreviation (if any): N/A			
*6. Complete Committee Mailing Address (May be PO Box): 30903 Northwestern Highway, STE 240, Farmington Hills, Michigan 48334			
*7. Complete Committee Street Address (May not be PO Box): 910 EAST CHIPPEWA, MT PLEASANT, MI 48858			
*Committee Phone: (248) 357-2550		*Committee Email Address: jennifer@komornlaw.com	
Committee Fax #: N/A		Committee Website Address: N/A	
*8. Treasurer Name and Complete Residential Address: CALEB CARY 910 EAST CHIPPEWA, MT PLEASANT, MI 48858			
Phone #: (517) 402-8431		Email Address: CARYCALE_84@HOTMAIL.COM	
9. Designated Record Keeper Name and Complete Address: N/A			
Phone #:		Email Address:	
*10. REPORTING WAIVER REQUEST: <input checked="" type="checkbox"/> YES, I/WE WANT TO APPLY FOR THE REPORTING WAIVER. The committee does not expect to spend or receive in excess of \$1,000.00 in an election. I/We understand that if the committee does not spend or receive in excess of \$1,000.00 in an election, the committee does not owe detailed campaign statements. I/We further understand that the Reporting Waiver will be automatically lost if the committee exceeds the \$1,000.00 threshold and all required campaign statements must be filed. A Reporting Waiver does not exempt a committee from filing Late Contribution Reports. <input type="checkbox"/> NO, I/WE DO NOT WANT TO APPLY FOR THE REPORTING WAIVER. The committee expects to spend or receive in excess of \$1,000.00 in an election. I/We understand that the committee owes detailed campaign statements even if the committee does not spend or receive in excess of \$1,000.00 in an election. I/We further understand that the Reporting Waiver cannot be requested retroactively to avoid filing requirements and to avoid paying late filing fees. Further information regarding Reporting Waivers can be found in Appendix C of the Committee Manual.			
*11. Name and Address of Depositories or Intended Depositories of committee funds. (Michigan Bank, Credit Union or Savings & Loan Association) *Official Depository (name and address): Comerica Bank 30840 Northwestern Highway, Farmington, MI 48334 Secondary Depository (name and address):			
12. List the specific ballot proposal(s) involved using the official ballot designation if available and mark support or oppose as appropriate: <input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose PETITION FOR INITIATION OF MUNICIPAL ORDINANCE Description: An ordinance to provide for the number of marijuana establishments allowed within Mount Pleasant Indicate the ballot proposal district below by selecting County (include the county name), Multi-County or Local (include the name of the jurisdiction). If multi-county, list the county where the greatest number of voters eligible to vote on the proposal reside. <input type="checkbox"/> County <input type="checkbox"/> Multi-County <input checked="" type="checkbox"/> Local City of Mount Pleasant			
13. Verification: I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief.			
*Current Treasurer X  CALEB CARY		*Designated Record Keeper (If Applicable) N/A	
Date: 6/18/2021			

AFFIDAVIT OF PETITIONER'S COMMITTEE

The undersigned 5 affiants submit to the City Clerk that they will constitute the petitioner's committee as designated on the attached Statement of Organization, and will be responsible for circulating the petition and filing it in proper form, and the attached ballot question committee states the address to which all notices to the committee are to be sent, and the attached petition form sets forth in full the proposed to amend section 115.02(B)3 of the ordinance known as entitled "RECREATIONAL MARIHUANA ESTABLISHMENTS" to increase the number of adult use marijuana facilities to be operated in the City from 3 establishments to 10 establishments. All other provisions of Chapter 15 remain in effect.

1 Printed Name: Caleb Cary
Address: 910 E. Chippewa St. Mt. Pleasant MI 48858
Signature: x Caleb Cary Date: 6-21-21

STATE OF MICHIGAN }
COUNTY OF Isabella }

Subscribed and sworn to by the above circulator Caleb Cary before me on this date: 6-21-21

x Rebecca R. Higgs
Printed Name Rebecca R. Higgs Notary Public, Macostq County, Michigan
My Commission Expires: 6/8/2025 Acting in Isabella County.

2 Printed Name: MICAH J FOCKEN
Address: 910 E CHIPPEWA ST MT. PLEASANT MI 48858
Signature: x [Signature] Date: 6-21-21

STATE OF MICHIGAN }
COUNTY OF Isabella }

Subscribed and sworn to by the above circulator Micah Focken before me on this date: 6-21-21

x Rebecca R. Higgs
Printed Name Rebecca R. Higgs Notary Public, Macostq County, Michigan
My Commission Expires: 6/8/2025 Acting in Isabella County.

3 Printed Name: Alex Ludwiczak
Address: 1021 S Brown St. Apt 14, Mt. Pleasant 48855
Signature: x Alex Ludwiczak Date: 6/21/21

STATE OF MICHIGAN }
COUNTY OF Isabella }

Subscribed and sworn to by the above circulator Alex Ludwiczak before me on this date: 6-21-21

x Rebecca R. Higgs
Printed Name Rebecca R. Higgs Notary Public, Macosta County, Michigan
My Commission Expires: 6/8/2025 Acting in Isabella County.

4 Printed Name: Alicia K. Haley
Address: 621 N. Kinney Ave
Signature: x Alicia K. Haley Date: 6/21/21

STATE OF MICHIGAN }
COUNTY OF Isabella }

Subscribed and sworn to by the above circulator Alicia K. Haley before me on this date: 6-21-21

x Rebecca R. Higgs
Printed Name Rebecca R. Higgs Notary Public, Macosta County, Michigan
My Commission Expires: 6/8/2025 Acting in Isabella County.

5 Printed Name: Nichole Focken
Address: 910 E Chippewa St.
Signature: x Nichole Focken Date: 6-21-21

STATE OF MICHIGAN }
COUNTY OF Isabella }

Subscribed and sworn to by the above circulator Nichole Focken before me on this date: 6-21-21

x Rebecca R. Higgs
Printed Name Rebecca R. Higgs Notary Public, Macosta County, Michigan
My Commission Expires: 6/8/2025 Acting in Isabella County.

LOCAL PROPOSAL INITIATION OF ORDINANCE

The circulator of the petition is a (check one box):
☐ paid signature gatherer ☐ volunteer signature gatherer

If the petition circulator does not comply with all of the requirements of this act for petition circulators, any signature obtained by that petition circulator on that petition is invalid and will not be counted.

To the Clerk of the City of Mount Pleasant: We, the undersigned qualified and registered electors, residents in the City of Mount Pleasant, in the County of Isabella, in the State of Michigan, respectively petition for initiation of an ordinance pursuant to section 6 of the Michigan Regulation and Taxation of Marihuana Act, to wit: to amend section 115.02(b)3 of the ordinance known as Chapter 115 entitled "RECREATIONAL MARIHUANA ESTABLISHMENTS" to increase the number of adult use marijuana facilities to be operated in the City from 3 establishments to 10 establishments. All other provisions of Chapter 15 remain in effect.

THE FULL TEXT OF THIS PROPOSED ORDINANCE IS SET FORTH ON THE REVERSE SIDE OF THIS PETITION

WARNING - A person who knowingly signs this petition more than once, signs a name other than his or her own, signs when not a qualified and registered elector, or sets opposite his or her signature on a petition, a date other than the actual date the signature was affixed, is violating the provisions of the Michigan election law.

Signature	Printed Name	Street Address or Rural Route	Zip Code	Date of Signing		
				Month	Day	Year
1.						
2.						
3.						
4.						
5.						

CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the city or township indicated preceding the signature, and the elector was qualified to sign the petition.

☐ If the circulator is not a resident of Michigan, the circulator shall make a cross or check mark in the box provided, otherwise each signature on this petition sheet is invalid and the signatures will not be counted by a filing official. By making a cross or check mark in the box provided, the undersigned circulator asserts that he or she is not a resident of Michigan and agrees to accept the jurisdiction of this state for the purpose of any legal proceeding or hearing that concerns a petition sheet executed by the circulator and agrees that legal process served on the Secretary of State or a designated agent of the Secretary of State has the same effect as if personally served on the circulator.

WARNING - A circulator knowingly making a false statement in the above certificate, a person not a circulator who signs as a circulator, or a person who signs a name other than his or her own as circulator is guilty of a misdemeanor.

Paid for with regulated funds by: SAFER MT PLEASANT 910 EAST CHIPPEWA, MT PLEASANT, MI 48858

AFFIDAVIT: The undersigned affiant states under oath that the circulator personally circulated the petition paper, that said paper contains _____ signatures, that all were affixed in the circulator's presence, that the circulator believes them to be the genuine signatures of the persons whose names they purport to be, and that each signer had the opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

(Signature of Circulator) _____ (Date) _____

(Print Name of Circulator) _____

(Complete Residence Address (Street and Number or Rural Route) [Do not enter a post office box]

(City or township, state, zip code)

(County of registration, if registered to vote, of a circulator who is not a resident of Michigan)

STATE OF MICHIGAN }
COUNTY OF _____ }
Subscribed and sworn to by the above circulator _____ before me on this date: _____

X
Printed Name _____ Notary Public, _____ County, Michigan
My Commission Expires: ____/____/____ Acting in _____ County.

LOCAL PROPOSAL INITIATION OF ORDINANCE

To the Clerk of the City of Mount Pleasant: We, the undersigned qualified and registered electors, residents in the City of Mount Pleasant, in the County of Isabella, in the State of Michigan, respectively petition for initiation of an ordinance pursuant to section 6 of the Michigan Regulation and Taxation of Marihuana Act, to wit; to amend section 115.02(B)3 of the ordinance known as entitled "RECREATIONAL MARIHUANA ESTABLISHMENTS" to increase the number of adult use marijuana facilities to be operated in the City from 3 establishments to 10 establishments. All other provisions of Chapter 15 remain in effect.

Deleted language is struck through with a line. New language is underlined and CAPITALIZED.

The City of Mount Pleasant Ordains:

Chapter 115.02 of the city code, entitled "RECREATIONAL MARIHUANA ESTABLISHMENTS," is hereby amended, and all other provisions of Chapter 115 remain in effect, as follows:

§ 115.02. Authorized Establishments.

(a) **Authorization and special use permit required.** No person shall operate a marihuana establishment in the City without an authorization issued by the City pursuant to the provisions of this Ordinance and a special use permit pursuant to this Ordinance and the City Zoning Ordinance. No person shall operate a temporary marihuana event in this City without an authorization issued by the City pursuant to the provisions of this Ordinance.

(b) **Number of establishments eligible for authorization.** The following numbers of marihuana establishments may be authorized to operate in the City, subject to this Ordinance:

- (1) Not more than five (5) growers operating under Class A licenses;
- (2) Not more than three (3) growers operating under Class B or Class C licenses;
- (3) Not more than ~~three (3)~~ TEN (10) retailers;
- (4) Processors (unlimited);
- (5) Secure transporters (unlimited);
- (6) Safety compliance establishments (unlimited);
- (7) Not more than 2 microbusinesses;
- (8) Zero designated consumption establishments;
- (9) Zero excess marihuana growers.

(c) **Co-location and stacked licenses.** Co-location and stacked grower licenses (with up to 3 grower licenses per zoning lot) are permitted in the City. For purposes of the limitations provided in subsection (a):

- (1) An establishment with a stacked grower license counts as a single grower;
- (2) On a site with co-location, each license (other than stacked grower licenses) authorized to operate within a single location counts as a separate establishment.

(d) **Final authorization from City required.** The authorization process described in section 115.03 determines the locations in the City at which establishments may operate. A proposed establishment is not eligible to operate until the clerk grants final authorization pursuant to section 115.03(f) and until the applicant receives a special use permit under the City Zoning Ordinance and all required approvals and licenses from LARA.

RESOLUTION NO. _____

CITY OF MOUNT PLEASANT

RESOLUTION TO APPROVE BALLOT LANGUAGE

At a meeting of the City Commission of the City of Mount Pleasant (“City”), Isabella County, Michigan, held virtually pursuant to the Michigan Open Meetings Act, MCL 15.261 *et seq.*, on the ____ day of _____ 2021, at ____ p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, under the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018 (“MRTMA”), individuals may petition to initiate an ordinance to provide for the number of recreational marihuana establishments allowed within a municipality or to completely prohibit recreational marihuana establishments within a municipality; and

WHEREAS, under the MRTMA, the proposed ordinance shall be submitted to the electors of the municipality at the next regular election when a petition is signed by qualified electors in the municipality in a number greater than 5% of the votes cast for governor by qualified electors in the municipality at the last gubernatorial election; and

WHEREAS, the City Commission received petitions to initiate a City ordinance to amend Section 115.02 of the City of Mount Pleasant City Code, entitled “Authorized Establishments” on July 7, 2021; and

WHEREAS, the City Clerk has verified 339 signatures as valid, which is greater than 5% of the votes cast for governor by qualified electors in the City at the last gubernatorial election; and

WHEREAS, the City is required to submit the proposed ordinance to the voters of the City and approve ballot language for submission to the County Clerk.

NOW, THEREFORE, the City Commission of the City of Mount Pleasant, Isabella County, Michigan resolves as follows:

1. The City Commission approves and shall submit the following ballot question to the Isabella County Clerk for the purpose of submitting such ballot question to the electors of the City of Mount Pleasant at the November 2, 2021 election:

Local Proposal No. _____

A proposed initiated ordinance in the City of Mount Pleasant to amend Section 115.02 of the City of Mount Pleasant City Code to increase the maximum number of authorized recreational marihuana retailers in the City from three to ten.

Should this ordinance be adopted?

☐ **YES**

☐ **NO**

2. The City Clerk shall promptly certify and submit this resolution to the Isabella County Clerk no later than August 10, 2021, at 4:00 P.M., so that the proposal may be included on the ballot in the November 2, 2021 election.

3. Any resolutions that are inconsistent with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

RESOLUTION ADOPTED.

YEAS: _____

NAYS: _____


STATE OF MICHIGAN)

COUNTY OF ISABELLA)

I, the undersigned, the duly qualified and acting City Clerk of the City of Mount 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 regular meeting held virtually on the ____ day of _____, 2021.

Heather Bouck, City Clerk

COMMISSION LETTER #141-21
MEETING DATE: JULY 26, 2021

TO: MAYOR AND CITY COMMISSION JULY 21, 2021
FROM: NANCY RIDLEY, CITY MANAGER 
SUBJECT: CONSIDER RESOLUTION EXTENDING CONDITIONAL APPROVAL OF A
CLASS A MEDICAL MARIHUANA GROW OPERATION FOR LOWKEY
PROPERTIES LLC

The attached communication from LowKey Properties LLC requests an extension to the deadline related to the conditional approval of their Class A medical grower license at 1110 W. Fancher. The attached memo from City Planner Jacob Kain provides the details on the required dates and a proposed resolution approving the request if the City Commission desires.

As mentioned in Mr. Kain's communication, an extension request was approved for the prior purchaser of the property but that application has since been withdrawn.

Section 112.03(F) of our ordinance allows the City Commission to extend any deadlines upon a showing of good cause. Based on the request of the conditional license holder, the City Commission can consider the resolution as drafted.

Recommended Motions:

Move to approve resolution extending conditional authorization for LowKey Properties LLC medical marihuana Class A grower license at 1110 N. Fancher as presented.

NJR/ap

LOWKEY PROPERTIES LLC

310 N Knight Road
Bay City, MI 48708

July 10, 2021

In Reference to

Class A Marijuana Facility approval
1110 N Fancher,
Mt. Pleasant, MI 48858
LowKey Properties LLC

To Whom it May Concern,

We would like to request an extension to the deadline to submit the facility specific step of the application to LARA, as the state requires that it not be submitted unless the facility is going to be ready for inspection within 60 days,

We would like to request a 9-month extension to allow sufficient time for the architect and engineer to complete the MEP Sheet and renovations to the building.

Thank you,

Sergio Valiente, Manager

Memorandum



TO: Nancy Ridley
City Manager

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

FROM: Jacob Kain
City Planner

DATE: July 12, 2021

SUBJECT: Deadline extension request – LowKey Properties LLC

LowKey Properties LLC has submitted a request that the City Commission grant a nine-month extension of their deadline to meet Section 112.03(E)(1) of the City's Medical Marihuana Facilities Ordinance. This section requires the applicant to submit the paperwork for the facility-specific step of the application for a state operating license (and all related applications for stacked licenses) to LARA within 30 days of receiving conditional authorization.

LowKey Properties LLC received conditional authorization for a Class A Medical Marihuana Grower at 1110 N. Fancher on July 12, 2021. The property has a special use permit that was issued by the Planning Commission on March 4, 2021. The applicant has until January 12, 2023 to receive final authorization from the City.

The City Commission may recall that MI Operations LLC received conditional authorization for a Class A Medical Marihuana Grower at 1110 N. Fancher on February 9, 2021. The City Commission granted that entity a nine-month extension to meet Section 112.03(E)(1) of the City's Medical Marihuana Facilities Ordinance on March 22, 2021. MI Operations LLC subsequently withdrew their license application with the City.

Section 112.03(F) of the Medical Marihuana Facilities Ordinance states that the City Commission may extend any of the deadlines upon a showing of good cause. If an extension is granted as requested, the resulting deadline to satisfy the requirements of Section 112.03(E)(1) is April 26, 2022.

Requested Action:

The City Commission consider the attached resolution extending the deadline for LowKey Properties LLC to satisfy the requirements of Section 112.03(E)(1) to April 26, 2022.

RESOLUTION

WHEREAS, LowKey Properties LLC received a conditional authorization for a Class A Medical Marihuana Grower on July 12, 2021; and

WHEREAS, Section 112.03(E) of the Mount Pleasant City Code of Ordinances requires the City Clerk to grant final authorization for conditionally authorized medical marihuana facilities if the applicant: (1) Submits the paperwork for the facility-specific step of the application for a state operating license (and all related applications for stacked licenses) to LARA within 30 days of receiving conditional authorization; (2) Submits an application for special use authorization pursuant to section 154.410(B)(4)(p) of the zoning ordinance within 30 days of receiving conditional authorization; (3) Obtains special use authorization within six months of receiving conditional authorization; and (4) Obtains a state operating license within 18 months of receiving conditional authorization; and

WHEREAS, LowKey Properties LLC has satisfied the requirements of Sections 112.03(E) (2) and (3) of the Mount Pleasant City Code of Ordinances as the proposed property has a Special Use Permit issued by the Planning Commission on March 4, 2021; and

WHEREAS, LowKey Properties LLC has not yet satisfied the requirements under Section 112.03(1); and

WHEREAS, the conditional authorization granted to LowKey Properties LLC will otherwise expire because the applicant has not submitted the paperwork for the facility-specific step of the application for a state operating license (and all related applications for stacked licenses) to LARA within 30 days of receiving conditional authorization as specified under Section 112.03(E)(1); and

WHEREAS, LowKey Properties LLC has requested a nine (9) month extension to meet the requirement of Section 112.03(E)(1) for cause as outlined in their July 12, 2021 request for extension; and

WHEREAS, Section 112.03(F) of the Mount Pleasant City Code of Ordinances authorizes the City Commission to extend any of the deadlines required by Section 112.03(E) upon a showing of good cause.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The City Commission of the City of Mount Pleasant finds that LowKey Properties LLC has established good cause to extend the deadline to meet the requirements of Section 112.03(E)(1).

2. LowKey Properties LLC 's request under Section 112.03(F) for a nine-month extension to satisfy the requirements of Section 112.03(E)(1) for their Class A Medical

Marihuana Grower located at 1110 N. Fancher is granted and the deadline date to satisfy such requirements shall be April 26, 2022.

3. Except as otherwise modified by this Resolution, all other deadlines established by Chapter 112 of the Mount Pleasant City Code of Ordinances shall remain in full force and effect.

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 07/02/2021 THRU 07/15/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
07/07/2021	CITY TREASURER-PAYROLL FUND	REG PAY #517, 7/9/2021	\$279,992.30
07/14/2021	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	625.00
07/14/2021	21ST CENTURY MEDIA - MICHIGAN	CONTRACT SVCS	2,178.41
07/14/2021	AIRGAS USA, LLC	SUPPLIES/CONTRACT SVCS	117.35
07/14/2021	BLOCK ELECTRIC COMPANY	CONTRACT SVCS	1,135.21
07/14/2021	GARY BRANDT	FARMERS MKT REIMB	529.10
07/14/2021	BSN SPORTS LLC	SUPPLIES	45.00
07/14/2021	C & C ENTERPRISES, INC	SUPPLIES	93.00
07/14/2021	C & O SPORTSWEAR	SUPPLIES	2,494.80
07/14/2021	ROSEMARY CARSON	FARMERS MKT REIMB	4.75
07/14/2021	CAR WASH PARTNERS, INC.	SUPPLIES/VEHICLE MAINT	235.00
07/14/2021	CDW GOVERNMENT, INC	SUPPLIES	218.49
07/14/2021	CENTRAL ASPHALT, INC	SUPPLIES	309.61
07/14/2021	CENTRAL CONCRETE INC	SUPPLIES	2,679.75
07/14/2021	CENTURYLINK	COMMUNICATIONS	15.03
07/14/2021	CENTRAL MICHIGAN CATERING, LLC	SUPPLIES	1,479.50
07/14/2021	JORDON CHILDS	REFUND	48.37
07/14/2021	CITY TREASURER-CONTR RETAINAGE	CONTRACT SVCS	4,069.80
07/14/2021	CENTRAL MICH UNIV - MAILROOM	POSTAGE/HANDLING	10,117.31
07/14/2021	COMPASS MINERALS AMERICA	SUPPLIES	22,924.54
07/14/2021	CONSUMERS ENERGY	CONTRACT SVCS	45,309.12
07/14/2021	COYNE OIL CORPORATION	SUPPLIES/FUEL	6,021.67
07/14/2021	CULLIGAN OF MID MICHIGAN	CONTRACT SVCS	43.50
07/14/2021	ANDREW CURTISS	FARMERS MKT REIMB	181.60
07/14/2021	D. CLARE SERVICES	CONTRACT SVCS	220.00
07/14/2021	DINGES FIRE COMPANY	UNIFORMS	355.75
07/14/2021	RENEE EARLE	FARMERS MKT REIMB	302.05
07/14/2021	KAREN FENTON	FARMERS MKT REIMB	128.60
07/14/2021	JOHN FERGUSON SOUND & COMMUNICATI	SUPPLIES	54.49
07/14/2021	FERGUSON WATERWORKS #3386	METER REPLACEMENT	2,043.42
07/14/2021	FLEX ADMINISTRATORS	FSA ADMINISTRATIVE FEE	235.20
07/14/2021	FRONT LINE SERVICES, INC	CONTRACT SVCS	6,530.11
07/14/2021	GALLS, LLC	UNIFORMS	233.56
07/14/2021	GALGOCI OIL COMPANY	FUEL	408.73
07/14/2021	GREAT LAKES CENTRAL RAILROAD INC	CONTRACT SVCS	2,625.00
07/14/2021	GREEN SCENE LANDSCAPING, INC.	CONTRACT SVCS	2,432.28
07/14/2021	DAVID GROTHAUSE	FARMERS MKT REIMB	155.85
07/14/2021	HACH COMPANY	SUPPLIES	3,926.72
07/14/2021	HCC LIFE INS. CO	ADMIN - STOP LOSS	18,785.31
07/14/2021	THE HEARTHSTONE OVEN	FARMERS MKT REIMB	267.05
07/14/2021	HIRERIGHT	CONTRACT SVCS	50.47

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 07/02/2021 THRU 07/15/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
07/14/2021	HYDROCORP, INC.	INSPECTION/REPORTING SVCS	4,829.50
07/14/2021	THE ISABELLA CORPORATION	CONTRACT SVCS	46,465.90
07/14/2021	J.E. JOHNSON, INC.	CONTRACT SVCS	3,352.60
07/14/2021	JOHN JOHNSON	FARMERS MKT REIMB	13.00
07/14/2021	BRUCE JORCK	FARMERS MKT REIMB	532.90
07/14/2021	J.R. HEINEMAN & SONS	CONTRACT SVCS	20,020.12
07/14/2021	BILL KEHOE	FARMERS MKT REIMB	138.95
07/14/2021	KENNEDY INDUSTRIES, INC	SUPPLIES	3,742.00
07/14/2021	MCGUIRK SAND & GRAVEL INC	CONTRACT SVCS	6,000.00
07/14/2021	MCLAREN CORPORATE SERVICES	CONTRACT SVCS	1,118.00
07/14/2021	MEAD & HUNT	CONTRACT SVCS	3,243.97
07/14/2021	CAROL MEIXNER	SUPPLIES	23.31
07/14/2021	TYLER BROWN	REIMBURSEMENT	7.67
07/14/2021	TYLER CLAYBAUGH	REIMBURSEMENT	8.68
07/14/2021	STATE OF MICHIGAN	CONTRACT SVCS	30.00
07/14/2021	STATE OF MICHIGAN	CONTRACT SVCS	2,932.02
07/14/2021	MID-MICHIGAN INDUSTRIES	CONTRACT SVCS	7,700.00
07/14/2021	MICHIGAN PIPE & VALVE	SUPPLIES	7,257.00
07/14/2021	MISSION COMMUNICATIONS, LLC	SUPPLIES	60.00
07/14/2021	JOHN MONAHAN	FARMERS MKT REIMB	66.35
07/14/2021	MPPS FOOD & NUTRITION SERV	SUPPLIES	1,216.00
07/14/2021	ALMA TIRE SERVICE INC	SUPPLIES/VEHICLE MAINT	3,727.23
07/14/2021	NCL OF WISCONSIN	CHEMICALS	1,017.39
07/14/2021	NYE UNIFORM COMPANY	UNIFORMS	114.50
07/14/2021	NYLEA'S GARDEN	FARMERS MKT REIMB	100.85
07/14/2021	OFFICE DEPOT	SUPPLIES	391.17
07/14/2021	ORKIN	CONTRACT SVCS	196.00
07/14/2021	OWENS SOFT WATER, INC	CONTRACT SVCS	260.98
07/14/2021	PREIN & NEWHOF	CONTRACT SVCS	2,505.60
07/14/2021	PRO COMM, INC	CONTRACT SVCS	30.00
07/14/2021	PURE PLUMBING LLC	CONTRACT SVCS	400.00
07/14/2021	KONWINSKI CONSTRUCTION	REFUND	36.00
07/14/2021	MI OPERATIONS LLC	REFUND	5,000.00
07/14/2021	KIARA BRIGGS	REFUND	110.00
07/14/2021	AARON GROGG	REFUND	675.00
07/14/2021	MIDLAND LADY EXPLORERS	REFUND	675.00
07/15/2021	NANCY RIDLEY	REIMBURSEMENT	38.50
07/14/2021	SHRED-IT USA LLC	CONTRACT SVCS	295.49
07/14/2021	DAN SODINI	FARMERS MKT REIMB	54.15
07/14/2021	STEVE LEY FENCING	CONTRACT SVCS	4,000.00
07/14/2021	SUMMIT FIRE PROTECTION	CONTRACT SVCS	540.00

CHECK REGISTER FOR CITY OF MT PLEASANT
CHECK DATE FROM 07/02/2021 THRU 07/15/2021

Check Date	Vendor Name	Description	Amount
Bank COMM COMMON CASH			
07/14/2021	STEVIE SWAREY	FARMERS MKT REIMB	9.35
07/14/2021	THIELEN TURF IRRIGATION, INC	CONTRACT SVCS	2,879.85
07/14/2021	THOM SLUSHER, PGA	CONTRACT SVCS	2,295.00
07/14/2021	TOTAL WATER TREATMENT SYSTEMS, INC	CONTRACT SVCS	178.73
07/14/2021	SAYLOR, MAXWELL	UB REFUND	99.89
07/14/2021	CEJA-BLOHM, MARY	UB REFUND	23.27
07/14/2021	CONWAY, ELIZABETH & MICHAEL	UB REFUND	48.31
07/14/2021	ACKER TITLE AGENCY	UB REFUND	116.46
07/14/2021	MID MI UPHOLSTERY & AWNING	UB REFUND	21.09
07/14/2021	URBAN, MIRANDA	UB REFUND	129.28
07/14/2021	CORNWELL, AMANDA	UB REFUND	50.00
07/14/2021	1110 N. FANCHER, LLC	UB REFUND	26.65
07/14/2021	RENTWOOD	UB REFUND	82.75
07/14/2021	LOWELL, JAKE	UB REFUND	5.97
07/14/2021	RAM PROPERTY MGM	UB REFUND	28.81
07/14/2021	COTTER, KURT	UB REFUND	48.36
07/14/2021	KEA, NATALIE	UB REFUND	112.56
07/14/2021	SPRAGUE, SHAYLYN	UB REFUND	35.15
07/14/2021	STEWART, PATRICIA	UB REFUND	34.91
07/14/2021	UNIFIRST CORPORATION	CONTRACT SVCS	40.66
07/14/2021	CHARTER TOWNSHIP OF UNION	UTILITIES	310.70
07/14/2021	USABBLUEBOOK	SUPPLIES	980.61
07/14/2021	VERIZON CONNECT NWF, INC.	CONTRACT SVCS	210.47
07/14/2021	JAKE WALRAVEN	FARMERS MKT REIMB	1,254.70
07/14/2021	WM CORPORATE SERVICES, INC.	CONTRACT SVCS	933.06
07/14/2021	THE W.W. WILLIAMS COMPANY, LLC	CONTRACT SVCS	650.00
07/14/2021	WINN TELECOM	COMMUNICATIONS	19.95
07/14/2021	ERNEST WOLF	FARMERS MKT REIMB	47.35
07/14/2021	LOUISE WYMER	FARMERS MKT REIMB	190.70
07/14/2021	BRYAN ZUZGA	FARMERS MKT REIMB	81.40
07/15/2021	CITY TREASURER - UTILITIES	WATER/SEWER	8,730.45

COMM TOTALS:

Total of 113 Checks:	\$568,225.07
Less 0 Void Checks:	0.00
Total of 113 Disbursements:	\$568,225.07